

No. A.62011/09/2022 – D(Estt./Gp.I)  
Government of India  
Ministry of Defence

Room No.319, 'B' Wing,  
Sena Bhawan, New Delhi-110 105,  
Dated the 22<sup>nd</sup> November, 2022.

### OFFICE MEMORANDUM

Subject: Revamp of the Central Secretariat Cadre Management Services (CSCMS) to enable end to end online delivery of services to the officers of CSS, CSSS and CSCS Cadres – Reg.

Attention is invited to this Ministry's O.M. of even number dated 11.07.2022 on the above subject wherein it was deliberated that it is mandatory for all the officers of CSS, CSSS & CSCS to update their records/data on CSCMS portal (cscms.nic.in:8080). Now, the DoP&T has linked the CSCMS website through e-parichay and data has also been migrated into the new website (**cscms.nic.in**) by revamping of CSCMS portal vide their O.M. No.21/04/2022-CSCMS dated 15.11.2022.

2. The officers have to once again update their profile (personal details, office details, posting details, training details, educational qualifications details etc.) on new CSCMS website and submit the same for verification of Nodal Officer concerned. **The officers of CSS & CSSS e.g. Director/Dy. Secretary/US/SO/ PSO/Sr. PPS/PPS/PS while updating their profile have to choose Cadre as Defence and Sub Cadre as Defence Gazetted only.** Step wise process of accessing CSCMS website for updating profile is as under:

1. Please go to cscms.nic.in website
2. Login thorough e-parichay
3. User ID: enter your gov/nic email ID
4. Password: enter your gov/nic email ID password
5. Complete the login process
6. User ID: ddmmyyyyfirst four letter of your name
7. Complete the login process
8. Click on name
9. Click on my profile
10. Update the entire columns and complete your profile 100% and submit the same for verification of concerned Nodal Officer

3. In terms of para 5 of the aforesaid DoP&T's O.M. dated 15.11.2022 it may be noted that in case any detail(s) updated by the officers are found to be incorrect, further action against the officers would be taken as per the extant rules including but not limited to Conduct Rules, 1964 as per CCS (CCA) Rules, 1965.

4. It is informed that as per DoP&T's instruction, from December 2022 onwards, they will seek/accept data i.e. vigilance status/cadre clearance/ option under RTP etc. from officers through CSCMS portal only. Hence, non-updating of data at the end of officers on CSCMS website resulting to delay in processing their case related to service matters.

5. In this regard all the gazetted officers of CSS & CSSS (Director/Dy. Secretary/US/SO/PSO/Sr. PPS/PPS/PS) are requested to update their profile on new CSCMS portal and submit the same to Nodal Officer concerned on priority [latest by 28.11.2022 (Monday)] and intimation in this regard may also be forwarded to D(Est./Gp.I) section through e-mail (estt.gp1-mod@nic.in). In case of any queries regarding updating of details in profile section, D(Est./Gp.I) section may be consulted on Telephone No.: 23012200.

  
22/11/2022  
(Sunil Kumar Adlakha)

Under Secretary to the Government of India  
Tel : 2301 2846

To

1. All the Gazetted officers of CSS, CSSS in Ministry of Defence.  
(Director/Dy. Secretary/US/SO/PSO/Sr. PPS/PPS/PS)
2. ✓ D(IT) Division, MoD for uploading on the e-Office.
3. Notice Boards

Copy for information to:-

1. JS (Establishment)
2. DS (Establishment)