

**IMMEDIATE**

No.36/21/2017-EO(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi, the 3<sup>rd</sup> August, 2018

**OFFICE MEMORANDUM**

Subject: Incumbency status in respect of **Secretary/Additional Secretary/Joint Secretary/Director/Deputy Secretary level officers** appointed under the Central Staffing Scheme/ CSB procedure etc. – regarding

The undersigned is directed to refer to the DOPT OM of even number dated 12.7.2018 on the above subject and to say that *the ACC Vacancy Monitoring System* (AVMS) interface under the *Single User Platform Related to Employees Online* (SUPREMO) application, an online interface of DOPT, has been enabled to accept updated Incumbency Status, in respect of **Secretary / Additional Secretary / Joint Secretary / Director/Deputy Secretary level officers** appointed/repatriated under the **Central Staffing Scheme / CSB procedure / Search-cum-Selection Procedure**, in the Secretariats of the Departments/Ministries as well as Attached Offices / Subordinate Offices / Autonomous bodies / Statutory Offices / Constitutional bodies thereunder / therewith, requiring approval of the APPOINTMENTS COMMITTEE OF THE CABINET or otherwise.

2. The Incumbency details, henceforth, may, accordingly, be updated on real-time basis in the AVMS interface under the SUPREMO application software (hyperlink: <https://supremo.nic.in/> ⇒ AVMS ⇒ **Postbank Maintenance** ⇒ **Post Details**) by the nominated Nodal Officers of respective Departments/Ministries of Government of India. For clarifications/Assistance/suggestions, if any, it is requested to send an e-mail to : [useosm1@nic.in](mailto:useosm1@nic.in).



( S. Basu )

Under Secretary to the Government of India  
Tel : 2309 4195

To

1. All Secretaries to the Government of India, Chairman, Railway Board and Secretaries to the CIC, CVC, ECI and UPSC
2. All Joint Secretaries (Administration/Establishment) of the Ministries/Departments of Government of India including UIDAI, NITI Aayog.
3. Director, NIC, DOPT – to transmit the instant communication to the addressees at Serial No. 1 & 2 through bulk e-mail

\*