

**No.B-12028/09/2022-Admn.II(E-131700)**

Government of India  
Ministry of Communications  
Department of Telecommunications  
415, Sanchar Bhawan, 20-Ashoka Road, New Delhi-110 001

Dated the 11th July, 2022

**Office Memorandum**

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Subject : Strengthening the Central Secretariat Cadre Management System (CSCMS) portal by updating the data of employees of CSS, CSSS and CSC cadres.

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The undersigned is directed to circulate herewith DOP&T OM No. 21/05/2022-CS.I(C) dated 17.06.2022 on the above mentioned subject for ready reference.

2. All the officers/officials belonging to Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS)/Central Secretariat Clerical Service (CSCS working in DOT/TEC/WMO (Sanchar Bhawan / Khurshid Lal Bhawan / MTNL Building / UIDAI Building / Pushpa Bhawan) are requested to go through the DOP&T's above mentioned OM and update the individual-specific, personal and service related details on the CSCMS portal . After ensuring the correctness of the data, concerned employee of CSS/CSSS/CSCS may submit their data finally for verification by the Nodal Officer concerned. This exercise should be completed by the employees of CSS/CSSS/CSCS by **15.07.2022 positively**. This will facilitate smooth cadre management and delivery of services in a transparent, efficient manner with accuracy and precision.

3. It may kindly be noted that the portal name has been changed from **CSCMS.nic.in** to **CSCMS.nic.in:8080**.

4. For any queries or difficulty in the matter, Admn.I Section (011-23036205) & Admn.II Section (011-23036796) may be consulted by the concerned Cadre officers/officials.

Signed by Anil Kumar

Singh

Date: 11-07-2022 16:12:17

Reason: Approved

[Anil Kumar Singh]

Under Secretary to the Govt. of India

Tele No. 23036884 / email : anilk.singh60@nic.in

Encl : As above

1. All the CSS/CSSS/CSCS officers/officials [Through e-office notice board]
2. DOT Website.
3. Concerned Authorities of TEC/WMO, DOT.
4. US(Admn.I)

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

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2<sup>nd</sup> Floor, Lok Nayan Bhawan,  
Khan Market, New Delhi-110 001

Dated the 17<sup>th</sup> 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.



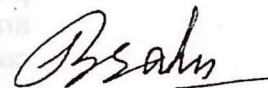
9. In case any detail(s) updated by the employee/Nodal Officer is/are found to be incorrect, further action against the employee/Nodal Officer would be taken as per the extant rules including but not limited to Conduct Rules, 1964 as per CCS (CCA) Rules, 1965.

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)

No.21/05/2022-CS-I(C)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel & Training)  
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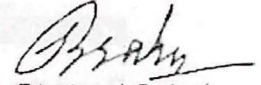
2<sup>nd</sup> Floor, Lok Nayan Bhawan,  
Khan Market, New Delhi-110 001

Dated the 19<sup>th</sup> 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 17<sup>th</sup> 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)

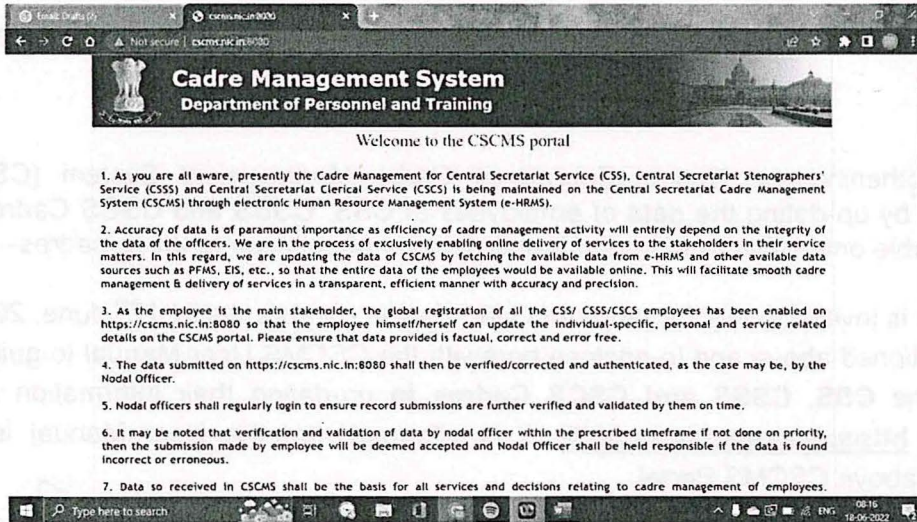
Copy for information to:

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

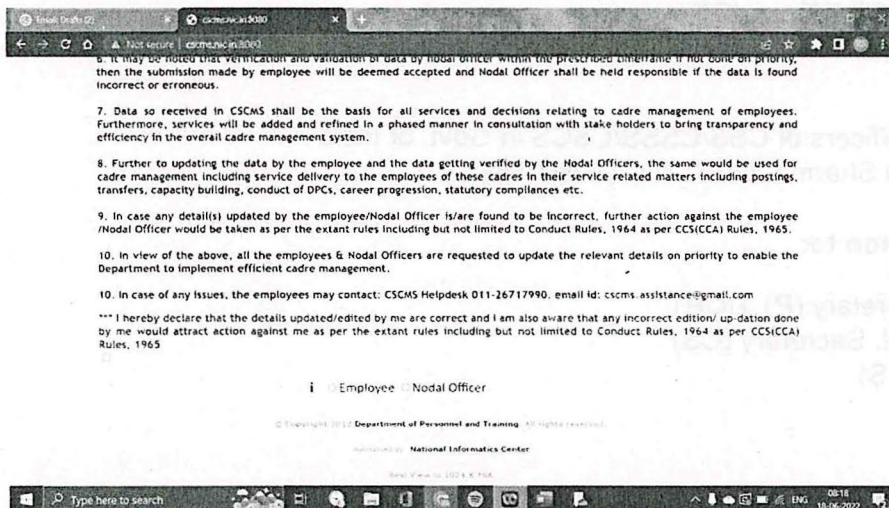
# USER MANUAL FOR EMPLOYEES TO UPDATE /EDIT THE DETAILS IN CSCMS PORTAL

## Step 1 -Process for Registration

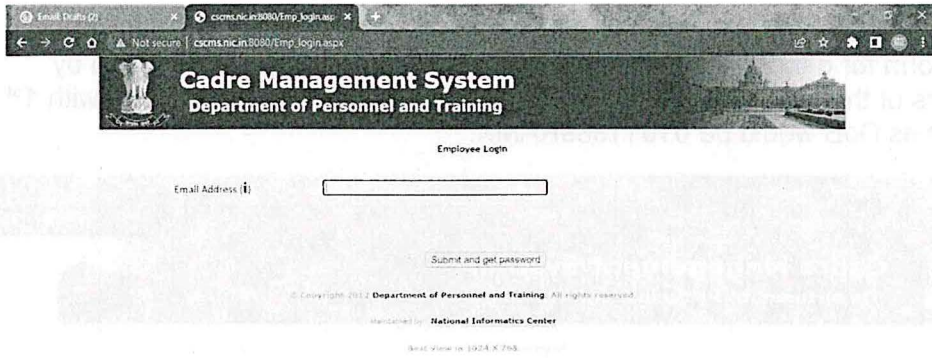
- Access the URL- [cscms.nic.in:8080](https://cscms.nic.in:8080) and the same will land you on the following page



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



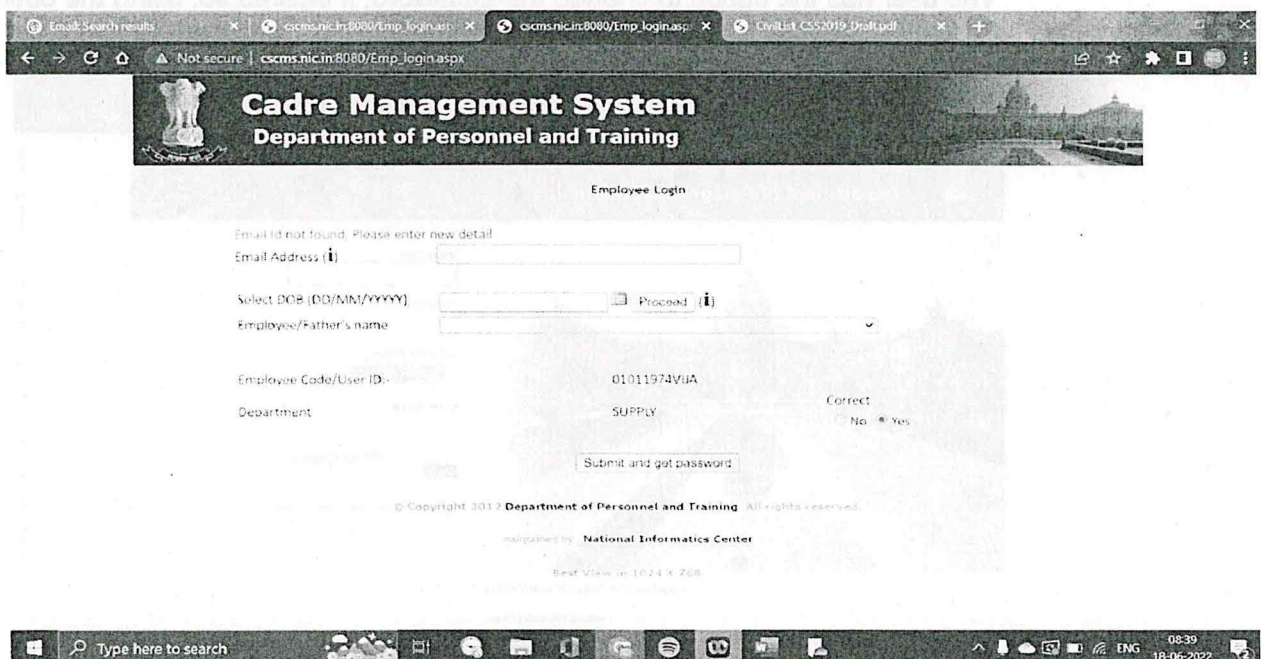
- After accepting the declaration & selecting the option of 'Employee', the User will land on the below-shown page.
- Enter the email id and click on 'Submit and get Password'. Enter only .gov or .nic email (if email is already provided for e-HRMS, use the same email)



- 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.

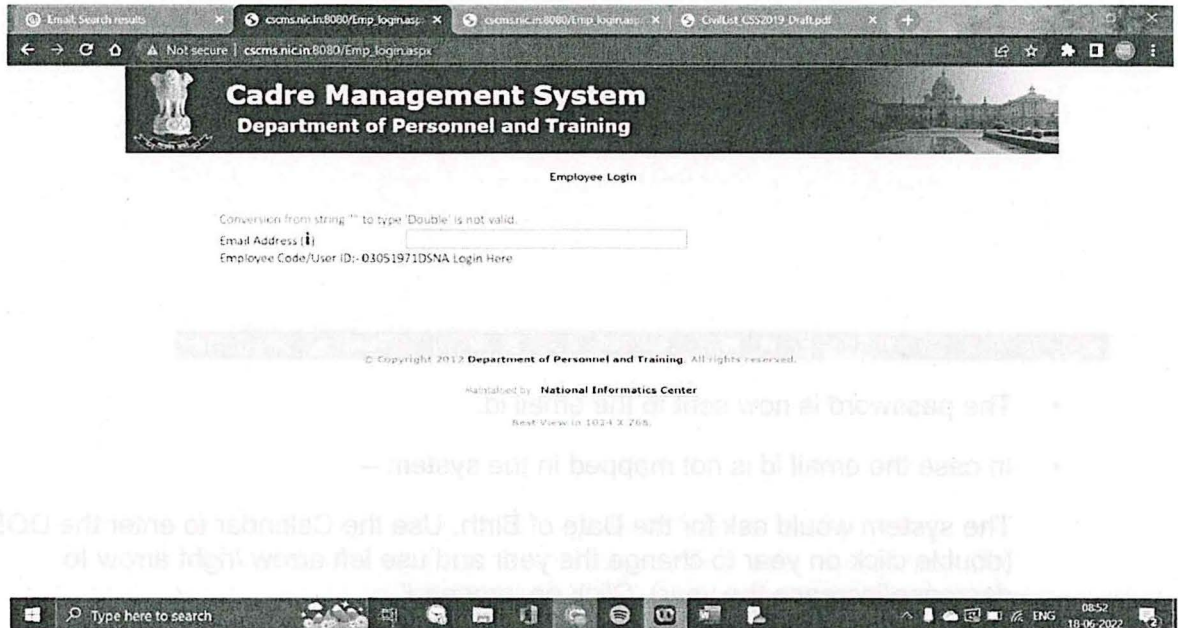


With this activity the process of Registration is complete.

## STEP 2: Login to the cscms application

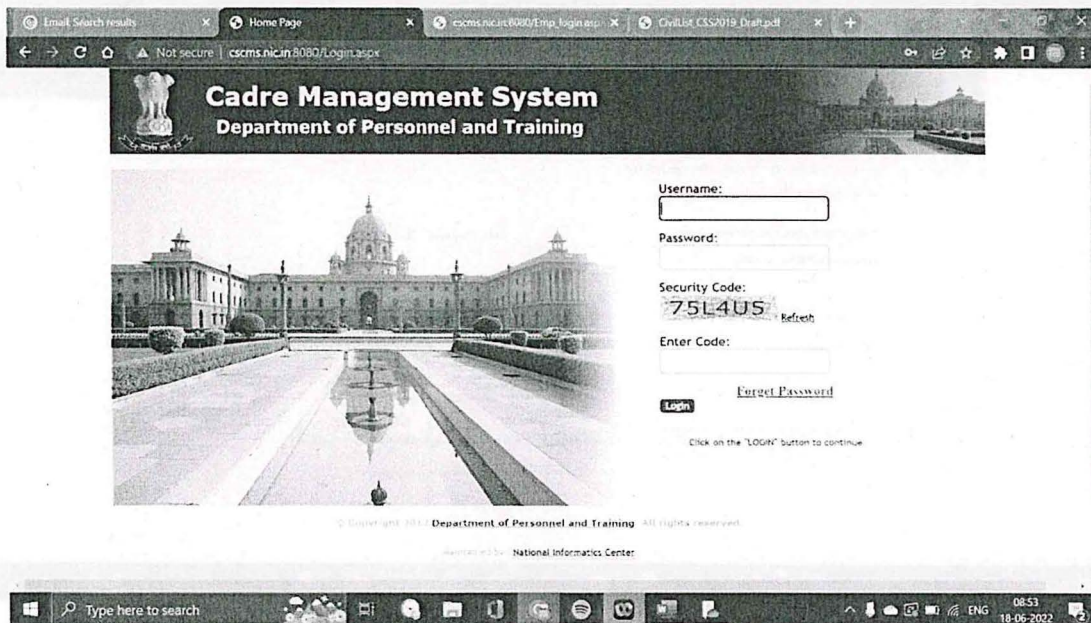
- access the URL **cscms.nic.in:8080**
- accept declaration, select the option of 'employee' and enter the application
- type the email ID and enter

- 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 1<sup>st</sup> 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: 0105197105HA | Designation: DEPUTY SECRETARY | Date of Birth: | Gender: FEMALE

Service: CSS | Sub-Cadre Unit: PERSONNEL & TRAINING | Confirmation Date: 23/06/2013

Basic Detail | Address Detail | Experience Detail | Promotions Detail | Documents | Training | Qualification

Update Cancel

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(ii) Basic Details

**Employee Detail**

**Basic Detail**

Blood Group: O+VE | Identification Mark: | Differently Abled: NO

Marital Status: MARRIED | Mother's Tongue: Kannada | Category: DR

Mother's Name: | Father's Name: | Religion: HINDU

Home Town: | Community/Caste in Case of OBC/SC/ST: | State of Original Residence: ANDHRA PRADESH

Pay Scale/Pay Band: 15600-38100 | Pay in Pay Scale/Pay in Pay Band: 22400.00 | Grade Pay: 4,600

Pay Event: INCREMENT | Pay Matrix Level: LEVEL-11(67700-2687) | Pay Effective Date: 21/07/2015

Aadhar No: | Pan Number: |

ACP/MACP	Grade Pay of Upgradation	Date of Upgradation
1st ACP	1,500	05-06-2012
2nd ACP	-Select-	
3rd ACP	-Select-	

Languages Known	Read	Write	Speak
Telugu	FLUENT	FLUENT	FLUENT
English	FLUENT	FLUENT	FLUENT
Hindi	LIMITED	LIMITED	LIMITED

Address Detail



(iii) Address Details

Employee Detail					
Basic Detail					
Address Detail					
Birth State	ANDHRA PRADESH	Birth District	Guntur		
Present Address			Permanent Address ( <input type="checkbox"/> Same as Present Address )		
Address1		Address1		Phone (Off)	
Address2		Address2		Phone (Res)	
City	NEW DELHI	City	NEW DELHI	Mobile	
State	DELHI	State	DELHI	Fax	
Pin Code		Pin Code			
Email1		Email2			
Experience Detail					
Promotion Detail					
Documentes					
Training					
Qualification					

Update Cancel

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(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.



Employee Detail
Basic Detail
Address Detail
Experience Detail

Modify Experience


Type of Post	Designation	Cadre Unit	Sub Cadre Unit	Place	Posting From	Posting To	Mode of Recruitment	Selection/Exam Year	Rank
User Manual 1 fo...docx									
Draft instructions...docx									
User Manual fo...docx									
User Manual fo...docx									

Basic Detail
Address Detail
Experience Detail

Type of Post	Designation	Cadre Unit	Sub Cadre Unit	Place	Posting From	Posting To	Mode of Recruitment	Selection/Exam Year	Rank
CADRE			DEPARTMENT TOP PROMOTION OF INDUSTRY & INTRANAL TRACK						
CADRE									
CADRE			HOME AFFAIRS	NEW DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI					
CADRE			***LONG LEAVE***	NEW DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI					
TRANSFER			DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS						

Promotion Detail
Documentes

(v) Documents



Employee Detail

Basic Detail

Address Detail

Experience Detail

Promotion Detail

**Documentes**

Police Verification (Maximum File size of 1MB), only pdf, jpg or jpeg extensions are allowed  No file selected.

10th Certificate (Maximum File size of 1MB), only pdf, jpg or jpeg extensions are allowed  No file selected.

Medical Fitness (Maximum File size of 1MB), only pdf, jpg or jpeg extensions are allowed  No file selected.

Photograph (Maximum File size of 1MB), only jpg or jpeg extensions are allowed  No file selected. [Inkphoto]

Caste Certificate (Maximum File size of 1MB), only pdf, jpg or jpeg extensions are allowed  No file selected.

Graduation Certificate (Maximum File size of 1MB), only pdf, jpg or jpeg extensions are allowed  No file selected.

Birth Certificate (Maximum File size of 1MB), only pdf, jpg or jpeg extensions are allowed  No file selected.

Training

Qualification

(vi) Training (adding any additional Training details require mandatory upload of certificate)

Address Detail

Experience Detail

Promotion Detail

Documentes

**Training**

Mandatory Training

Batch Name	BatchNo	Attendance	Training From	Training To	Result
No Data Available					

Other Training

Name Of Training	Instituto Name	Place	Field/Country Visit	Training From	Training To	Subject	Result
Cybernetic Online Training in Cyber Security	Alfa Electronics & Information Technology	Online					QUALIFIED
Level D	ISTM	Dubai					QUALIFIED
Cybernetic Online Training in Cyber Security	Alfa Electronics & Information Technology	Online					QUALIFIED

Qualification

(vii) Qualifications (adding any additional qualification requires mandatory upload of relevant certificate)

Address Detail

Experience Detail

Promotion Detail

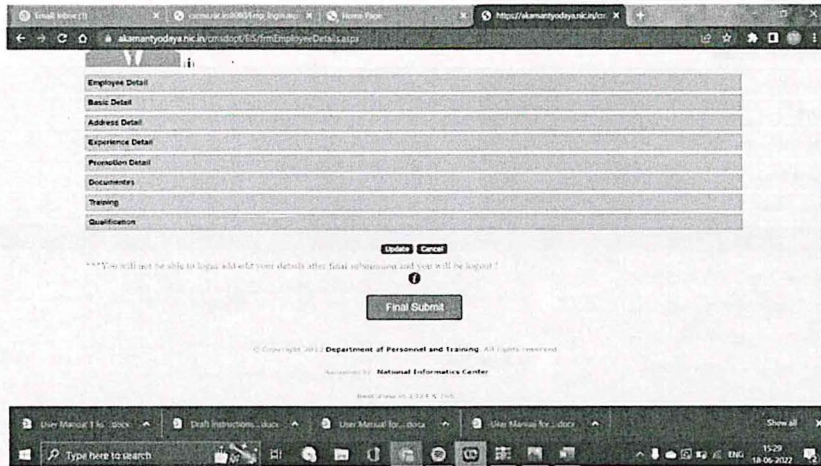
Documentes

Training

**Qualification**

Qualification	Year/Subject	Institute/Coll.	Year	Institute	University/Joint
B.TECH	Computer Science	SRM Institute of Science and Technology	2014		
M.TECH	Information Technology	SRM Institute of Science and Technology	2016		
M.B.A	HR	SRM Institute of Science and Technology	2018		

- 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](mailto:cscms.assistance@gmail.com)**

\*\*\* End\*\*\*