

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">✓ Can update/edit the data relating to post of that Department.✓ Download ACC orders.✓ Create new Users within the Department.
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">✓ Can edit/update data for such post.✓ Download ACC orders.

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

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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/here-mail I.D. and mobile number at persinfotech@nic.in and 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. 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)
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To
The Secretaries (All Ministries/Departments)