

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)

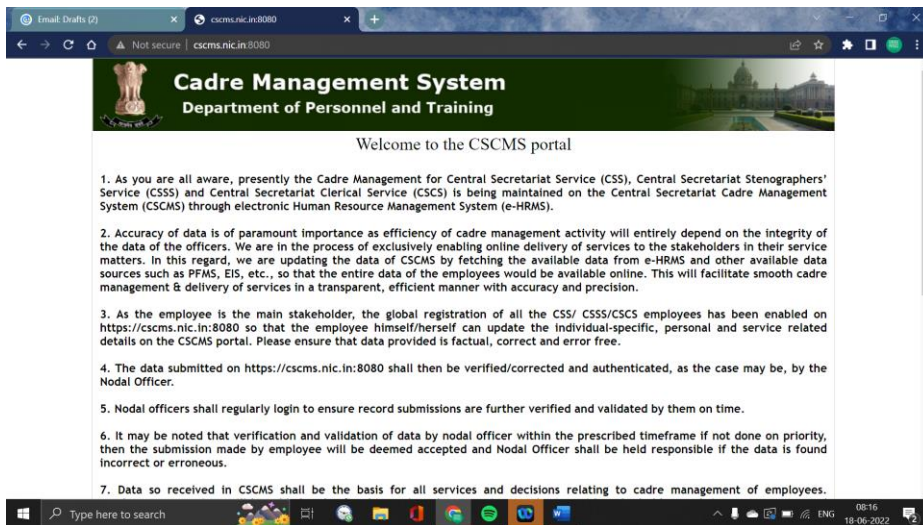
Copy for information to:

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

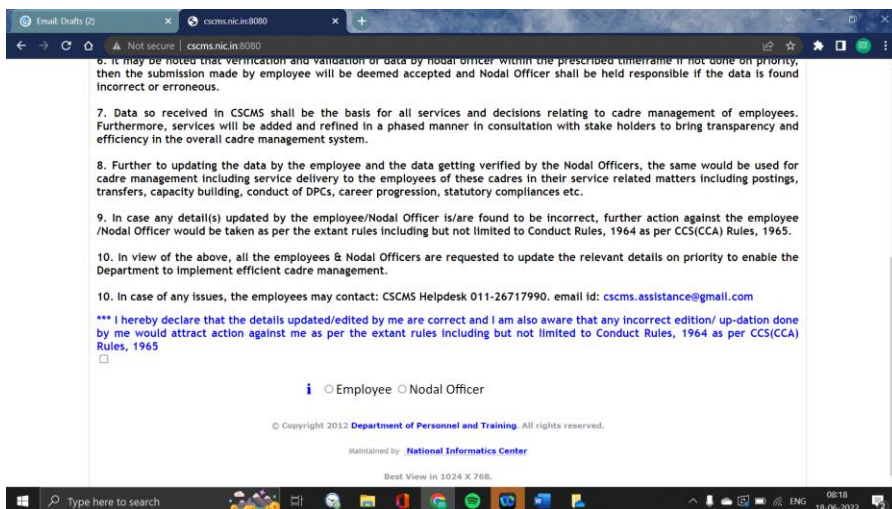
USER MANUAL FOR EMPLOYEES TO UPDATE /EDIT THE DETAILS IN CSCMS PORTAL

Step 1 -Process for Registration

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



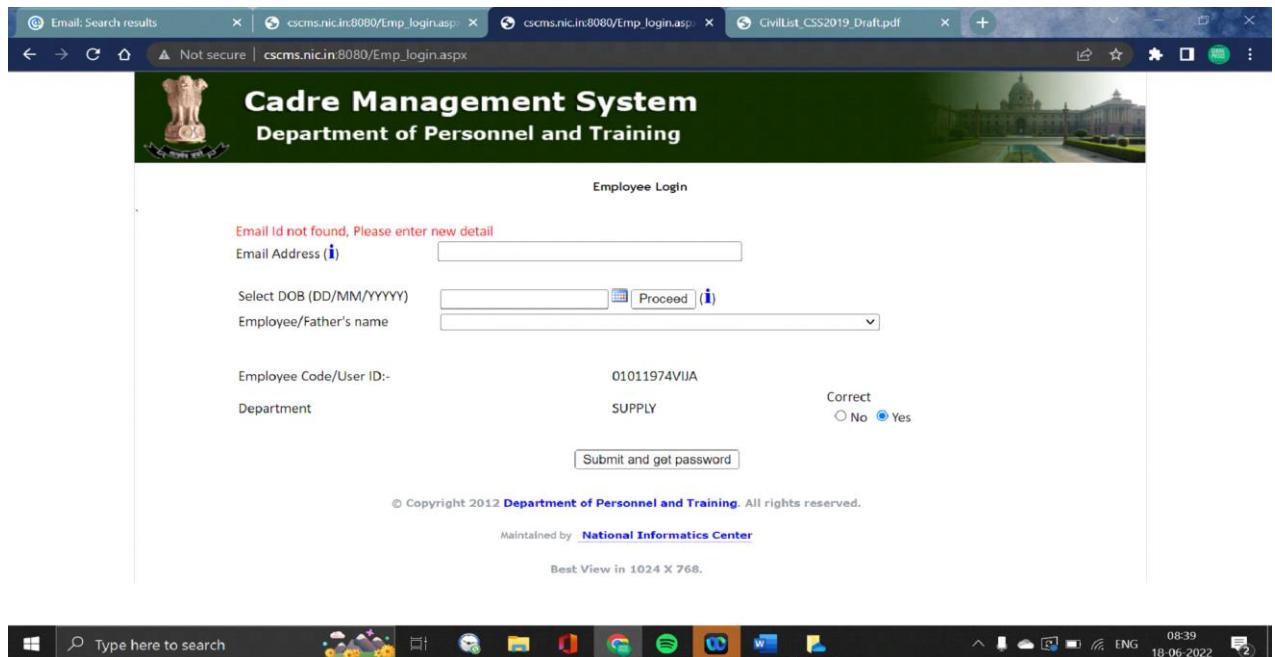
- Read the instructions and Click on the box for accepting the declaration. Then choose the option - 'Employee'.
- Information is available by clicking on i



- 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.

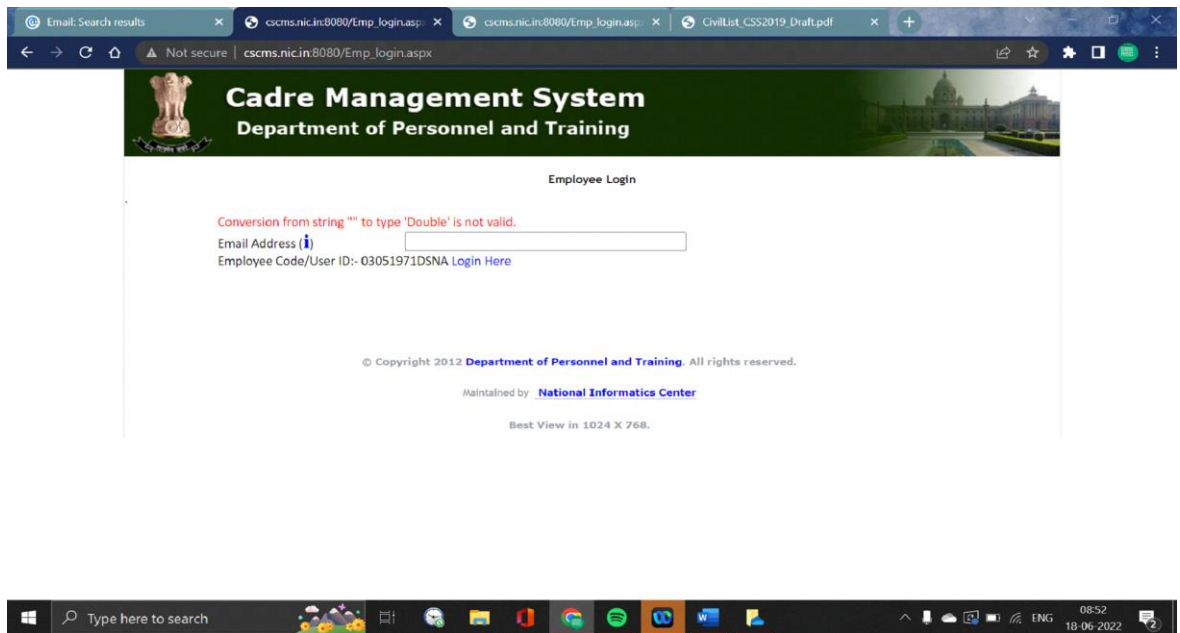


With this activity the process of Registration is complete.

STEP 2: Login to the cscms application

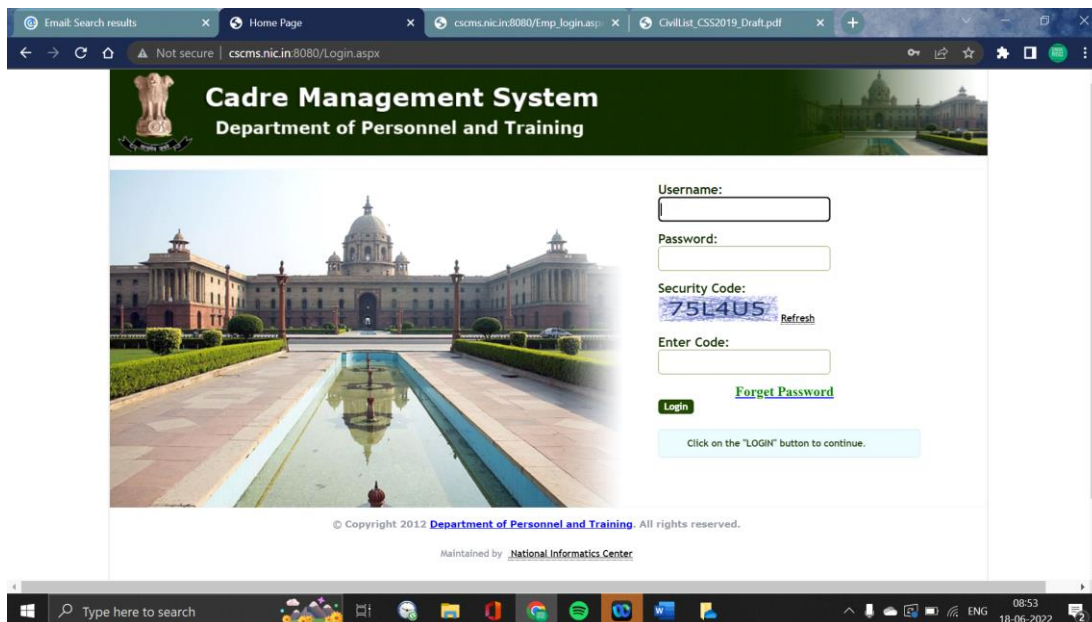
- access the URL **cscms.nic.in:8080**
- accept declaration, select the option of 'employee' and enter the application
- type the email ID and enter

- 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

(ii) Basic Details

ACP/MACP	Grade Pay of Upgradation	Date of Upgradation
1st ACP	1,300	08/06/2022
2nd ACP	--Select--	
3rd ACP	--Select--	

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

(iii) Address Details

Employee Detail

Basic Detail

Address Detail

Birth State: Birth District:

Present Address: Address1: Address2: City: State: Pin Code: Email1:

Permanent Address (Same as Present Address): Address1: Address2: City: State: Pin Code: Email2:

Phone (Off): Phone (Res): Mobile: Fax:

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.

Cadre Management System
Department of Personnel and Training

Employee Cadre Clearance IPR Grievance Retirement/Resignation Tools Help Logout

D S NAGALAKSHMI - USER

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
CADRE			DEPARTMENT FOR PROMOTION OF INDUSTRY & INTRANAL TRADE						
CADRE			HOME AFFAIRS	NEW DELHI-DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI-DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI-DELHI					
CADRE			***LONG LEAVE***	NEW DELHI-DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI-DELHI					
TRANSFER			DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS						

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 FOR PROMOTION OF INDUSTRY & INTRANAL TRADE						
CADRE			HOME AFFAIRS	NEW DELHI-DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI-DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI-DELHI					
CADRE			***LONG LEAVE***	NEW DELHI-DELHI					
CADRE			HIGHER EDUCATION	NEW DELHI-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.

Caste Certificate (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.

Graduation 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.

Birth Certificate (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]

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	Institute Name	Place	Field/Country Visit	Training From	Training To	Subject	Result
Generic Online Training In Cyber Security	M/o Electronics & Information Technology	Online					QUALIFIED
Level D	ISTM	Delhi					QUALIFIED
Generic Online Training In Cyber Security	M/o 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

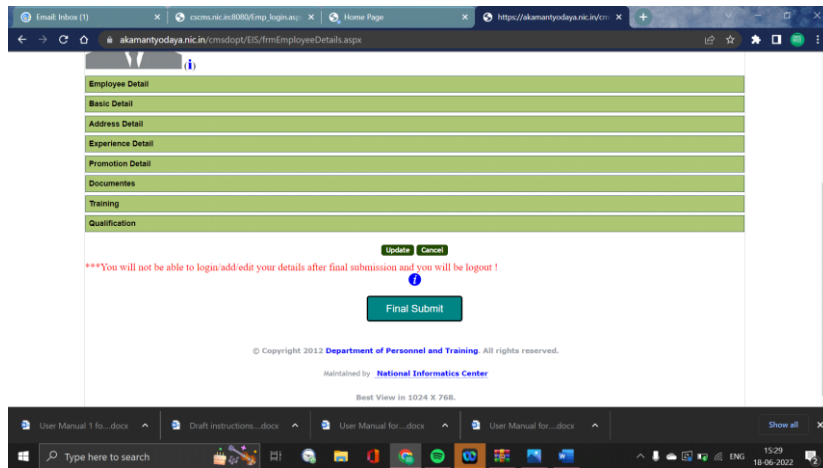
Qualification

Qualification	Subject/Subject	Division/CGPA	Year	Institute	University/Board
CERTIFICATE	Other				
B.COM	Commerce				
PG DIPLOMA	CYBER LAW				
B.A.	POLITICAL SCIENCE				
MBA	HR				
PG DIPLOMA	HR				

Achievement

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- 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***