Government of India
Ministry of Power
Central Electricity Authority
Sewa Bhawan, R.K. Puram, New Delhi

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Dated the 2nd November, 2022

OFFICE MEMORANDUM

Subject : Strengthening the Central Secretariat Cadre Management System (CSCMS) portal by up-dating the data of employees of CSS, CSSS and CSCS Cadres and to enable online Cadre Management & delivery of services to these cadres –reg.

The undersigned is directed to refer to DoP&T's OM No.21/05/2022-CS-I(C) dated 17.06.2022 on the subject mentioned above and to say that DoP&T intends to provide exclusive online services to all CSS, CSSS and CSCS employees.

2.   All employees are therefore requested to update their personal and service related details under the changed Url https://cscms.nic.in:8080 latest by 04.11.2022. In case of any doubt, concerned Administration may be contacted for technical assistance and service related information respectively.

3.   This may please be treated as "Most Urgent and Mandatory".

Encl.: As above.

(Rakesh Kumar)
Deputy Director (Pers.)
Phone: 011-26732737

Copy to :-

i. All concerned officers / officials of CSSS/ CSS/ CSCS of CEA through intranet;
ii. Notice Board of CEA;

iii. Office order folder/ Guard file;
iv. Spare copies-10

Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)
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2nd Floor, Lok Nayan Bhawan,
Khan Market, New Delhi-110 001

Dated the 17th June, 2022

OFFICE MEMORANDUM

Subject: Strengthening the Central Secretariat Cadre Management System (CSCMS) portal by up-dating the data of employees of CSS, CSSS and CSCS Cadres and to enable online Cadre Management & delivery of services to these cadres– Reg.

As you are all aware, presently the Cadre Management for Central Secretariat Service (CSS), Central Secretariat Stenographers' Service (CSSS) and Central Secretariat Clerical Service (CSCS) is being maintained on the Central Secretariat Cadre Management System (CSCMS) through electronic Human Resource Management System (e-HRMS).

2. Accuracy of data is of paramount importance as efficiency of cadre management activity entirely depends on the integrity of the data of the officers. This Department is in the process of exclusively enabling online delivery of services to the stakeholders in their service matters. In this regard, the data in CSCMS is being updated by fetching the available data from e-HRMS and other available data sources such as PFMS, EIS, etc., so that the entire data of the employees would be available online. This will facilitate smooth cadre management and delivery of services in a transparent, efficient manner with accuracy and precision.

3. As the employee is the main stakeholder, the global registration of all the CSS/CSSS/CSCS employees has been enabled on **https://cscms.nic.in:8080** so that the employee himself/herself can update the individual-specific, personal and service related details on the CSCMS portal. Hence, it should be ensured that the data provided is factual, correct and error free.

4. The data submitted by the employee on **https://cscms.nic.in:8080** shall then be verified/corrected and authenticated, as the case may be, by the designated Nodal Officer of the respective Ministry/Department.

5. The Nodal Officers shall regularly login to ensure that record submissions are further verified and validated by them on time.

6. It may be noted that verification and validation of data by Nodal Officer within the prescribed timeframe if not done on priority, then the submission made by employee will be deemed accepted and the Nodal Officer shall be held responsible for any incorrect or erroneous data.

7. Data so received in CSCMS shall be the basis for all services and decisions relating to cadre management of employees. Furthermore, services will be added and refined in a phased manner in consultation with stakeholders to bring transparency and efficiency in the overall Cadre Management System.

8. After updation of the data by the employee and the data getting verified by the Nodal Officers, the same would be used for Cadre Management related issues including postings/transfers, capacity building, conduct of DPCs, career progression, training, statutory compliances etc.

9.   In case any detail(s) updated by the employee/Nodal Officer is/are found to be incorrect, further action against the employee/Nodal Officer would be taken as per the extant rules including but not limited to Conduct Rules, 1964 as per CCS (CCA) Rules, 1965.

10.   In view of the above, all the employees and Nodal Officers are requested to update the relevant details in the above application on priority to enable this Department to implement efficient Cadre Management of the above three services. A User Manual in this regard is being made available separately.

11.   In case of any issues, the employees may contact:

CSCMS Helpdesk 011-26717990.
Email id: cscms.assistance@gmail.com

12.   This has the approval of competent authority.

(P. Bhairagi Sahu)
Deputy Secretary to the Govt. of India

To,

All CSS/CSSS/CSCS Officers/Officials

Copy to:

1. All Nodal Officers of CSS/CSSS/CSCS in Govt. of India

2. Ms Madhuri Sharma, DDG, NIC (e-HRMS)