

No. A-21023/01/2022-D(Est.I/Gp.II)
Government of India
Ministry of Defence

Room No.-320, 'B' Wing
Sena Bhawan, New Delhi-110011
Dated the 22nd November, 2022

OFFICE MEMORANDUM

Sub: 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 21/07/2022 vide which all the employees of CSS, CSSS and CSCS Cadres are directed to update the relevant details on the CSCMS portal to enable DoP&T to implement efficient Cadre Management of CSS, CSSS and CSCS Cadres. 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/CSCS while updating their profile have to choose Cadre as Defence and Sub Cadre as Defence(Non-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. The data thus updated is base for service delivery to the employees including postings, transfers, capacity building, conduct of DPCs, career progression, statutory compliance etc., in a transparent, efficient manner with accuracy and precision. It is further mentioned that beyond a point, physical acceptance of any request for any service by the employees of CSS, CSSS and CSCS Cadres will not be accepted after due intimation through the CSCMS portal.

5. In this regard all the **Non-gazetted officers of CSS/CSSS/CSCS** are requested to update their profile on new CSCMS portal and submit the same to Nodal Officer concerned on priority [**latest by 30.11.2022**] and intimation in this regard may also be forwarded to D(Est.I/Gp.II) section through e-mail (bkaur.64@gov.in). In case of any queries regarding updating of details in profile section, D(Est.I/Gp.I) section may be consulted on Telephone No.: 2379-3710.

P. Ch. Gulm
22/11/22
(Phani Tulasi K. Ch.)

Under Secretary to the Government of India

अधर सचिव / Under Secretary
रक्षा मंत्रालय / Ministry of Defence
नई दिल्ली / New Delhi
दूरभाष / Tele.....

To

1. All the Non-Gazetted employees of CSS/CSSS/CSCS in Ministry of Defence.
- ✓ 2. D(IT) Division, MoD for uploading on the e-Office.
3. Notice Boards

Copy for information to:-

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

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**Government of India
Ministry of Defence**

Room No.-320, 'B' Wing
Sena Bhawan, New Delhi-110105
Dated the 4th 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 - regarding.

In continuation to this ministry's O.M. of even no. dated 21/07/2022 vide which all the employees of CSS, CSSS and CSCS Cadres are directed to update the relevant details on the CSCMS portal to enable DoP&T to implement efficient Cadre Management of CSS, CSSS and CSCS Cadres.

2. In this regard, all the Non-Gazetted employees of CSS/CSSS/CSCS working in this ministry are directed to update their Basic Profile on the CSCMS portal: <https://cscms.nic.in/login> without fail till 30.11.2022. Further, User Manual is given on the Menu Button over the login field.

To,

All the Non-Gazetted employees of CSS/CSSS/CSCS in Ministry of Defence

Phani Tulasi K. Ch.
(फ़ाणी तुलसी केशव)
Under Secretary to the Government of India
अवर सचिव / Under Secretary
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