

No. 21/1/2016–CS.I (PR/CMS)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel and Training

2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
New Delhi – 110003.  
Dated 2<sup>nd</sup> August, 2017.

**OFFICE MEMORANDUM**

Subject: Web Based Cadre Management System – updation of data of CSS officers in the Grade of SO/ASO.

It is brought to the notice of all the Ministries/Departments that Web Based Cadre Management System for CSS, CSSS and CSCS has already been operational since the year 2013. The system is hosted at [cscms.nic.in](http://cscms.nic.in). Despite the lapse of more than four years, complete and upto date data is still not available in the system in respect of several officers. Since, the prime objective of the web based system is to ensure accurate real time data of all the officers to enable this office to take quicker decisions relating to cadre management functions. Hence, unless and until the data is maintained upto date, the purpose of the web based cadre management system is defeated.

2. The instructions in this regard, have already been issued from time to time and the same is also available on the website of this Department at [www.cscms.nic.in](http://www.cscms.nic.in). under the classification “Web Based Cadre Management”. The 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 the personnel posted in their office is available in cscms. All the officers belonging to CSS/CSSS/CSCS are also advised to verify their data in the system and bring discrepancies to the notice of their Nodal Officers for necessary corrections. In case of any difficulty in this regard, Nodal Officers may call CS.I (IPR/CMS) Section of DOPT at Tele: 24629414.

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

(c) **Furnishing of information on death of an employee:** In case of death of an employee, the Nodal Officer of the respective Ministries/Department should update the information in the web based system immediately to capture the vacancy to facilitate provision of a substitute, when available.

(d) **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 officers, it will be updated both by the Ministries/Department and by DoP&T. Upto Section Officer level, Nodal Officers of the concerned Ministries/Departments will update the system.

3. Despite earlier requests made, the Nodal Officers have not followed the instructions issued from time to time by this division. The Nodal officers, if necessary, may depute their subordinate to CS.I Division to clear doubts, if any, about the functioning of this system/correctness of data in the CSCMS.

4. This OM may be brought to the notice of all CSS Officers for their information and necessary action. Active co-operation of all the officials is solicited in this regard, to ensure the updation/correctness of data in the CSCMS, absence of which may hinder the process of promotion of these officers, as well. It is also advised that it is the responsibility of the CSS officers concerned to get their updated data fed in the ibid system.

5. All the Ministries/Departments are therefore, requested to take up necessary steps for updation of their data in CSCMS (Web Based Cadre Management System) immediately, as per the proforma/format attached. **This exercise may be completed by 31<sup>st</sup> August, 2017 invariably.**

Enclosure: Format/Proforma

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(Anil Tripathi)

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To

All Ministries/Departments  
Director/Deputy Secretary (Administration)  
(Through Website of this Department)

