

No.21/1/2016-CS.I(U)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
.....

2nd Floor, Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 7th March, 2016.

8th

OFFICE MEMORANDUM

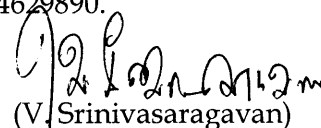
Subject: Incomplete Data in Web Based Cadre Management System for CSS Officers of Under Secretary -

In continuation of this Departments' O.M. of even number dated 26.02.2016 on the subject mentioned above and to say that another list of Under Secretaries is enclosed as Annexure in respect of whom the experience details in the web based cadre management system are found to be incomplete or there is some discrepancy therein.

2. In this connection, attention is invited to this Department's O.M. No.21/1/2014-CS.I (PR/CMS) dated 31st December, 2015 (**copy enclosed**) requesting the nodal officers in the Ministries/ Department for updation of data in the web based cadre management system hosted at **cscms.nic.in** in respect of all the CSS/CSSS/CSCS officers working under them. Data in respect of two modules viz. experience and promotion details can only be modified by CS.I /CS.II Divisions.

3. It is imperative that data in the web based system is maintained up to date always to facilitate carrying out of various cadre management activities. In order to complete the data in the system by CS Division, it is requested to fill up the particulars of such Under Secretaries as shown in the Annexure in the **attached format** duly certified by the Admn. Division **latest by 21.3.2016**. The next list of Under Secretaries whose date is incomplete will follow.

4. The Nodal Officers should update the remaining data of officers in other modules viz. Employee Details, Basic Details, Address Details, Training and Qualification. For any technical assistance they may contact CMC Official at Telephone No. 24629890.


(V. Srinivasaragavan)

Under Secretary to the Government of India

Tele: 24629412

Telefax:24629414

To

Ministries/Departments
Under Secretary (Admn.)
(As per list attached).

21/1/2014-CS.I (PR/CMS)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan, New Delhi-110003
Dated the 31st December, 2015

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System – updation of data of CSS/CSSS/CSCS officers

As Ministries/Departments are aware, the Web Based Cadre Management System for CSS, CSSS and CSCS has been operational since January, 2013. The system is hosted at **cscms.nic.in**. Despite lapse of more than two years, complete and upto date data is still not available in the system in respect of several officers. The prime objective of the web based system is to ensure accurate real time data of all the officers to enable quicker decisions relating to cadre management functions. Unless the data is maintained upto date, the purpose of the web based system will be defeated.

2. Nodal Officers in all the Ministries/Departments are, therefore, requested as under:

(a) **Employee module:** Nodal officers should ensure that correct and up to date personal information in respect of all personnel posted there is available. Nodal officers have been empowered to modify/correct (i) Employee details (ii) Basis Details (iii) Address details (iv) Training details and (v) qualification details. All the officers belonging to CSS/CSSS/CSCS may also be advised to verify their data in the system and bring discrepancies to the notice of the nodal officers for correction. If there is any difficulty in this regard, nodal officers should call CMC Ltd. Engineers at Tele: 24629890.

(b) **Experience and Promotion data:** CS.I Division will modify data in these two fields. If any modification is required duly certified information may be sent to CS Division for correction.

(c) **Pay:** Please ensure that pay of the officer is correctly indicated in the system. After drawl of increment on 1st July every year the data should be corrected.

(d) **APAR:** Ensure that APAR grading is entered in the system and the APAR is scanned and uploaded in the system. If there is any difficulty in this regard, please call the CMC Ltd. Engineers at Tele: 24629890.

(e) **IPR and Lokpal return:** All the officers of CSS/CSSS/CSCS are requested to file their returns online. It may be noted that defaulting officers will not be granted cadre clearance for deputation, foreign training, empanelment etc.

(f) **Deputation:** Ensure that all Officers apply for cadre clearance through the system. If any application is received in CS.I Division without online application it will not be entertained. Prior to forwarding application online, nodal officers should also ensure that correct and up to date information of the officer concerned is available in the system.

(g) **Foreign Training:** All nominations for foreign training should be processed through the web based cadre management system in respect of all Officers. Their reliving for the training will also be updated in the system to capture the details of foreign trainings attended. If the training period is more than three months, the nodal officers will forward the online request to CS.I Division for cadre clearance in respect of US and above level officers.

(h) **Domestic Training:** All nominations for domestic training should be processed through the web based cadre management system in respect of all officers. If the training period is exceeding one year, the nodal officers will forward the online request to CS.I Division for further processing in respect of US and above level officers.

(i) **Permission to visit abroad:** All requests for private foreign visits should be processed through the web based cadre management system to capture such information.

(j) **Furnishing of information of death of an employee:** In case of death of an employee, the nodal officer of the Ministry/Department concerned will henceforth immediately update the information in the web based system to enable capture of the vacancy to facilitate provision of a substitute.

(k) **Furnishing of information of long leave of an employee:** If any employee proceeds on leave for six months or more, the nodal officer concerned should update the information in the web based system immediately to capture the vacancy to facilitate provision of a substitute.

(l) **Voluntary Retirement:** CS.I Division conveys approval of MoS (PP) for voluntary retirement of US and above level officers of CSS. Henceforth, if the request for voluntary retirement is not received through the system, the same will not be entertained.

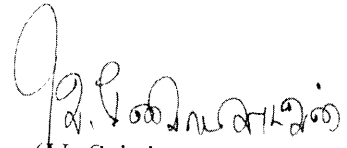
(m) **Resignation:** Resignation requests from employees should be obtained and processed in the web based system so that such vacancies are brought to the notice of the cadre controlling authority immediately.

(n) **Technical resignation:** Requests for technical resignation to join another employment under the Government should also be obtained and processed in the web based cadre management system.

(o) **Vigilance status:** Vigilance clearance whenever required in connection with cadre management activities will be sought and obtained through the system. In respect of US and above level officer it will be updated both by the Ministries/Department and by AVD.I of DoP&T. Upto SO level, Ministries/Departments will update the system.

3. This circular may be brought to the notice of all CSS Officers for their information and active cooperation to ensure correctness of data.

4. Nodal officers may also depute their subordinates to CS.I Division to clear doubts if any about the functioning of the system.



(N. Srinivasaragavan)

Under Secretary to the Govt. of India

Tele.: 24629412

To

Ministries/ Departments

Director/Deputy Secretary (Administration)

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
1	6751	REGULAR	2009	2001	Ravti Saran Verma	1/Mar/1965	SC	Agri & Coop
2	6515	REGULAR	2010	1997	Sanjay Kohli	4/Oct/1965	Gen	Agri & Coop
3	6943	REGULAR	2011	2003	Madan Lal Atal	1/Sep/1963	Gen	Agri & Coop
4	6619	REGULAR	2010	2000	Dhananjay Kumar	23/Jan/1965	GEN	ARPG
5	6794	REGULAR	2010	2002	Manoj Kumar Sinha	26/Sep/1965	GEN	Biotechnology
6	6891	REGULAR	2011	2003	Veena Dunga	22/Dec/1967	Gen	Cabinet Secretariat
7	6946	REGULAR	2011	2003	Rajesh Nagpal	28/Apr/1968	Gen	Cabinet Secretariat
8	6868	REGULAR	2011	2003	Siripurapu Venkata Ramanna	2/Jan/1968	Gen	Civil Aviation
9	6879	REGULAR	2011	2003	Satish Chander	17/Apr/1964	Gen	Civil Aviation
10	7106	REGULAR	2011	2003	Rakhee Sadhu	1/May/1971	Gen	Civil Aviation
11	6845	REGULAR	2010	2002	Kabiraj Sabar	2/Mar/1968	ST	Commerce
12	6876	REGULAR	2011	2003	S Latha	14/Feb/1969	Gen	Commerce
13	7120	REGULAR	2011	2003	RAJEEV KUMAR	18/Oct/1975	Gen	Commerce
14	6643	REGULAR	2010	2000	Sanjay Shanker	31/Jul/1962	GEN	Commerce(Supply)
15	6707	REGULAR	2010	2001	Ajay Kumar	11/Jun/1967	GEN	Commerce(Supply)
16	6731	REGULAR	2010	2001	Jai Narain	20/Sep/1965	GEN	Commerce(Supply)
17	6773		2010	2002	Meena Kumari Sharma(Ms.)	5/Mar/1968	GEN	Culture
18	6839	REGULAR	2010	2002	Niranjan Rakesh Minz	25/Feb/1972	ST	Culture
19	6884	REGULAR	2011	2003	Madan Chaurasia	17/Dec/1969	Gen	Culture
20	7035	REGULAR	2011	2003	Kanwarjeet Singh	20/Jan/1966	Gen	Culture
21	5754	REGULAR	2010	1993	Babu Menoki	4/Nov/1958	GEN	Defence
22	6539	REGULAR	2010	1998	Rajiv Jauhari	29/Nov/1964	GEN	Defence
23	6547	REGULAR	2010	1998	Maya Pandey(Smt.)	25/Nov/1963	GEN	Defence
24	6587	REGULAR	2010	2000	Harendra Kumar Mallick	8/Jan/1962	GEN	Defence
25	6631	REGULAR	2010	2000	Amitava Saha	10/Jun/1963	GEN	Defence
26	6632	REGULAR	2010	2000	Kul Bhushan Nayyar	2/Apr/1964	GEN	Defence
27	6691	REGULAR	2010	2001	Arvind Shukla	30/Dec/1970	GEN	Defence
28	6699	REGULAR	2010	2001	Anup Singh	13/Jan/1973	GEN	Defence
29	6830	REGULAR	2010	2002	Aibaran Singh	18/Feb/1965		Defence
30	6853	REGULAR	2011	2003	Rajesh Lakhera	22/Aug/1966	Gen	Defence
31	6996	REGULAR	2011	2003	Navjot Singh	12/Jun/1972	Gen	Defence
32	6786	REGULAR	2010	2002	Navneet Mishra	3/Aug/1965	GEN	DOP&T
33	6582	REGULAR	2010	2000	Arun Sobti	20/Aug/1966	GEN	Economic Affairs
34	6689	REGULAR	2010	2001	Chaman Lal Guleria	15/Jan/1971	GEN	Economic Affairs
35	6709	REGULAR	2010	2001	Ujjawal Kumar	3/Jan/1969	GEN	Economic Affairs

S.No.	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
36	6713	REGULAR	2010	2001	Urmila Rawat	1/Oct/1968	GEN	Economic Affairs
37	6723	REGULAR	2010	2001	Anurag Kishan Bhatnagar	16/May/1969	GEN	Economic Affairs
38	6727	REGULAR	2010	2001	Ranjeet Kumar Sinha	20/Oct/1969	GEN	Economic Affairs
39	6821	REGULAR	2010	2002	Sudhir Kumar Samantaray	5/May/1970	GEN	Economic Affairs
40	6829	REGULAR	2010	2002	Jyotsna Gupta(Smt.)	1/Jan/1969	GEN	Economic Affairs
41	6928	REGULAR	2011	2003	Amit Bansal	3/Jun/1972	Gen	Economic Affairs
42	6944	REGULAR	2011	2003	Harish C. Upadhyay	15/Sep/1972	Gen	Economic Affairs
43	7004	REGULAR	2011	2003	Rajani Ranjan	14/Sep/1968	Gen	Economic Affairs
44	7084	REGULAR	2011	2003	Ganga Kumar Sinha	17/Jun/1970	Gen	Economic Affairs
45	6753	REGULAR	2009	2001	Sukhlal Meena	12/May/1968	ST	Expenditure
46	6776	REGULAR	2010	2002	Sunita Saxena(MS.)	4/Apr/1966	GEN	Expenditure
47	6793	REGULAR	2010	2002	Ram Gopal	28/Jan/1965	GEN	Expenditure
48	6586	REGULAR	2010	2000	Sanjay Kumar	11/Jan/1967	GEN	Food & PD
49	6604	REGULAR	2010	2000	Arun Kumar Singh	15/Jan/1966	GEN	Food & PD
50	6801	REGULAR	2010	2002	Sandeep Saxena	7/Sep/1972	GEN	Food & PD
51	6805	REGULAR	2010	2002	Prahlad Singh Dangwal	18/Oct/1967	GEN	Food & PD
52	6999	REGULAR	2011	2003	Manoj Sharma	18/Jul/1964	Gen	Food & PD
53	6725	REGULAR	2010	2001	Ram Gopal Singh	17/Jan/1972	GEN	Health & FW
54	6769	REGULAR	2010	2002	Namburi Kumara Swamy	1/Jun/1971	GEN	Health & FW
55	6827	REGULAR	2010	2002	Amarjit Singh	11/Feb/1969	GEN	Health & FW
56	6844	REGULAR	2010	2002	Ajit Kumar Dung Dung	8/Nov/1968	ST	Health & FW
57	6968	REGULAR	2011	2003	Amba Dutt Bawari	16/Oct/1962	Gen	Health & FW
58	7077	REGULAR	2011	2003	R.K. Ahluwalia	18/Oct/1965	Gen	Health & FW
59	6607	REGULAR	2010	2000	Pratip Deb	30/Jun/1963	GEN	Heavy Industries
60	6992	REGULAR	2011	2003	Ajay Kumar Gaur	1/May/1965	Gen	Heavy Industries
61	6542	REGULAR	2010	1998	Pawan Mehta	5/Aug/1969	GEN	Higher Education
62	6565	REGULAR	2010	1999	Dinesh Kumar	13/Apr/1965	GEN	Higher Education
63	6581	REGULAR	2010	2000	G Paneer Selvam	5/Jun/1957	GEN	Higher Education
64	6704	REGULAR	2010	2001	Ramji Pandey	1/Nov/1962	GEN	Higher Education
65	6798	REGULAR	2010	2002	R.P. Tewari	13/Dec/1963	GEN	Higher Education
66	6819	REGULAR	2010	2002	Alexender P. Thomas	25/May/1964	GEN	Higher Education
67	6898	REGULAR	2011	2003	D S Nagalakshmi	3/May/1971	Gen	Higher Education
68	6932	REGULAR	2011	2003	Umesh Kumar	19/Feb/1972	Gen	Higher Education
69	6936	REGULAR	2011	2003	Manjeet Kumar	7/Jan/1967	Gen	Higher Education

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
70	6962	REGULAR	2011	2003	Sanjeev Shrivastava	20/Nov/1974	Gen	Higher Education
71	6982	REGULAR	2011	2003	Arun Kumar	4/Sep/1969	Gen	Higher Education
72	7055	REGULAR	2011	2003	Sushil Bhushan	10/Jul/1969	Gen	Higher Education
73	7125	REGULAR	2011	2003	Parveen Kumar	6/Dec/1966	Gen	Higher Education
74	6761	REGULAR	2009	2001	Sushil Ekka	9/Feb/1963	ST	Home Affairs
75	6535	REGULAR	2010	1998	Nalini Rajan Singh	1/Jan/1962	GEN	Home Affairs
76	6545	REGULAR	2010	1998	Agni Kumar Das	20/May/1962	GEN	Home Affairs
77	6799	REGULAR	2010	2002	Jasbir Singh	1/Jun/1972	GEN	Home Affairs
78	6849	REGULAR	2010	2002	Raju Lal Meena	1/Jun/1966	ST	Home Affairs
79	6774	ADHOC		2002	Gopal Jha	27/Aug/1964	GEN	Home Affairs
80	6926	REGULAR	2011	2003	Sunil Bareja	15/Aug/1969	Gen	Home Affairs
81	6934	REGULAR	2011	2003	Ashish Kumar Panda	9/Nov/1971	Gen	Home Affairs
82	7042	REGULAR	2011	2003	Rajendra Prasad Sati	25/Feb/1976	Gen	Home Affairs
83	7066	REGULAR	2011	2003	Rajender Kumar	3/Jul/1974	SC	Home Affairs(NATGRID)
84	6275	ADHOC		1995	Moola Ram Meena	5/Jul/1957	ST	Home Affairs
85	6517	REGULAR	2010	1997	Sanjay Kumar Lal	2/Dec/1966	GEN	Industrial Policy & Promotion
86	6780	REGULAR	2010	2002	Shib Das Sarkar	4/Sep/1966	GEN	Informaiton & Broadcasting
87	6878	REGULAR	2011	2003	Anil Kumar Pandey	17/Aug/1972	Gen	Informaiton & Broadcasting
88	6846	REGULAR	2010	2002	N. Khamchin Thang	7/Mar/1966	ST	Justice
89	6784	REGULAR	2010	2002	Shesh Kumar	12/Sep/1964	GEN	Labour & Emp.
90	6837	REGULAR	2010	2002	Raj Kumar	15/Aug/1965	SC	Labour & Emp.
91	6857	REGULAR	2011	2003	Shib Kumar Sadhu	25/Mar/1964	Gen	Labour & Emp.
92	6974	REGULAR	2011	2003	B Neeraja	10/Nov/1967	Gen	Labour & Emp.
93	7034	REGULAR	2011	2003	Zuver Ahmed Khan	01-Jul-65	Gen	MHA/Justice
94	6603	REGULAR	2010	2000	Sanjay Arora	17/Oct/1965	GEN	Minority Affairs
95	7071	REGULAR	2011	2003	Partha Kansabanik	30/Oct/1967	Gen	NDMA
96	6762	REGULAR	2009	2001	Nehjamong Simte	1/Mar/1965	ST	Over. Ind. Aff.
97	7083	REGULAR	2011	2003	Rama Kant Singh	21/Jun/1964	Gen	Petro & NG
98	6886	REGULAR	2011	2003	J Sriram Murty	18/Jan/1971	Gen	Planning Commission
99	6738	REGULAR	2010	2001	Jyoti Gulati	16/Jan/1964	GEN	Power
100	6848	REGULAR	2010	2002	Rajendra Singh	10/Sep/1966	ST	Power
101	7112	REGULAR	2011	2003	Arindam Kumar Mitra	1/Jan/1975	Gen	Power
102	4382-A	ADHOC		1995	Sanjeev Behl	5/Jul/1969	GEN	Revenue
103	6945	REGULAR	2011	2003	Raj Kumar	5/Jun/1965	SC	Revenue

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
104	6958	REGULAR	2011	2003	Pankaj Kr. Devrani	30/Nov/1970	Gen	RGI
105	6755	REGULAR	2009	2001	Hari Ram Meena	5/Jun/1967	ST	Road Trans. & Highways
106	6831	REGULAR	2010	2002	Rampal Singh	15/Jul/1967	GEN	Road Trans. & Highways
107	6870	REGULAR	2011	2003	Shivakant Kumar	2/Jun/1972	Gen	Road Trans. & Highways
108	6752	REGULAR	2009	2001	Vum Mang	1/Mar/1963	ST	Rural Dev.
109	6548	REGULAR	2010	1998	Dhananjay Kumar Singh	12/Dec/1968	GEN	Rural Dev.
110	6835	REGULAR	2010	2002	Ram Raj Meena	21/Aug/1973	ST	Rural Dev.
111	6896	REGULAR	2011	2003	Medisetty Rama Krishna	16/Jun/1974	Gen	Rural Dev.
112	6911	REGULAR	2011	2003	Sarvajit Kumar	5/Apr/1965	Gen	Rural Dev.
113	6941	REGULAR	2011	2003	Mohan Lal	1/Jul/1963	Gen	Rural Dev.
114	7075	REGULAR	2011	2003	Rabindra Kumar Singh	10/Jan/1965	Gen	Rural Dev.
115	6842	REGULAR	2010	2002	B.K.Phungreingam Angam	15/Apr/1967	ST	Science & Technology
116	6940	REGULAR	2011	2003	Anil Kumar Yadav	30/Aug/1969	Gen	Science & Technology
117	7009	REGULAR	2011	2003	Himanshu Gandhi	22/Feb/1966	Gen	Science & Technology
118	6880	REGULAR	2011	2003	Supriya Ranjan Datta	27/Oct/1972	Gen	Shipping
119	6701	REGULAR	2010	2001	Randheep Thakur	10/Oct/1972	GEN	SSC
120	6802	REGULAR	2010	2002	Ashok Kumar Vijay	8/Jun/1966	GEN	SSC
121	7048	REGULAR	2011	2003	Anil Kumar Dadhich	20/Sep/1963	Gen	SSC
122	7078	REGULAR	2011	2003	Gopinath Nayak	18/Jun/1964	Gen	SSC
123	6534	REGULAR	2010	1998	Devender Kr. Sharma	8/Feb/1970	GEN	Stat. & Prog. Imp.
124	7024	REGULAR	2011	2003	Raj Kumar Saxena	9/Jul/1963	Gen	Steel
125	6966	REGULAR	2011	2003	Vimal	13/Oct/1974	Gen	Telecommunications
126	7060	REGULAR	2011	2003	Ajay Kumar V R	14/Feb/1966	Gen	Telecommunications
127	7082	REGULAR	2011	2003	Neha Singh	18/Jun/1976	SC	Telecommunications
128	7116	REGULAR	2011	2003	Paramjeet Chadha	30/Oct/1972	Gen	Telecommunications
129	6569	REGULAR	2010	1999	Rahul Ranvir Singh	12/Aug/1961	GEN	Urban Development
130	6601	REGULAR	2010	2000	Rama Marwaha		GEN	Urban Development
131	6633	REGULAR	2010	2000	Arvind Nath Jha	2/Aug/1965	GEN	Urban Development

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
132	6677	REGULAR	2010	2001	Sanjay Kumar Gupta	10/Jul/1965	GEN	Urban Development
133	6874	REGULAR	2011	2003	Pankaj Kumar	9/Apr/1975	Gen	Urban Development
134	6935	REGULAR	2011	2003	Mahesh Chander	30/Dec/1967	SC	Urban Development
135	7003	REGULAR	2011	2003	Maha Singh	30/Dec/1964	Gen	Urban Development
136	7046	REGULAR	2011	2003	Thingom Lalit Kr. Singh	7/Sep/1971	Gen	Urban Development
137	7054	REGULAR	2011	2003	Sanjay Kumar Sharma	5/Jan/1972	Gen	Urban Development
138	7065	REGULAR	2011	2003	Rahul Mahna	22/Oct/1968	Gen	Urban Development
139	7080	REGULAR	2011	2003	Sumit Gakhar	16/Oct/1973	Gen	Urban Development
140	6894	REGULAR	2011	2003	Arun Kumar	24/Nov/1971	Gen	Water Resources

Format

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