

I/101547/2022

Time BoundImmediate

A-52011/56/2022-ESTT-IX
Government of India
Central Water Commission
Estt-IX Section

3rd Floor, Sewa Bhawan,
R.K.Puram, New Delhi - 110066.

Dated : 21-7-2022.

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.

With reference Administration Section, DOWR, RD & GR OM dated 21-7-2022 (copy enclosed) on the subject cited above, it is requested to do the needful latest **by 22-7-2022**

Encl : As above.

Signed by R.mahalakshmi
Date: 21-07-2022 17:48:51
Reason (Approved)
Section Officer

To

All Officers of CSS, CSSS, CSCS.

1/73113/2022

F.No. A-50013/285/2022-Administration
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation
(Administration Section)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 11th July, 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.

With reference to DoPT's O.M dated 17.06.2022, all employees of CSS, CSSS and CSCS Cadres of this Department are requested to furnish their details on <https://cscms.nic.in:8080/> to facilitate smooth cadre management and delivery of services in a transparent, efficient manner with accuracy and precision. 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.

2. It should be ensured that the data is submitted by the employees on <https://cscms.nic.in:8080/> by **22.07.2022**. It shall also be ensured that the data is factually correct and error free.

3. In case of any details updated by the employees is/are found to be incorrect, it would have negative repercussion on the career progression of the employee and as such it should be ensured at all cost that the data fed in the portal may be error proof.

4. A **CSCMS user manual** to guide the employees of the CSS, CSSS and CSCS Cadres for up-dating their information in the CSCMS portal is also attached herewith.

5. In view of above, all the employees of **CSS, CSSS and CSCS** are requested to comply with the aforesaid instructions on priority. In case of this exercise is not completed by the 22nd of July 2022, a meeting will be organised at competent level with the concerned Divisional Heads.

Encl: As above


(S.B. Pandey)

Deputy Secretary to the Govt. of India
Tel. No. 23738126

To

|/73113/2022

All employees of CSS, CSSS and CSCS of D/o Water Resources, RD
& GR.

No.21/05/2022-CS-I(C)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayan Bhawan,
Khan Market, New Delhi-110 001

Dated the 19th 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.

Attention is invited to this Department O.M. of even number dated 17th June, 2022 on the subject mentioned above and to enclose herewith the CSCMS User Manual to guide the employees of the **CSS, CSSS and CSCS Cadres** in up-dating their information in the CSCMS portal: <https://cscms.nic.in:8080>. It is informed that the User Manual is also available on the above CSCMS Portal.



(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)

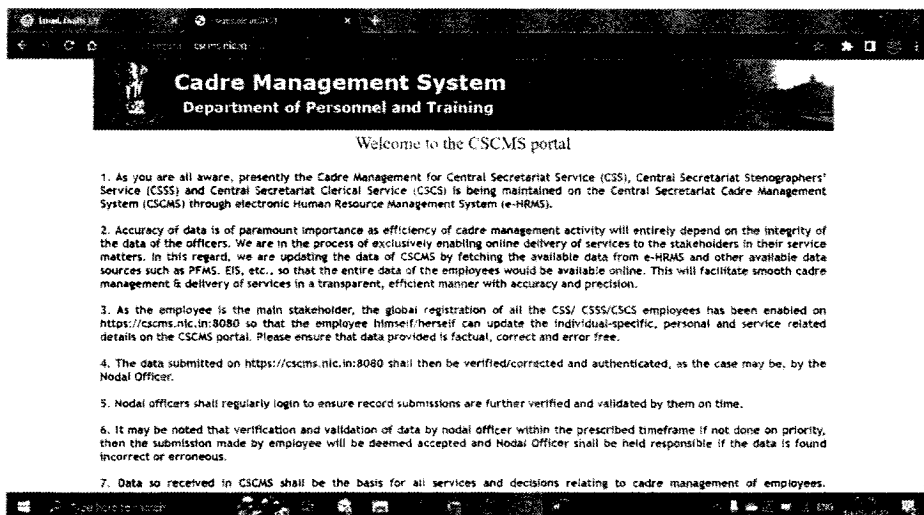
Copy for information to:

1. PSO to Secretary (P), DOPT
2. PPS to Addl. Secretary (CS)
3. PS to JS (CS)

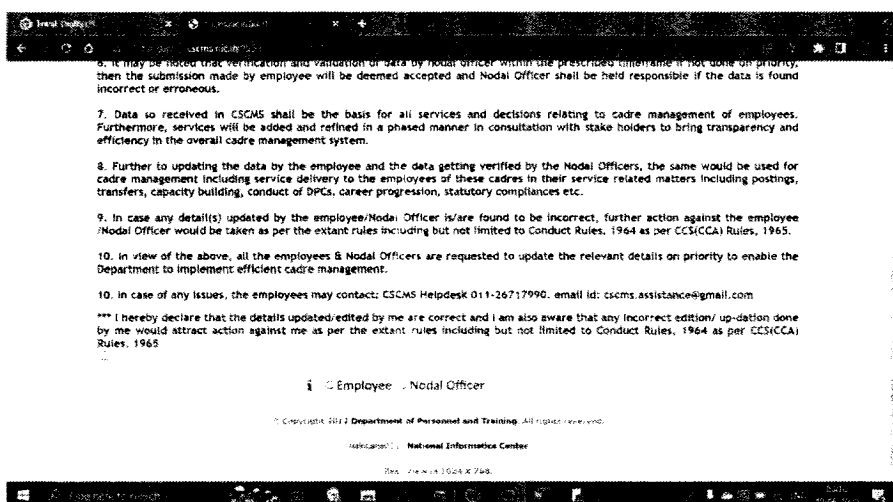
USER MANUAL FOR EMPLOYEES TO UPDATE /EDIT THE DETAILS IN CSCMS PORTAL

Step 1 -Process for Registration

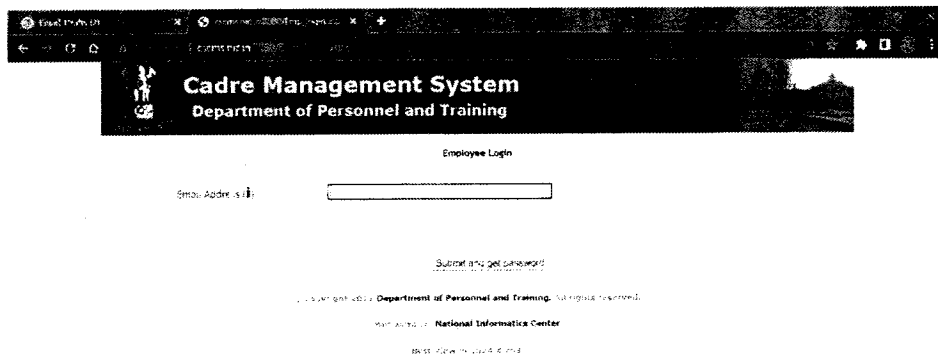
- Access the URL- **cscms.nic.in:8080** and the same will land you on the following page



- Read the instructions and Click on the box for accepting the declaration. Then choose the option - 'Employee'.
- Information is available by clicking on i



- After accepting the declaration & selecting the option of 'Employee', the User will land on the below-shown page.
- Enter the email id and click on 'Submit and get Password'. Enter only .gov or .nic email (if email is already provided for e-HRMS, use the same email)



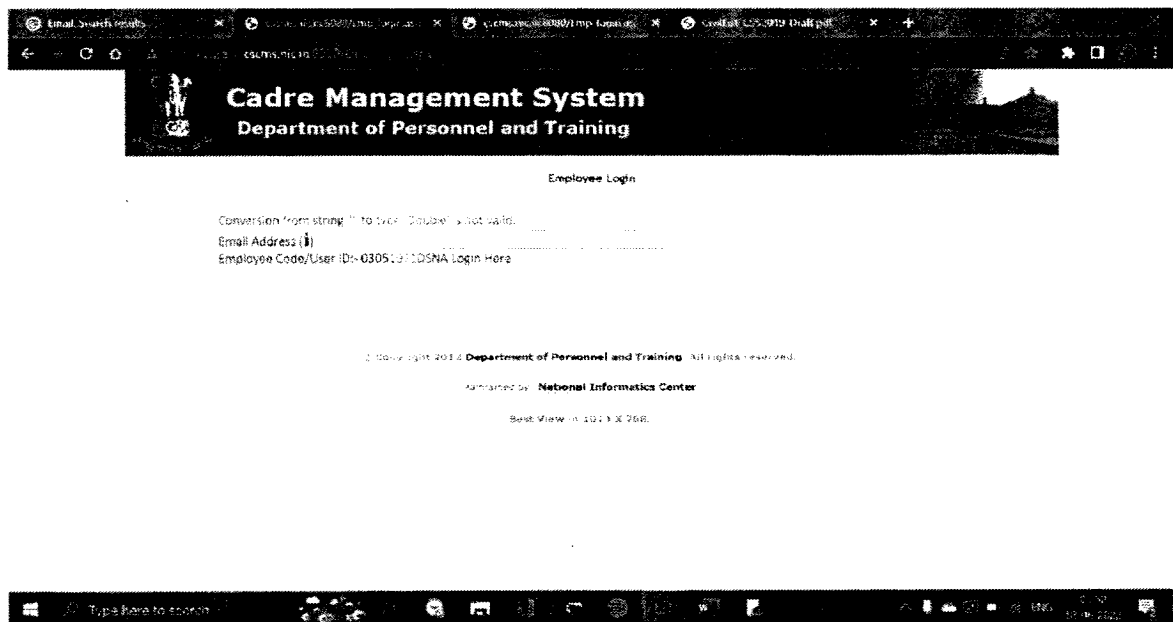
- The password is now sent to the email id.
- In case the email id is not mapped in the system –
The system would ask for the Date of Birth. Use the Calendar to enter the DOB (double click on year to change the year and use left arrow /right arrow to decrease/increase the year). Click on 'proceed'
- Select the name of employee & father name and confirm
- Verify details and confirm choosing the option 'YES'
- Opt for 'submit and get password'. Password is sent to the email of the User.

With this activity the process of Registration is complete.

STEP 2: Login to the cscms application

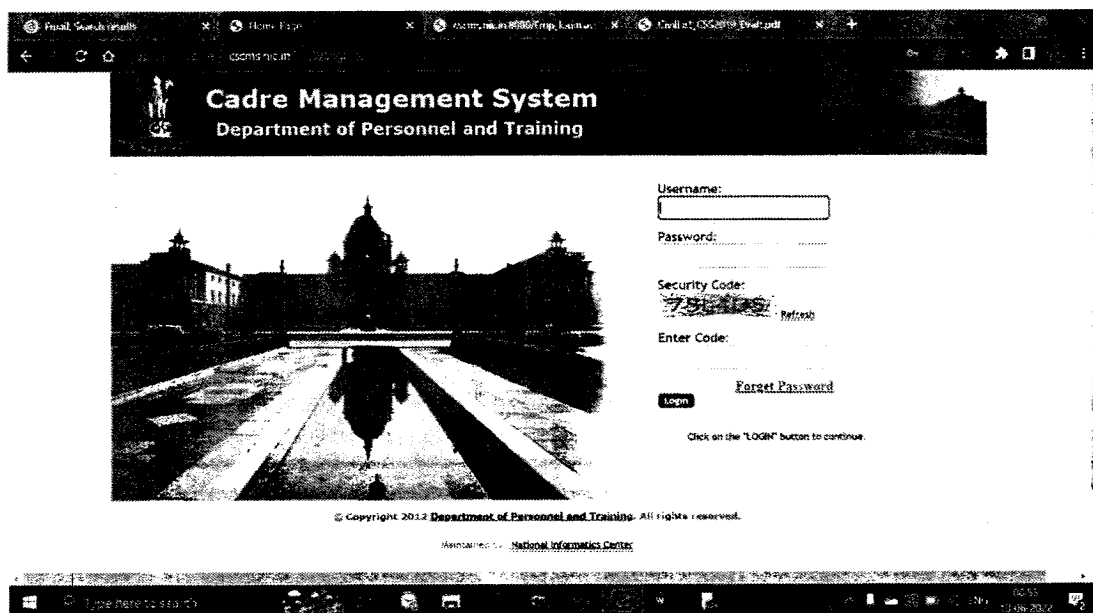
- access the URL **cscms.nic.in:8080**
- accept declaration, select the option of 'employee' and enter the application
- type the email ID and enter

- system provides the user id. Kindly note down the user ID and click on 'Login in' option. The norm for generation of user id by system is DD/MM/YYYY followed by first four letters of the name of the employee. Eg. The user ID for Ram Kumar with 1st January 1989 as DoB would be 01011989RAMK.



After selecting Login In, enter the User ID, password and the captcha to enter to the system.

The user has the option to change the password, if desires so, using the option of 'Forget Password'



Step -3 Updating/ editing the data by employee

- User can update / edit data of only 'Employee details'
- All other details can be updated/ editable only by the Nodal Officer.
- There is no change in the procedure to be followed by the Nodal Officer to update / edit the details in the CSCMS portal.

- The Nodal officer can update/ edit data of employees of his/her Ministry/Department/Organisation by using the URL **cscms.nic.in** and with the user ID and password already available with them prior to this application.
- User can update/ edit the data of 'Employee' > 'Employee details'. The fields editable for User are 'Employee details', 'basic details', 'Address details', 'Experience details', 'Documents' (can upload the documents), 'Training details', 'Qualification'.
- The user to kindly note for adding the qualification & training details, upload of certificate is mandatory.
- In case the field 'Documents' do not have provision for the certificate(s) to be added, the employee can add the details in the field 'Qualification' or 'Training details' and inform the Nodal Officer along with supporting documents for updating the service records by the Nodal Officer.

Screenshots of the fields which USER can update / edit data are as follows –

(i) Employee Details

Cadre Management System
Department of Personnel and Training

Employee Code: 01051971D5HA | Designation: DEPUTY SECRETARY | Date of Birth: [Date] | Gender: FEMALE

Cadre Unit: PERSONNEL & TRAINING | Service: CIVIL | Whether Confirmed: YES | Confirmation Date: [Date]

Date of Entry into Service: 15/08/2001 | Employee Status: Continued

Basic Details

Address Details

Documents

Copyright © 2012 Department of Personnel and Training. All rights reserved.
Designed & Developed by: TATA Consultancy Services Limited

(ii) Basic Details

Basic Details

Blood Group: O+VE | Identification Mark: made on left wrist | Differently Abled: NO

Marital Status: MARRIED | Mother Tongue: Sanskrit | Category: UR

Mother's Name: [Text] | Father's Name: [Text] | Religion: HINDU

Home Town: [Text] | State of Original Residence: ANCHRA PRADESH

Pay Scale/Pay Band: 15600-39100 | Pay in Pay Scale/Pay in Pay Band: 35400.00 | Grade Pay: 6,500

Pay Event: INCREMENT | Pay Matrix Level: LEVEL-11(57700-2087) | Pay Effective Date: 01/07/2015

Aadhar No.: [Text] | Pan Number: [Text]

ACP/MACP

ACP/MACP	Grade Pay of Upgradation	Date of Upgradation
1st ACP: 1,300	06/06/2002	[Date]
2nd ACP: -Select-		
3rd ACP: -Select-		

Languages Known

Language	Read	Write	Speak
Hindi	FLUENT	FLUENT	FLUENT
English	FLUENT	FLUENT	FLUENT
Hindi	LIMITED	LIMITED	LIMITED

(iii) Address Details

Birth State

ANDHRA PRADESH

Birth District

Guntur

Present Address

Address1

Address2

City

State

Pin Code

Email

Permanent Address (☐ Same as Present Address)

Address1

Address2

City

State

Pin Code

Email2

Phone (Off)

Phone (Res)

Mobile

Fax

Update

Cancel

© Copyright 2012 Department of Personnel and Training. All rights reserved.

Prepared & Developed by: **TATA Consultancy Services Limited**

(iv) Experience details (for add/modify/delete experience, select the 'modify experience' option. Select the row for modify/delete and proceed with proposed action. Click on 'add' for addition of experience details.

Cadre Management System
Department of Personnel and Training

Employee Cadre Clearance IPS Grievance Retirement/Resignation Tools Help Logout

D S NAGALAKSHMI - USER

Experience Detail

Type of Post	Designation	Cadre Unit	Sub Cadre Unit	Place	Posting From	Posting To	Mode of Recruitment	Selection/Exam Year	Rank
--------------	-------------	------------	----------------	-------	--------------	------------	---------------------	---------------------	------

Modify Experience

Type of Post	Designation	Cadre Unit	Sub Cadre Unit	Place	Posting From	Posting To	Mode of Recruitment	Selections/Exam Year	Rank
CADRE			DEPARTMENT FOR PROMOTION OF INDUSTRY & INTRNAL TRADE						
CADRE			HCME AFFAIRS	NEW DELHI-DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI-DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI-DELHI					

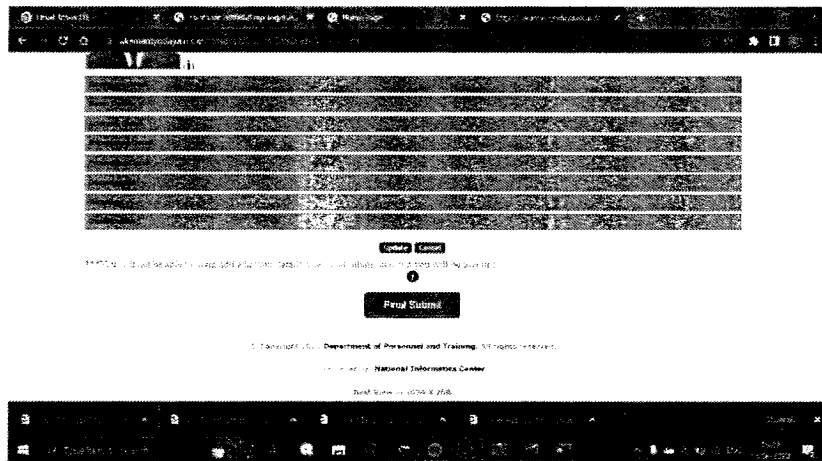


Update Cancel

Mandatory Training							
Batch Name	Batching	Attendance	Training From	Training to	Result		
No Data Available							
<input type="button" value="Add"/> <input type="button" value="Delete"/>							
Other Training							
Name Of Training	Institute Name	Place	Facilitator/In-Visit	Training From	Training To	Subject	Result
Operator's Online Training in Cyber Security	M/o Electronics & Information Technology	Online					QUALIFIED
Security's Online Training in Cyber Security	M/o Electronics & Information Technology	Online					QUALIFIED
<input type="button" value="Add"/> <input type="button" value="Delete"/>							
<input type="button" value="Update"/> <input type="button" value="Cancel"/>							

[illegible]

- After updating/editing the profile, the employee can finally submit the details.
- Once opted for 'Final submission', the employee will get auto-logout and cannot login to the portal again.
- Hence cross check the details properly before clicking on 'final submit'.



- In case any of the frozen fields (such as promotion details, vigilance status etc.,) are found to be incorrect, the employee can take up the matter with the CSCMS-Admin and Nodal Officer of the concerned Ministry, for its updating.
- For any assistance, the employees may contact –

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

*** End***