

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

2nd Floor, Lok Nayak Bhavan,
New Delhi – 110003.
Dated 25th August, 2017.

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System-Update of data of CSS officers/officials in the Grade of SO/ASO.

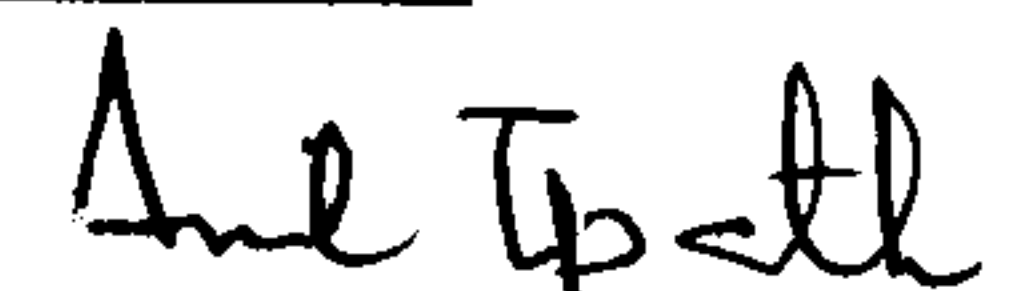
The undersigned is directed to refer to this Division's OM of even number dated 02.08.2017, on the above cited subject matter and to bring to the kind notice of all the Ministries/Departments, that the prime objective of the Web Based Cadre Management System hosted at **cscms.nic.in.** in respect of all incumbents of CSS, CSSS and CSCS is to ensure accurate real time data of all the officers, enabling this office to take timely decisions relating to cadre management functions. Despite the requests/instructions in this regard, issued from time to time, to the Nodal Officers, vide several OM/reminders, the complete and upto date data is still not available in the system, in respect of several Ministries and Departments. It is therefore, reiterated that until the data is maintained upto date, by the respective Ministries/Departments, the very purpose of the Web Based Cadre Management System is defeated. If need be, the Nodal officers may depute their subordinates to CS.I Division (Shri H.M.Malhotra, Section Officer {CMS/PR} Tel.No:24629414) to clear their doubts, if any, about the functioning of this system/correctness of data in the CSCMS.

2. It may kindly be brought to the notice of all the CSS Officers that active co-operation in this regard, is required from all the CSS officials to ensure the updation/correctness of data in the CSCMS, as the absence of such upto date data in the ibid System, may hinder the process of promotion of the officers/officials. It may also be advised that it is also the responsibility of the CSS officer/individual to get his/her data updated and fed in the ibid System.

3. The Ministries/Departments are therefore, once again requested to take up immediate necessary steps for updation of data in respect of SOs/ASOs of CSS Cadre in CSCMS (Web Based Cadre Management System) as per the proforma/format enclosed. The concerned Officials may also be sensitized to get their data updated in the System.

4. This exercise may kindly be got completed **by 31st August, 2017.**

Enclosure: Format/Proforma.


(Anil Tripathi)

Under Secretary to the Government of India
Tele: 24629412/14.

To

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

Copy for information to:-

- (i) Section Officer, CS-I (S), DoPT
- (ii) Section Officer, CS-I (A), DoPT

