

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

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2<sup>nd</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 30<sup>th</sup> March, 2016.

OFFICE MEMORANDUM

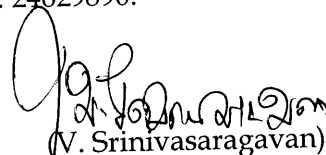
Subject: Incomplete Data in Web Based Cadre Management System for CSS Officers of Under Secretary -

In continuation of this Department's O.M. of even number dated 26.02.2016 and 08.03.2016 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 31<sup>st</sup> 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 18.04.2016**. The next list of Under Secretaries, if any, whose data 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).

| S.No | CSL  | REG/ADH | USSL | SOSL | Name                    | D/O/B       | CAT | Min./Deptt.                   |
|------|------|---------|------|------|-------------------------|-------------|-----|-------------------------------|
| 1    | 8630 | REGULAR | 2014 | 2006 | Prem Prakash Maurya     | 5/Aug/1973  | Gen | Agri Resarch & Edu.           |
| 2    | 7246 | REGULAR | 2011 | 2003 | Ashishkumar<br>T.Bagde  | 1/Jan/1969  | SC  | Agri.,Coop. & Farmers<br>Wel. |
| 3    | 7476 | REGULAR | 2011 | 2003 | RAJ KUMAR               | 13/Nov/1965 | SC  | Agri.,Coop. & Farmers<br>Wel. |
| 4    | 9020 | ADHOC   |      | 2007 | Manoj Kumar Pathak      | 26/Dec/1960 | Gen | Agri.,Coop. & Farmers<br>Wel. |
| 5    | 8156 | REGULAR | 2013 | 2004 | Alok Jagbharla          | 15/Oct/1963 | Gen | ARPG                          |
| 6    | 8762 | ADHOC   |      | 2006 | Pramod Bhardwaj         | 4/Jul/1978  | Gen | ARPG                          |
| 7    | 8762 | ADHOC   |      | 2006 | Pramod Bhardwaj         | 4/Jul/1978  | Gen | ARPG                          |
| 8    | 7290 | REGULAR | 2012 | 2003 | Umesh Kumar<br>Bhardwaj | 25/Sep/1966 | Gen | Civil Aviation                |
| 9    | 7424 | REGULAR | 2012 | 2003 | SANJAY SINGH            | 16/Jan/1968 | Gen | Civil Aviation                |
| 10   | 8328 | REGULAR | 2014 | 2004 | Biswadeep Sengupta      | 15/Nov/1962 | Gen | Civil Aviation                |
| 11   | 7147 | REGULAR | 2011 | 2003 | MS.MEENA PILLAI         | 15/Mar/1965 | Gen | Commerce                      |
| 12   | 7507 | REGULAR | 2011 | 2003 | YASH PAL                | 2/Dec/1967  | SC  | Commerce                      |
| 13   | 7512 | REGULAR | 2011 | 2003 | NARENDER PAL            | 10/May/1961 | SC  | Commerce                      |
| 14   | 7527 | REGULAR | 2011 | 2003 | R.RAJAKANNU             | 22/Mar/1962 | SC  | Commerce                      |
| 15   | 8830 | ADHOC   |      | 2006 | Sanjay Kumar Tiwari     | 15/Mar/1974 | Gen | Commerce                      |
| 16   | 7283 | REGULAR | 2012 | 2003 | S.K. MOHAPATRA          | 14/Mar/1964 | Gen | Commerce (DGFT)               |
| 17   | 8369 | REGULAR | 2014 | 2004 | R.S.Kunwar              | 19/Jul/1957 | Gen | Commerce (DGFT)               |
| 18   | 7996 | REGULAR | 2011 | 2003 | T. THIAN KHAN<br>MUAN   | 1/Mar/1965  | ST  | Consumer Affairs              |
| 19   | 7418 | REGULAR | 2012 | 2003 | RAVI VAZIRANI           | 27/Mar/1967 | Gen | Corporate Affairs             |
| 20   | 8750 | REGULAR | 2014 | 2005 | Suman Bara              | 20/Mar/1966 | ST  | Culture                       |
| 21   | 7162 | REGULAR | 2011 | 2003 | MANMOHAN                | 15/Nov/1963 | Gen | Defence                       |
| 22   | 7252 | REGULAR | 2011 | 2003 | SUDHEER BABU<br>MOTANA  | 5/Jan/1970  | SC  | Defence                       |
| 23   | 7485 | REGULAR | 2011 | 2003 | DALPAT SINGH            | 23/Jan/1966 | SC  | Defence                       |
| 24   | 7493 | REGULAR | 2011 | 2003 | ARVIND KUMAR            | 6/Jan/1967  | SC  | Defence                       |
| 25   | 7209 | REGULAR | 2012 | 2003 | VIJAY SACHDEVA          | 10/Mar/1967 | Gen | Defence                       |
| 26   | 7307 | REGULAR | 2012 | 2003 | P.V.PRASAD              | 15/Apr/1965 | Gen | Defence                       |
| 27   | 8021 | REGULAR | 2012 | 2003 | KUMAR T. LEPCHA         | 22/Aug/1957 | ST  | Defence                       |
| 28   | 8026 | REGULAR | 2012 | 2003 | MS. P.P. TUDU           | 30/Nov/1958 | ST  | Defence                       |
| 29   | 7864 | REGULAR | 2013 | 2003 | S.K.Sinha               | 11/Dec/1967 | Gen | Defence                       |

| S.No | CSL  | REG/ADH | USSL | SOSL | Name                    | D/O/B       | CAT | Min./Deptt.                    |
|------|------|---------|------|------|-------------------------|-------------|-----|--------------------------------|
| 30   | 8194 | REGULAR | 2014 | 2004 | Shrinath Chauhan        | 8/Oct/1972  | Gen | Defence                        |
| 31   | 8232 | REGULAR | 2014 | 2004 | Ms Manju Vikal          | 30/Jul/1976 | Gen | Defence                        |
| 32   | 8266 | REGULAR | 2014 | 2004 | K.Srinidhi              | 26/Aug/1969 | Gen | Defence                        |
| 33   | 8429 | REGULAR | 2013 | 2004 | Smt. Kiran Mala Kujur   | 11/Mar/1964 | ST  | Defence                        |
| 34   | 8356 | REGULAR | 2014 | 2004 | Pradip Kumar            | 5/Jun/1972  | Gen | Defence                        |
| 35   | 8966 | REGULAR | 2014 | 2006 | Jagdish Kumar           | 8/Mar/1956  | SC  | Defence                        |
| 36   | 7834 | REGULAR | 2012 | 2003 | D.K. PANDA              | 16/Mar/1965 | Gen | Disability Affairs             |
| 37   | 7963 | REGULAR | 2012 | 2003 | Arun Kumar Mandal       | 1/Jan/1965  | SC  | Disability Affairs             |
| 38   | 7312 | REGULAR | 2012 | 2003 | A.K. JHA                | 19/Oct/1965 | Gen | Disinvestment                  |
| 39   | 9012 | ADHOC   |      | 2007 | Oruganti Phani          | 15/Aug/1971 | Gen | Disinvestment                  |
| 40   | 8434 | REGULAR | 2013 | 2004 | Kaikam Doungel          | 1/Mar/1973  | ST  | DONER                          |
| 41   | 7518 | REGULAR | 2011 | 2003 | JITENDRA<br>R.GAIKWAD   | 18/Sep/1968 | SC  | DOP&T                          |
| 42   | 7533 | REGULAR | 2011 | 2003 | KAMAL KISHORE           | 5/Nov/1965  | SC  | DOP&T                          |
| 43   | 8410 | REGULAR | 2014 | 2004 | Kulbhushan Malhotra     | 24/Dec/1969 | Gen | DOP&T                          |
| 44   | 8708 | ADHOC   |      | 2005 | Surya Narayan Jha       | 1/Aug/1968  | Gen | DOP&T                          |
| 45   | 8502 | REGULAR | 2014 | 2005 | Amit Srivastava         | 5/Feb/1977  | Gen | DOP&T                          |
| 46   | 8950 | ADHOC   |      | 2006 | Sunil Kumar Mandi       | 26/Feb/1967 | ST  | DOP&T                          |
| 47   | 8308 | REGULAR | 2014 | 2004 | Sushil Kumar            | 9/Oct/1972  | Gen | Drinking Water &<br>Sanitation |
| 48   | 8380 | REGULAR | 2014 | 2004 | Smt. Manjula Daniel     | 4/Sep/1966  | Gen | Earth Science                  |
| 49   | 7502 | REGULAR | 2011 | 2003 | AMARJIT SINGH           | 15/Dec/1966 | SC  | Economic Affairs               |
| 50   | 7481 | REGULAR | 2011 | 2003 | ASHOK KUMAR             | 4/Dec/1963  | SC  | Environment & Forests          |
| 51   | 8038 | REGULAR | 2013 | 2003 | Smt. A. Immanual        | 22/Feb/1962 | ST  | Expenditure                    |
| 52   | 7884 | REGULAR | 2013 | 2003 | Subrata Chatterjee      | 1/Jul/1968  | Gen | Expenditure                    |
| 53   | 7180 | REGULAR | 2011 | 2003 | TIRTH RAM               | 25/Mar/1969 | SC  | Financial Services             |
| 54   | 7222 | REGULAR | 2011 | 2003 | Bipin Kumar<br>Hembrom  | 2/Nov/1968  | ST  | Food & PD                      |
| 55   | 7270 | REGULAR | 2011 | 2003 | Sudha Meena             | 29/May/1973 | ST  | Food & PD                      |
| 56   | 8296 | REGULAR | 2014 | 2004 | Brij Bihari Lal         | 13/May/1971 | Gen | Food & PD                      |
| 57   | 8378 | REGULAR | 2014 | 2004 | Rajesh Kumar<br>Pandeer | 15/Sep/1964 | Gen | Food & PD                      |
| 58   | 8439 | REGULAR | 2013 | 2004 | G.D.Parate              | 9/Sep/1956  | ST  | Food & PD                      |
| 59   | 8657 | REGULAR | 2013 | 2005 | R.K.Bharti              | 1/Jan/1962  | SC  | Food Processing<br>Industries  |

| S.No | CSL  | REG/ADH | USSL | SOSL | Name                   | D/O/B       | CAT | Min./Deptt.                |
|------|------|---------|------|------|------------------------|-------------|-----|----------------------------|
| 60   | 8062 | REGULAR | 2013 | 2003 | Umesh Kumar Jain       | 2/Mar/1974  | Gen | Food Processing Industries |
| 61   | 7926 | REGULAR | 2011 | 2003 | Sailendra Nath Naskar  | 7/Jun/1961  | SC  | Health & FW                |
| 62   | 8230 | REGULAR | 2014 | 2004 | Amit Choubey           | 5/Sep/1971  | Gen | Health & FW                |
| 63   | 8842 | ADHOC   |      | 2006 | Shanti Negi            | 12/Oct/1968 | Gen | Health & FW                |
| 64   | 8262 | REGULAR | 2014 | 2004 | Vangara Prasad         | 20/May/1965 | Gen | Health & FW                |
| 65   | 7516 | REGULAR | 2011 | 2003 | SMT. SIMMI NARNULIA    | 17/Jul/1968 | SC  | Heavy Industries           |
| 66   | 8192 | REGULAR | 2014 | 2004 | Dinesh Pal Singh       | 10/Jun/1963 | Gen | Heavy Industries           |
| 67   | 7144 | REGULAR | 2011 | 2003 | ANIL GAIROLA           | 14/May/1970 | Gen | Higher Education           |
| 68   | 7146 | REGULAR | 2011 | 2003 | DALBIR SINGH           | 6/Oct/1970  | Gen | Higher Education           |
| 69   | 7228 | REGULAR | 2011 | 2003 | Rohtas Bhankhar        | 14/Mar/1964 | SC  | Higher Education           |
| 70   | 8204 | REGULAR | 2014 | 2004 | Rajesh Kumar Maurya    | 2/Apr/1970  | Gen | Higher Education           |
| 71   | 8224 | REGULAR | 2014 | 2004 | Smt. Kiran Kalra Arora | 7/Aug/1966  | Gen | Higher Education           |
| 72   | 8264 | REGULAR | 2014 | 2004 | C.P.Ratnakaran         | 7/May/1963  | Gen | Higher Education           |
| 73   | 8300 | REGULAR | 2014 | 2004 | Daulat Ram             | 10/Mar/1956 | Gen | Higher Education           |
| 74   | 7228 | REGULAR | 2011 | 2003 | Rohtas Bhankhar        | 14/Mar/1964 | SC  | Higher Education           |
| 75   | 8031 | ADHOC   |      | 2003 | H.M. SONKUSARE         | 4/Jun/1961  | ST  | Higher Education           |
| 76   | 8204 | REGULAR | 2014 | 2004 | Rajesh Kumar Maurya    | 2/Apr/1970  | Gen | Higher Education           |
| 77   | 8224 | REGULAR | 2014 | 2004 | Smt. Kiran Kalra Arora | 7/Aug/1966  | Gen | Higher Education           |
| 78   | 8300 | REGULAR | 2014 | 2004 | Daulat Ram             | 10/Mar/1956 | Gen | Higher Education           |
| 79   | 7158 | REGULAR | 2011 | 2003 | Mani Ram               | 10/Aug/1958 | SC  | Home Affairs               |
| 80   | 7986 | REGULAR | 2011 | 2003 | Smt Stella Khakha      | 22/Apr/1957 | ST  | Home Affairs               |
| 81   | 7170 | REGULAR | 2011 | 2003 | SUSRUTA SAMANTA        | 22/Sep/1973 | Gen | Home Affairs               |
| 82   | 8015 | ADHOC   |      | 2003 | SMT. GRACY JAMES       | 21/Oct/1960 | ST  | Home Affairs               |
| 83   | 8028 | REGULAR | 2012 | 2003 | SMT.B.K.SETHI          | 1/Mar/1964  | ST  | Home Affairs               |
| 84   | 7883 | ADHOC   |      | 2003 | Anand Joshi            | 2/Apr/1968  | Gen | Home Affairs               |
| 85   | 8420 | REGULAR | 2013 | 2004 | Robin Gangte           | 7/Nov/1974  | ST  | Home Affairs               |
| 86   | 8568 | REGULAR | 2014 | 2005 | C.Mohan Sharma         | 19/Aug/1978 | Gen | Home Affairs               |
| 87   | 8884 | REGULAR | 2014 | 2006 | Pratap Singh Dahiya    | 2/Jul/1971  | SC  | Home Affairs               |
| 88   | 8924 | REGULAR | 2014 | 2006 | Pramod Kumar           | 12/Feb/1970 | SC  | Home Affairs               |
| 89   | 7130 | REGULAR | 2011 | 2003 | Neeraj Kumar           | 6/Oct/1972  | Gen | Informaiton & Broadcasting |

| S.No | CSL  | REG/ADH | USSL | SOSL | Name                      | D/O/B       | CAT | Min./Deptt.                 |
|------|------|---------|------|------|---------------------------|-------------|-----|-----------------------------|
| 90   | 8272 | ADHOC   |      | 2004 | Sanjai Jaiswal            | 2/Jul/1974  | Gen | Information & Broadcasting  |
| 91   | 8942 | REGULAR | 2014 | 2006 | Sanjay Kashyap            | 4/Sep/1971  | SC  | Information & Broadcasting  |
| 92   | 8005 | ADHOC   |      | 2003 | Dina Nath Sah             | 5/Jan/1962  | ST  | MSME                        |
| 93   | 8433 | REGULAR | 2013 | 2004 | Dusru Kudada              | 2/Feb/1957  | ST  | MSME                        |
| 94   | 8104 | REGULAR | 2013 | 2004 | Rajesh Kumar              | 1/May/1968  | Gen | National Commission for STs |
| 95   | 7134 | REGULAR | 2011 | 2003 | M.A.Prabhakaran           | 8/Jul/1973  | Gen | NDMA                        |
| 96   | 8024 | ADHOC   |      | 2003 | TURAM BARI                | 19/Jan/1962 | ST  | NDMA                        |
| 97   | 8954 | REGULAR | 2014 | 2006 | Rajendra Kumar Bandhu     | 9/Mar/1959  | SC  | NDMA                        |
| 98   | 8286 | REGULAR | 2014 | 2004 | Devendra Singh            | 7/Jun/1974  | Gen | New & Renw. Eng.            |
| 99   | 7100 | REGULAR | 2011 | 2003 | M<br>SOORIYANARAYAN<br>AN | 2/Jan/1957  | Gen | Over. Ind. Aff.             |
| 100  | 8741 | REGULAR | 2013 | 2005 | Suresh Kumar Meena        | 15/Aug/1973 | ST  | Overseas Indian Affairs     |
| 101  | 8688 | ADHOC   |      | 2005 | Manish Kumar Mittal       | 15/Jan/1978 | Gen | Overseas Indian Affairs     |
| 102  | 7358 | REGULAR | 2012 | 2003 | PUNEET SHARMA             | 1/Dec/1966  | Gen | Panchayati Raj              |
| 103  | 8172 | REGULAR | 2013 | 2004 | Jasvinder Singh           | 11/Feb/1967 | Gen | Panchayati Raj              |
| 104  | 7265 | REGULAR | 2012 | 2003 | CHARANJIT TANEJA          | 3/Sep/1966  | Gen | Pension & Pens. Wel.        |
| 105  | 9034 | ADHOC   |      | 2007 | Ashok Kumar Singh         | 1-Sep-1972  | Gen | Pension & Pens. Wel.        |
| 106  | 8023 | REGULAR | 2012 | 2003 | NOAS KINDO                | 11/Dec/1964 | ST  | Petro & NG                  |
| 107  | 7123 | ADHOC   |      | 2003 | A.K. PANDEY               | 20/Jul/1966 | Gen | Petro & NG                  |
| 108  | 7190 | REGULAR | 2011 | 2003 | Gulveena Badhan           | 17/Apr/1970 | SC  | Planning Commission         |
| 109  | 7152 | ADHOC   |      | 2003 | VARINA NATHANI            | 29/Mar/1974 | Gen | Planning Commission         |
| 110  | 7796 | REGULAR | 2012 | 2003 | JITENDRA KUMAR<br>JHA     | 5/Apr/1969  | Gen | POE(Rai Bareilly)           |
| 111  | 7964 | REGULAR | 2012 | 2003 | B.M. Mondal               | 20/Oct/1961 | SC  | Power                       |
| 112  | 7157 | REGULAR | 2011 | 2003 | RAJINDER KUMAR            | 26/Jan/1964 | Gen | Revenue                     |
| 113  | 7898 | REGULAR | 2013 | 2003 | Shamshad Ahmed<br>Ansari  | 19/Dec/1967 | Gen | Revenue                     |
| 114  | 8354 | REGULAR | 2014 | 2004 | Santosh Kumar             | 5/Aug/1969  | Gen | RGI                         |
| 115  | 7470 | REGULAR | 2011 | 2003 | BHIM PRAKASH              | 17/Oct/1964 | SC  | Rural Dev.                  |
| 116  | 7809 | REGULAR | 2012 | 2003 | SUBRATA SANYAL            | 14/Dec/1967 | Gen | Rural Dev.                  |
| 117  | 8029 | ADHOC   |      | 2003 | SMT. CHIRSTINA<br>KUJJUR  | 26/Nov/1959 | ST  | Rural Dev.                  |
| 118  | 7940 | REGULAR | 2011 | 2003 | Tapan Kumar Sarkar        | 14/Nov/1962 | SC  | Science & Technology        |
| 119  | 8784 | ADHOC   |      | 2006 | Pulok Sen Gupta           | 11/Mar/1971 | Gen | Science & Technology        |

| S.No | CSL  | REG/ADH | USSL | SOSL | Name                 | D/O/B       | CAT | Min./Deptt.                          |
|------|------|---------|------|------|----------------------|-------------|-----|--------------------------------------|
| 120  | 8709 | ADHOC   |      | 2005 | Prabha Sharma        | 31/Mar/1972 | Gen | Skill Development & Entrepreneurship |
| 121  | 8592 | REGULAR | 2014 | 2005 | Govind Mishra        | 7/Feb/1976  | Gen | Social Justice & Empowerment         |
| 122  | 8658 | ADHOC   |      | 2005 | Deepak Kumar Sah     | 7/Jan/1968  | Gen | Social Justice & Empowerment         |
| 123  | 8019 | REGULAR | 2012 | 2003 | MAHLI MINJ           | 5/Aug/1958  | ST  | SSC                                  |
| 124  | 7224 | REGULAR | 2011 | 2003 | Lakshmi Kanta Halder | 9/Jan/1968  | SC  | SSC, Kolkata                         |
| 125  | 8200 | REGULAR | 2014 | 2004 | Smt. K.Saraswathy    | 29/Sep/1959 | Gen | Stat. & Prog. Imp.                   |
| 126  | 7128 | REGULAR | 2011 | 2003 | Dharamvir Yadav      | 8/Feb/1966  | Gen | Supply                               |
| 127  | 7182 | REGULAR | 2011 | 2003 | VIKASH JAITLY        | 23/Sep/1974 | Gen | Supply                               |
| 128  | 8971 | REGULAR | 2014 | 2006 | Lata                 | 5/Jul/1957  | SC  | Supply                               |
| 129  | 7256 | REGULAR | 2011 | 2003 | NITHALI RAM          | 1/Jul/1965  | SC  | Telecommunications                   |
| 130  | 8788 | ADHOC   |      | 2006 | Arvind Kumar Jha     | 20/Nov/1969 | Gen | Telecommunications                   |
| 131  | 7258 | REGULAR | 2011 | 2003 | Surendra Kumar       | 26/Jun/1971 | SC  | Tourism                              |
| 132  | 8216 | ADHOC   |      | 2004 | Nadeem Ahmad         | 26/Nov/1975 | Gen | Tribal Affairs                       |
| 133  | 7136 | REGULAR | 2011 | 2003 | BHUPAL SINGH HEET    | 10/Jul/1963 | Gen | UPSC                                 |
| 134  | 7836 | REGULAR | 2013 | 2003 | G.C. SAHA            | 4/Dec/1966  | Gen | UPSC                                 |
| 135  | 8441 | REGULAR | 2013 | 2004 | Hukam Chand          | 14/May/1962 | ST  | UPSC                                 |
| 136  | 8445 | REGULAR | 2013 | 2004 | T.Toppo              | 5/Oct/1956  | ST  | UPSC                                 |
| 137  | 8612 | REGULAR | 2014 | 2005 | Manish Raj           | 14/Oct/1975 | Gen | UPSC                                 |
| 138  | 8964 | REGULAR | 2014 | 2006 | Om Prakash           | 7/Jul/1966  | SC  | UPSC                                 |
| 139  | 7138 | REGULAR | 2011 | 2003 | Smt S V R Ramana     | 9/Jan/1964  | Gen | Urban Development                    |
| 140  | 7188 | REGULAR | 2011 | 2003 | Anil Kumar           | 19/Jul/1975 | SC  | Urban Development                    |
| 141  | 7216 | REGULAR | 2011 | 2003 | Sunil Kumar          | 9/Nov/1970  | SC  | Urban Development                    |
| 142  | 7226 | REGULAR | 2011 | 2003 | Raj Kumar            | 12/Dec/1969 | SC  | Urban Development                    |
| 143  | 7236 | REGULAR | 2011 | 2003 | Deen Dayal           | 20/Mar/1969 | SC  | Urban Development                    |
| 144  | 7254 | REGULAR | 2011 | 2003 | NARESH KUMAR         | 4/Jan/1970  | SC  | Urban Development                    |
| 145  | 7991 | REGULAR | 2011 | 2003 | Ramesh Chand Meena   | 7/Sep/1967  | ST  | Urban Development                    |
| 146  | 7997 | REGULAR | 2011 | 2003 | S.S. Meena           | 18/Feb/1968 | ST  | Urban Development                    |
| 147  | 8017 | REGULAR | 2012 | 2003 | Ms.VIRJINEA MINJ     | 19/Apr/1957 | ST  | Urban Development                    |
| 148  | 7875 | REGULAR | 2013 | 2003 | JASBIR SINGH         | 15/Aug/1966 | Gen | Urban Development                    |
| 149  | 7878 | REGULAR | 2013 | 2003 | I.M. KHAN            | 30/Jun/1967 | Gen | Urban Development                    |

| S.N | CSL  | REG/ADH | USSL | SOSL | Name                 | D/O/B       | CAT | Min./Deptt.  |
|-----|------|---------|------|------|----------------------|-------------|-----|--|
| 150 | 8136 | REGULAR | 2013 | 2004 | Smt. Madhavi V.Deshg | 27/Dec/1970 | Gen | Urban Development                                  |
| 151 | 8288 | REGULAR | 2014 | 2004 | S.Anbarasan          | 27/May/1958 | Gen | Urban Development                                  |
| 152 | 8432 | REGULAR | 2013 | 2004 | Lohrii Kapani        | 10/Feb/1970 | ST  | Urban Development                                  |
| 153 | 8908 | REGULAR | 2014 | 2006 | Rajeev Kumar         | 5/Jun/1967  | SC  | Urban Development                                  |
| 154 | 7295 | REGULAR | 2012 | 2003 | RAJESH SHARMA        | 18/Feb/1965 | Gen | Water Resources                                    |
| 155 | 9128 | ADHOC   |      | 2007 | Vinod Kumar          | 8-Aug-1969  | SC  | Water Resources, River Dev. And Ganga Rejuvenation |
| 156 | 7814 | REGULAR | 2012 | 2003 | MOHAN LAL            | 15/Jan/1957 | Gen | Woman & Ch. Dev.                                   |
| 157 | 7373 | REGULAR | 2012 | 2003 | RAKESH KUMAR         | 15/Jan/1966 | Gen | Youth Affairs                                      |
| 158 | 8076 | REGULAR | 2013 | 2004 | Arun Kumar Singh     | 3/Feb/1974  | Gen | Youth Affairs                                      |

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

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2<sup>nd</sup> Floor, Lok Nayak Bhavan, New Delhi-110003

Dated the 31<sup>st</sup> 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 1<sup>st</sup> 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.

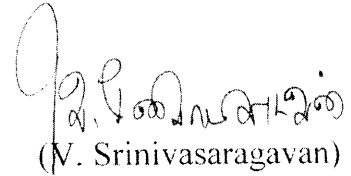
(m) **Resignation:** Resignation requests from employees should be obtained and processed in the web based system so that such vacancies are brought to the notice of the cadre controlling authority immediately.

(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.



(V. Srinivasaragavan)

Under Secretary to the Govt. of India

Tele.: 24629412

To

Ministries/ Departments

Director/Deputy Secretary (Administration)

