

URGENT

7/5/2013-CS.I (A)

**Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training**

2nd Floor, Lok Nayak Bhavan, New Delhi-110003

Dated the 29th May, 2015

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System for CSS – Capturing of data in respect of Assistants of CGLE-2013 undergoing Foundational Training.

As ISTM are aware, a Web Based Cadre Management System (WBCMS) for CSS/CSSS/CSCS has been operationalised since 2013. The data in respect of all officers belonging to these three services are to be captured in the System for various cadre management activities including for generation of various reports. A large number of DR Assistants have recently been nominated for undergoing Foundational Training at ISTM and few state ATIs. Their data is immediately required to be captured in the web based cadre management system. Accordingly, a format has been devised for capture of data in respect of DR Assistants which is attached herewith. This OM may be brought to the notice of DR Assistants undergoing training and they may be advised to immediately furnish details in respect of them in the format.

2. ISTM are requested to forward the data in respect of these Assistants to this Department urgently and latest by 12th June 2015.



(Parminder Singh)

Under Secretary to the Government of India

Tele.: 24642705

Institute of Secretariat Management System,
(Deputy Director, Admin.)
Administrative Block, JNU Campus (OLD),
OLOF Palme Marg, New Delhi – 110067

Encl.: As above

A. Employee Detail:

1	Name	First Name	Middle Name	Last Name
2	DoB: (ddmmyyyy)			
3	Designation:	Assistant		
4	Gender			
5	Date of joining as Assistant			
6	Date of continuous Govt. Service	(i) as above		
		(ii) Post held <u>Earlier</u>	Previous <u>Organisation</u>	from to

B. Basic Detail:

7	Blood Group			
8	Identification Mark			
9	Whether Differently abled (Handicapped):	(i) Yes/No:- If yes, whether HI/PH/VH:-		
10	Marital Status			
11	Mother Tongue			
12	Category (enclosed copy of caste certificate)	UR/OBC/ST/SC:- Community/Caste in case of OBC/SC/ST:-		
13	Mother's Name			
14	Father's Name			
15	State of original Residence			
16	Home Town			
17	Religion			
18	Languages Known:	(i)	Read	Write
		(ii)		Speak
		(iii)		

C. Address Detail:

19	Birth State	
20	Birth District	
21	Present Address (Address, City, State, Pin Code):	
22	Permanent Address (Address, City, State, Pin Code):	
23	Contact No.	Res. Mob. E-mail

C Qualification:

24	Qualification Details (10th/Matriculation onwards)	(i) Qua. _____ Major Sub. _____ Year _____ Div./CGPA _____ Board/University _____ Institution/College _____ Place _____ Country _____ (ii) Qua. _____ Major Sub. _____ Year _____ Div./CGPA _____ Board/University _____ Institution/College _____ Place _____ Country _____ (iii) Qua. _____ Major Sub. _____ Year _____ Div./CGPA _____ Board/University _____ Institution/College _____ Place _____ Country _____ (iv) Qua. _____ Major Sub. _____ Year _____ Div./CGPA _____ Board/University _____ Institution/College _____ Place _____ Country _____
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Signature of the Candidate