

No. 21/11/2010-CS.I (U)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi

Dated : 25th February 2013

OFFICE MEMORANDUM

Subject: Launching of Web Based software solution for Cadre Management of CSS - Requests for cadre clearance and filing of Immovable Property details reg.

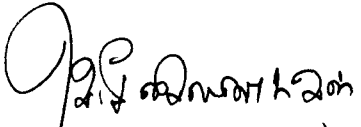
As Ministries/ Departments are aware that the Web Based Cadre Management for CSS has been test launched and it is currently hosted at <http://10.21.145.125>

2. **Cadre clearance for deputation** Starting from 1st March 2013, Ministries/ Departments are requested to forward requests for cadre clearance for deputation through the web based cadre management system also. Once the system is stabilized, cadre clearance requests will be entertained only through the system.

3. **Voluntary Retirement** Application seeking voluntary retirement should also be filed through the system. A print out of the copy of the application is required to be taken, duly signed and submitted to the nodal officer for processing. The nodal officer will also enter the details on line and submit to this Department for further processing in respect of US and above level officers.

3. **Immovable Property Return** All CSS Officers are requested to file their immovable property return through the web based system also, in addition to the conventional method of filing of paper returns.

4. Nodal officers are requested to bring the above to the notice of all CSS Officers under their control for compliance.


(V. Srinivasaragavan)

Under Secretary to the Government of India
Tele.: 24629412

All Ministries / Departments

All CSS Officers

All Officers/ Sections in CS.I & CS.II Division