

भानु प्रताप शर्मा

**B. P. SHARMA**

स्थापना अधिकारी

और अपर सचिव

ESTABLISHMENT OFFICER  
& ADDL. SECRETARY

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सत्यमेव जयते

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नोर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES

AND PENSIONS

NORTH BLOCK, NEW DELHI-110001

Dated: 16<sup>th</sup> August, 2014

D.O. No. 28(43)EO/2013(ACC)

Dear Secretary,

You are aware that the modified version of the **ACC Vacancy Monitoring Systems (AVMS)** was implemented in June, 2012. Despite the issue being taken up with the Ministries/Department on a number of occasions, it is observed that full implementation of the AVMS has not been possible as the necessary date fields are not being filled and updated by the Ministry/Department on a real-time basis.

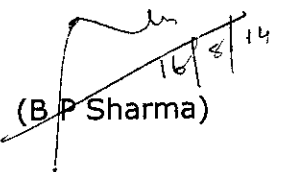
2. A high level meeting on the issue was taken by the Prime Minister's Office on 25.07.2014/01.08.2014 wherein it was directed that in future the Ministries/Department must update the necessary data fields on a real-time basis. Progress in this regard will also be reviewed in a meeting to be convened shortly.

3. Your attention is invited to this Secretariat's O.M. even number dated 11.06.2014, followed by my D.O. letter of even No. dated 08.08.2014 (copies enclosed). It was emphasized that the AVMS was not being used to its full potential. With the result that it was not possible for the system to provide any meaningful output which could be used for monitoring vacancies in CPSEs, Autonomous Organizations, Statutory and Regulatory Bodies as well as posts in the Ministries/Department.

4. In order to monitor the progress made by Ministries/Departments in this regard, it has been decided to hold meetings with the nominated nodal officers (of Joint Secretary level) as per the annexed schedule. It is requested that for the meeting, the nodal officers may be advised to bring compliance report regarding the uploading/updating of the various data fields. The name, mobile number and other details may also be uploaded on the system and the officer should come to meeting also with these details.

Regards,

Yours sincerely

  
(B. P. Sharma)

To

All Secretaries in Ministries/Departments



सूचना  
का अधिकार

**SCHEDULE FOR MEETING ON UPDATING OF AVMS****VENUE: COMMITTEE ROOM, DoPT, ROOM NO. 190, NORTH BLOCK**

<b>25.08.2014</b>		
<b>S.No.</b>	<b>Name of Min./Deptt</b>	<b>Time</b>
1.	D/o Agriculture and Cooperation	1200 Hrs
2.	D/o Agricultural Research and Education	
3.	D/o Animal Husbandry, Dairying and Fisheries	
4.	D/o Atomic Energy	
5.	D/o Chemical and Petro-chemicals	
6.	D/o Fertilizers	
7.	D/o Pharmaceutical	
8.	M/o Civil Aviation	
9.	M/o Coal	
10.	D/o Commerce	1230 Hrs
11.	D/o Industrial Policy and Promotion	
12.	D/o Telecommunications	
13.	D/o Posts	
14.	D/o Electronics and IT	
15.	D/o Food and Public Distribution	
16.	D/o Consumer Affairs	
17.	M/o Corporate Affairs	

<b>26.0.8.02014</b>		
<b>S.No.</b>	<b>Name of Min./Deptt</b>	<b>Time</b>
1.	M/o Culture	1200 Hrs
2.	D/o Defence	
3.	D/o Defence Production	
4.	D/o Defence Research and Development	
5.	D/o Ex-Servicemen Welfare	
6.	M/o Deve. Of North Eastern Region	
7.	M/o Drinking Water & Sanitation	
8.	M/ o Earth Science	
9.	M/o Environ, Forest and Climate Change	
10.	D/o Financial Service	1230 Hrs
11.	D/o Economic Affairs	
12.	D/o Expenditure	
13.	D/o Revenue	
14.	D/o Disinvestment	
15.	M/o Food Processing Industries	

<b>27.08.2014</b>		
<b>S.No.</b>	<b>Name of Min./Deptt</b>	<b>Time</b>
1.	D/o Heavy Industries	1200 Hrs
2.	D/o Public Enterprises	
3.	D/o Official Languages	
4.	D/o Border Management	
5.	Inter State Council Sect.	
6.	D/o School Education and Literacy	
7.	D/o Higher Education	
8.	M/o Housing and Urban Poverty Alleviation	
9.	M/o I & B	
10.	M/o Labour and Employment	1230 Hrs
11.	D/o Legal Affairs	
12.	D/o Justice	
13.	D/o Legislative Dept.	
14.	M/o Mines	
15.	M/o Minority Affairs	
16.	M/o Micro, Small and Medium Enterprises	
17.	M/o New & Renewable Energy	

**SCHEDULE FOR MEETING ON UPDATING OF AVMS**  
**VENUE: COMMITTEE ROOM, DoPT, ROOM NO. 190, NORTH BLOCK**

<b>28.0.8.02014</b>		
<b>S.No.</b>	<b>Name of Min./Deptt</b>	<b>Time</b>
1.	M/o Overseas Indian Affairs	1200 Hrs
2.	M/o Parliamentary Affairs	
3.	M/o Panchayati Raj	
4.	DOPT	
5.	D/oARPG	
6.	D/o Pension and Pensioner Welfare	
7.	M/o Petroleum and Natural Gas	
8.	Planning Commission	
9.	M/o Power	
10.	M/o Road, Transport and Highways	1230 Hrs
11.	D/o Rural Development	
12.	D/o Land Resources	
13.	D/o Science and Technology	
14.	D/o Scientific and Industrial Research	
15.	D/o Biotechnology	
16.	M/o Shipping	

<b>29.08.2014</b>		
<b>S.No.</b>	<b>Name of Min./Deptt</b>	<b>Time</b>
1.	D/o Space	1200 Hrs
2.	M/o Statistic and Programme Implementation	
3.	M/o Steel	
4.	M/o Textiles	
5.	M/o Tourism	
6.	M/o Tribal Affairs	
7.	M/o Urban Development	
8.	M/o Water Resources	
9.	M/o WCD	
10.	D/o Youth Affairs	1230 Hrs
11.	D/o Sports	
12.	D/o Social Justice and Empowerment	
13.	D/o Disability Affairs	
14.	D/o Health and Family Welfare	
15.	D/o Health and Services	
16.	D/o AYUSH	

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GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI - 110001

D.O. No.28(43)EO/2013(ACC)

Dated: 8<sup>th</sup> August, 2014

Dear Secretary,

You are aware that the modified version of the ACC Vacancy Monitoring System (AVMS) was implemented in June, 2012. The system is designed to facilitate monitoring of all appointments in CPSEs, Autonomous Organisations, Statutory and Regulatory bodies as well as to the posts in the Ministries/Departments. If used to its potential, the AVMS can provide complete detail of all posts in a Ministry which require ACC's approval for appointment, the incumbency and the vacancy position of such posts and status regarding filling up of these vacancies.

2. Proper implementation of AVMS, however, makes it incumbent on the part of the Ministries/Departments to fill the necessary data-fields in the system on a real-time basis. It is noticed that in spite of the follow-up by the Establishment Officers' Division, the requisite data is not being updated/uploaded on regular basis by the user Ministries/Departments. As a result, it becomes impossible for the system to provide any meaningful output which could be used for monitoring purposes.

3. All the Ministries/Departments may, therefore, ensure that uploading of the requisite data in the AVMS is completed. A compliance report, certified by an officer not below the level of a Joint Secretary, be submitted to this office within the next 15 days.

Regards.

Yours sincerely,

  
(B.P. Sharma)

To  
All Secretaries in Ministries/Departments



सूचना  
का अधिकार

**Immediate/Confidential**

No. 28(43)EO/2013 (ACC)  
Government of India  
Secretariat of the  
Appointment Committee of the Cabinet  
Ministry of Personnel Public Grievances and Pensions  
(Department of Personnel & Training)

North Block, New Delhi  
Dated: 11. 06.2014

**OFFICE MEMORANDUM**

**Subject: 100 days Action Plan of EO Division - Full Implementation of AVMS (ACC Vacancy Monitoring Systems) in all Ministries/Departments.**

Attention of all Ministries/Departments is invited to instructions issued vide Secretary PESB's D.O. No. 13/07/2010-PESB dated 13.05.2011 which provide for designation of a Nodal Officer in each Ministry/Department for ACC proposals. While the overall responsibility for keeping track of the vacancies and filling them would be with the Secretary concerned, the Ministry/Department were to assign specific tasks to the Joint Secretaries concerned and also include this as a part of the key deliverables of the officer.

2. To facilitate easy monitoring and updating of information regarding vacancies, the ACC Vacancy Monitoring System(AVMS) was implemented as part of ACC Proposal Monitoring System(APMS). It was the responsibility of the Nodal Officers to ensure that information relating to vacancies for which ACC approval is required was updated in the AVMS. While the DoPT acts as overall administrator for the software, the Nodal Officer in each Ministry/Department has also been allowed access to data relevant to their Ministry/Department.

Nodal Officer in the Ministries/Departments	Local Administrator for the Department in respect of AVMS	<ul style="list-style-type: none"><li>✓ Can update/edit the data relating to post of that Department.</li><li>✓ Download ACC orders.</li><li>✓ Create new Users within the Department.</li></ul>
Users	Can access data relating to the post in organization(s) for which permission has been allowed by the local Administrator of the Department.	<ul style="list-style-type: none"><li>✓ Can edit/update data for such post.</li><li>✓ Download ACC orders.</li></ul>

3. It has been observed that the software has fallen in disuse as the relevant information is not being updated regularly by the Ministries/Departments. As a result, the latest incumbency/vacancy position reflected in the reports generated by the AVMS is factually incorrect. In case of some Ministries, even the change

Contd..2/-

In Nodal Officer has not been updated in the AVMS. As a part of the 100 days agenda of the new government and with a view to facilitate monitoring of vacancies, it has been decided to revive and fully operationalise the AVMS in next 60 days. All the Ministries/Department are accordingly requested to take the following steps immediately:

- i. To intimate updated information in respect of the Nodal Officer of the Ministry alongwith his/her e-mail I.D. and mobile number at [persinfotech@nic.in](mailto:persinfotech@nic.in) and [usacc@nic.in](mailto:usacc@nic.in). This is urgently required to ensure that auto alerts regarding occurrence of vacancies during the next 75/120 days and intimation regarding uploading of orders/back references may be sent to the Nodal officer through e-mail and SMS on real time basis.
- ii. All Nodal officers to update the latest Incumbency/vacancy position and other information in respect of all the posts under the administrative control of the Ministry/Department and submit a report latest by 21.06.2014.

4. In cases where the Nodal officer has changed, or the user ID has been blocked due to non use for considerable time, or the officer concerned has forgotten the password, the present Nodal Officer may obtain details of their Account/Password by sending e-mail from their NIC E-mail Account to [persinfotech@nic.in](mailto:persinfotech@nic.in). In case any help relating to operation of AVMS is required, the concerned officers may contact **Shri Neeraj Gautam, Scientist 'D', NIC, DoPT, North Block, New Delhi at Telephone No. 011-23092776.**

5. In case any need is felt for training regarding operation of AVMS, all the Ministries/Departments are requested to intimate the name/designations of the User(s) who have been given permission by the local Administrator, to enable this Secretariat to organize training in North Block, New Delhi.

6. ***It may be noted that no proposal for consideration of ACC shall be accepted for processing in the ACC Secretariat from 15.07.2014 onwards unless it is accompanied by the relevant updated vacancy statement downloaded from AVMS and signed by the designated Nodal officer.***

  
(B P Sharma)  
Establishment Officer & AS  
Tele.No.23092370

To  
The Secretaries (All Ministries/Departments)