

**No.1/2/2022-R&R and DC**  
**Government of India**  
**Ministry of Personnel Public Grievances & Pensions**  
**(Department of Personnel & Training)**

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3rd Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Date:25.06.2024

**OFFICE MEMORANDUM**

**Subject: Request to submit the NOC requisitions through Redeployment and Surplus Management System (RSMS) - online reporting of vacancies to Surplus Cell of DOPT under CCS (Redeployment of Surplus Staff) Rules, 1990- regarding.**

The undersigned is directed to refer this Department's O.Ms of even number dated 21.6.2023 and 13.07.2023(copies enclosed) on the above subject.

2. Consequent upon the launch of the RSMS (Redeployment and Surplus Management System) on 8th June, 2023 by DoP&T, **all Ministries and Departments have been requested to place their requisitions in the matter of reporting the vacancies as per the CCS (Redeployment of Surplus Staff) Rules, 1990, in the online system only, through RSMS.** However, physical applications are still received from some Attached / Subordinate /Directorate/ Field Offices/etc. for providing NOC/NAC.

3. Accordingly, it is once again impressed and reiterated that all Nodal Officers in the Ministry/Department may accord due emphasis in the matter and sensitize Attached / Subordinate /Directorate/ Field Offices/etc. under their administrative to route all the NOC/NAC requisitions through RSMS only.



(Arun Kumar Dahiya)

Under Secretary to the Government of India  
011- 24651898

To,

Deputy Secretary/Director (Admn.), All Ministries / Departments of the Government of India  
(Through website of this Department)



No. 1/2/2022-R&R and DC (E-3171940)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi – 110003.  
Dated: 21<sup>st</sup> June, 2023

**OFFICE MEMORANDUM**

**Subject: Redeployment and Surplus Management System (RSMS) – online reporting of vacancies to Surplus Cell of Department of Personnel & Training under CCS (Redeployment of Surplus Staff) Rules, 1990- regarding.**

The undersigned is directed to refer to this Department's O.M. of even number dated 26.05.2023, 05.06.2023 and 12.06.2023 on the above mentioned subject. As mentioned therein, the Department of Personnel & Training has launched the **RSMS (Redeployment and Surplus Management System)** on 8<sup>th</sup> June, 2023.

2. As a software system, the **Redeployment and Surplus Management System (RSMS)** has been developed to facilitate the Ministries/ Departments/ Offices to process online all their requests for redeployment of suitable staff available on Surplus Rolls/ Non Available Certificate (NAC) from this Department under CCS (Redeployment of Surplus Staff) Rules, 1990. For implementation of the RSMS, DoP&T has nominated the Director (Admn.) of each of the Ministries/ Departments as the "**Nodal Officer**" for the respective Ministry/ Department. In this regard, the required information in respect of Nodal Officer(s) such as name, designation, mobile and contact number, e-mail ID (preferably official ID) and complete Office address of the incumbent Officer(s) (Director (Admn.)/Nodal Officer as per department arrangement) were sought for register, access and use of the User Departments for the RSMS. The URL address of the RSMS is- <http://rsms.nic.in> . **The list of Nodal Officers for RSMS purpose is enclosed.**

3. Subsequently, DoP&T has also given a suitable familiarization/training session on 09.06.2023 & 15.06.2023 on operationing of RSMS for obtaining auto-generated redeployment letter/ NAC before submitting their requisition to Staff Selection Commission (SSC) or Union Public Service Commission of India (UPSC), as the case may be, has been given to the Nodal Officers.

4. The RSMS has been developed to curtail time taken and ease the work of the Departments and their subordinate/ attached, field offices, etc. in the subject matter. **Accordingly, an immediate requirement for ALL User Departments**, after log-in with the IDs & Passwords provided by this Department to access RSMS, by the **Nodal Officer** of the Parent Ministry/Department is that they shall have to **add ALL their concerned Attached / Subordinate /Directorate/ Field Offices/etc.** which are under their administrative control, **and nominate their individual Nodal Officer(s)<sup>(SUB)</sup>, create their credentials, etc.** for operation of RSMS and obtaining auto-generated redeployment letter / NOC/NAC. The RSMS has an in built facility/ modules for creation of user credentials and for changing of passwords. Therefore, in the interest of all stake holders and to ensure a seamless transition to the RSMS, all the Departments' Nodal Officers are requested to ensure that all required actions regarding nomination of individual **Nodal Officer(s)<sup>(SUB)</sup>**, separately for each of the Attached / Subordinate /Directorate/ Field Offices/etc. under the administrative control of the Ministries/ Departments, adding / creation of IDs, Password, etc. are completed first hand, on a top priority basis.

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5. Accordingly, the Nodal Officers of the Parent Ministries/Departments are requested to take all necessary actions in respect of all their concerned Attached / Subordinate /Directorate/ Field Offices/etc. for accessing the RSMS at their end without any delay.

6. Further, a User Manual, Guidelines, Rules, Regulations, etc. applicable and relevant in this regard are available in the above going URL. The User Manual and Guidelines contain details/explanations on each and every step in the use of RSMS for filling up requisitions, reporting of surplus employees, etc. Accordingly, for any clarification in the procedure for use of RSMS or with respect to a particular field/column in the entry filling up, the User Department/field office(s) may reach out to the relevant topics in the User Manual/Guidelines for their meaning and application and take actions for access and use of RSMS.

7. And, in case technical assistance is deemed necessary, Ministries /Departments may seek assistance from the Technical Officer, NIC, DoP&T by mail- [persinfotech@nic.in](mailto:persinfotech@nic.in) , telephone No.011-23040281. likewise, administrative assistance will be available at [us-randr-dopt@gov.in](mailto:us-randr-dopt@gov.in), Telephone No.011-24651898 / 011-24626024.

8. As mentioned afore, with the launch of this System, the User Departments are to seek NOC/NAC mandatorily online, through RSMS only.

**Encl. As above.**

  
(S. K. Mandi)

Under Secretary to the Govt. of India

Tele: 011- 24651898

E-mail: [sunil.mandi@nic.in](mailto:sunil.mandi@nic.in)

To

1. The Director (Admn.), All Ministries / Departments of the Government of India through website of this Department/ as per the enclosed list of the Ministries/ Departments.
2. Sr. Technical Director, NIC, DoP&T, North Block, New Delhi with the request to immediately provide requisite login IDs, Passwords etc. to the Nodal Officers of the Ministries / Departments for further necessary action at their end and also to provide suitable technical support for running of RSMS online portal smoothly.
3. Office copy.



F. No. No. 1/2/2022-R&R and DC (E-3171940)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market,  
New Delhi -110003.

Dated: 13.07.2023

**OFFICE MEMORANDUM**

**Subject: Request to expedite the actions by Nodal Officers of the User Departments/ Offices as per the O.M. of even number dated 21.6.2023- Redeployment and Surplus Management System (RSMS) - online reporting of vacancies to Surplus Cell of DOPT under CCS (Redeployment of Surplus Staff) Rules, 1990- regarding.**

The undersigned is directed to invite attention to this Department's O.M. of even number Dated 21.6.2023 on the above subject (**Copy enclosed**). The same delineates directions upon the **Nodal Officers**, designated for the purpose of taking required actions, consequent upon the launch of the **RSMS (Redeployment and Surplus Management System)** on 8th June, 2023 by DoP&T. In view of the launch of RSMS, all Ministries/ Departments have been requested to place their requisitions in the matter of reporting the vacancies as per the CCS (Redeployment of Surplus Staff) Rules, 1990, in the online system only, through RSMS.

2. This Department understands that in keeping with the above mentioned O.M. dated 21.6.2023, all Departments/Ministry have issued appropriate instructions to all their Attached / Subordinate /Directorate/ Field Offices/etc., impressing upon them the mandatory requirement to make all their requisitions only online through RSMS.

3. The Redeployment and Surplus Management System (RSMS) (URL: **rsms.nic.in**) has been developed to facilitate and fast track the processes of seeking Non Availability Certificate (NAC) under the CCS (Redeployment of Surplus Staff) Rules, 1990 from the Surplus Cell of this Department. To underscore and accord its due priority and also towards an expeditious implementation of RSMS, this Department has embarked upon nomination of the Director/Deputy Secretary (Admn.) in each of the Ministry/ Department, as their "**Nodal Officer**". **A list of Nodal Officers is enclosed.**

4. The DOPT has already undertaken familiarization/ training on the operation of the RSMS for the Nodal Officers of the Parent Ministries/ Departments/ participants and also provided them with their unique credentials for use of RSMS. Also, a User Manual/ Guidelines is readily available in the above mentioned URL delineating in a simple language as to how to access and use the RSMS.

5. A primary requisite under the RSMS is an immediate endeavour by ALL the Nodal Officers for addition of ALL their concerned Attached/ Subordinate/ Directorate/ Field Offices/ etc., in the RSMS, which are under their administrative control, and also to nominate their individual Nodal Officer(s), create their credentials, etc. for access, operation and use of RSMS for obtaining auto-generated redeployment letter/NOC/NAC, etc. **The RSMS has in-built facility/modules for creation of user credentials and for changing of passwords to access and avail the facility.**

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6. In case of any Technical or Administrative assistance deemed necessary, may seek the same at:

(a) **Technical assistance- Technical Officer, NIC, DoP&T by mail- persinfotech@nic.in telephone No.011-23040281.**

(b) **Administrative assistance –Officers and Section (R&R and DC), Email: randr-doptgov.in, Telephone No.011-24651898 / 011-24626024.**

7. Accordingly, it is hereby reiterated and impressed upon All Nodal Officers in the Ministry/Department that they must accord due emphasis in the matter and take prompt actions to add ALL their concerned Attached / Subordinate /Directorate/ Field Offices/etc. under their administrative control in the RSMS. This is a mandatory and vital action on part of ALL the Nodal Officers in the various Ministries and Departments and as well as an important crucial link to make RSMS vibrant and successful.

Encl: as above.



(S. K. Mandi)

Under Secretary to the Govt. of India  
Tele: 011- 24651898  
E-mail: us-randr-dopt@gov.in

To

The Director (Admn.), All Ministries / Departments of the Government of India (Through website of this Department, as per the enclosed list of the Ministries/ Departments)

Copy for kind information please to:

1. The Secretary to the Govt. of India, All Ministries / Departments of the Government of India.
2. The Secretary, Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi-110069.
3. The Secretary, Staff Section Commission (Hqrs.), CGO Complex, New Delhi-110003.
4. Sr. Technical Director, NIC, DoP&T, Room No.11-A, North Block, New Delhi with the request for further necessary action at their end and also to provide suitable technical support for running of RSMS online portal smoothly.
5. Office copy.