

F.No.A-50011/6/2012/HRD-I/  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade

Udyog Bhavan, New Delhi,  
Dated the 6<sup>th</sup> February, 2013

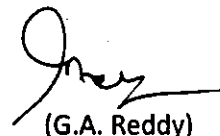
**OFFICE MEMORANDUM**

**Subject: Launching of Web based software solution for Cadre Management of CSS –**

Please refer to the Department of Personnel & Training's OM No.21/11/2010-CS.I (U) dated 4.2.2013. DOP&T launched a Web Based software solution for Cadre Management of CSS. The software has also been hosted in a test server at URL <http://10.21.145.125> which is intended to be used by Individual CSS Officers besides CS Division of DOP&T and AVD.I Division, DOPT and all Ministries/Departments for different purposes.

2. As per DOP&T's OM dated 4.2.2013, all individual CSS Officers should immediately visit the website to check if their complete and updated data is available in the system. They should take a print out of their data and certify that the same is complete and correct in all respects. A copy of the data sheet duly certified for its correctness both by the individual officer and the Ministry/Department concerned is required to be forwarded to CS. I Division of this Department for records. If the data of any officer is not available in the system, the same should be forwarded in the MS Access sheet to DOP&T without any delay.

3. All CSS officers are requested to log in to the system with the user id which is a combination of six digit date of birth (ddmmyy) followed by first four letters of their name i.e ddmmyyabcd. Officers may contact the concerned nodal officer in Department of Commerce (Ms. Kiran Puri, Director, Admn.) for password for login to the system in DoC.



(G.A. Reddy)

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To

1. All Joint DGs, DDGs and FTDOs of CSS cadre.
2. EDI Section for uploading the OM in DGFT's Web site.
3. HRD-II Section for information & necessary action.
4. Guard File.
5. Circular File.