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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

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

Dated: 08.07.2016

Dear Madam/Sir,

Kindly refer to Cabinet Secretary's D.O.No.28(43)EO/2013(ACC)Pt. dated 24.06.2016 directing all Ministries/Departments to mandatorily include certain information related to ACC including incumbency details of all posts on ACC Vacancy Monitoring System (AVMS) in the monthly D.O. letters to the Cabinet Secretariat. The Cabinet Secretary has further directed that the status of compliance of ACC's directions be also furnished as part of the monthly D.O. letters to the Cabinet Secretariat.

2. The updated version of AVMS has been made operational as a part of SUPREMO (Single User Platform Relating to Employees Online). Training Programmes were organized in DoPT on 12.05.2016 and 13.05.2016 to familiarize Ministries/Departments with the updated AVMS and procedures to be followed for updating of information. During the said Training Programmes, the participating Ministries/Departments were also requested to register the details of the nodal officer (not below the level of a Joint Secretary) in the updated AVMS. It is, however, noted that only 36 Ministries/Departments have so far registered their nodal officers in the system (list enclosed at **Annexure-I**). Further, 08 of these 36 Ministries/Departments have registered officers below the level of a Joint Secretary as nodal officer, **which is not in order**. The concerned Ministries/Departments are required to take corrective action accordingly. The procedure for registration of Nodal Officers is enclosed at **Annexure-II**.

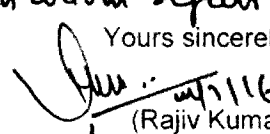
3. The attention of the Ministries/Departments is also invited to my earlier D.O. letter dated 22.04.2015 (copy enclosed at **Annexure-III**) prescribing the certifications/documents to be attached alongwith each ACC proposal, including certification of updating AVMS.

4. It is further requested that all Ministries/Departments may take urgent necessary action to comply with the pending ACC's directions and to submit an action taken report with respect to each pending direction to this Secretariat for apprising the ACC accordingly.

5. The PMO has directed this Secretariat to not accept any ACC proposal without the requisite entries under AVMS being updated by the concerned Ministries/Departments. Accordingly, proposals seeking approval of the ACC submitted on or after **15.07.2016** without necessary updation in the AVMS and without being accompanied by the delay statement **will not be entertained by this Secretariat and be returned to the concerned Ministry/Department for necessary compliance.**

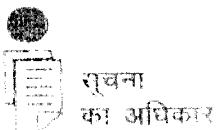
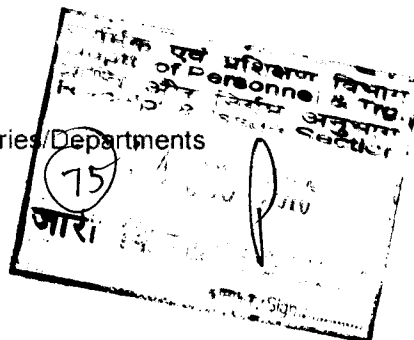
with warm regards.

Yours sincerely,


(Rajiv Kumar)

To,

Secretaries of All Ministries/Departments



List of Ministries/Departments who have registered Nodal Officers on SUPREMO (AVMS)

Sl.No.	Ministry/Department
1.	Agriculture, Cooperation and Farmers Welfare
2.	Animal Husbandry, Dairying and Fisheries
3.	Atomic Energy
4.	Bio-Technology
5.	Coal
6.	Commerce
7.	Consumer Affairs
8.	Corporate Affairs
9.	Earth Science
10.	Empowerment of Persons with Disabilities
11.	Fertilizers
12.	Financial Services
13.	Heavy Industries
14.	Higher Education
15.	Industrial Policy and Promotion
16.	Mines
17.	Petroleum and Natural Gas
18.	Pharmaceuticals
19.	Power
20.	Public Enterprises
21.	Railways
22.	Revenue
23.	Road Transport and Highways
24.	Shipping
25.	Social Justice and Empowerment
26.	Steel
27.	Telecommunication
28.	Textiles

List of Ministries/Departments which have nominated Nodal Officers below the level of a Joint Secretary

Sl.No.	Ministry/Department
1.	Chemicals and Petro-Chemicals
2.	Culture
3.	Drinking Water Supply & Sanitation
4.	Health and Family Welfare
5.	Micro, Small and Medium Enterprises
6.	Minority Affairs
7.	Urban Development
8.	Water Resources, River Development and Ganga Rejuvenation

Procedure for registration of Nodal Officers in SUPREMO (AVMS)

1. The officer to be nominated as Nodal Officer for updating the information in SUPREMO (AVMS) should have to be of the level of a Joint Secretary or above.
2. In order to register the details of the Nodal Officers, the following procedure is required to be followed:
 - Go to SUPREMO website at <https://supremo.nic.in> (preferably in Mozilla FireFox).
 - Click on Registration Button.
 - Select AVMS for registration in AVMS.
 - Fill all the fields given in the form (i.e. Email Id, Alternative Email Id, Mobile No, Alternative Mobile No, Name, Designation, Address, Phone No(Office), Role, Ministry/Department, Organization).
 - Click on OTP button to get OTP.
 - After giving OTP, click on Register button.
 - Click on print button for taking Print Out of the request.
 - Get the Print Out signed by the corresponding Nodal Officer.
 - Send the scanned copy of this signed document to NIC-DoPT by email at persinfotech@nic.in for activation of account.
 - After activation, User can access the system by using NIC email (Full Email Address) credentials as Email/Password.
3. For any query regarding Registration Process, NIC (DoPT) can be contacted at 011-23040281.

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 GOVERNMENT OF INDIA
 DEPARTMENT OF PERSONNEL & TRAINING
 MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
 AND PENSIONS
 NORTH BLOCK, NEW DELHI - 110001
 Dated the 22nd April, 2015

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

Dear Sir / Madam,

Your kind attention is invited to my predecessor's D.O. No. 28(43)EO/2013(ACC) dated 08.08.2014 emphasizing the need to update the ACC vacancy Monitoring System (AVMS) on a regular basis so as to ensure an effective and timely monitoring of vacancies at senior levels in the Government, including those in Regulatory/Statutory/Autonomous organizations, CPSEs and PSBs/FIs/Insurance companies.

2. A review undertaken recently reveals that the status of vacancies and the post details are, however, still not being updated on a regular basis. Further, despite reiteration of timelines vide DoPT's O.M. No. 28(43)EO/2013(ACC) dated 22.10.2014 (accessible at DoPT's website), delayed submission of proposals continues to be the norm rather than the exception.

3. To ensure regular updation of the data in AVMS and timely submission of ACC proposals, the following steps are proposed:-

- (i) Each Nodal Officer will submit a monthly certificate on AVMS within the 7th of every month certifying that the position of posts pertaining to his Ministry/Department has been fully updated in all respects as on the last day of the previous month.
- (ii) Each proposal requiring the approval of the ACC should be invariably accompanied by the following certificates/documents:-
 - (a) The updated AVMS statement pertaining to the post in question.
 - (b) A printout of the last monthly certificate as per para 3(i) above submitted by the Nodal Officers on AVMS.
 - (c) A certificate from the concerned Joint Secretary signing the proposal that the status of all posts being dealt by him has been updated on AVMS.
 - (d) In case a proposal is not being submitted at least two months in advance of the date of vacancy/the additional charge arrangement coming to an end; a Delay Statement signed by the Nodal Officer with the approval of the concerned Secretary to be enclosed with the proposal clearly bringing out in detail the reasons for the delay, the chronology of dates involved in processing the proposal at various stages, and the action being taken to ensure that such delays do not recur in future.

4. Any proposal submitted on or after 01.05.2015 which is not accompanied by any of the certificates/documents specified at Para 3(ii) above will not be entertained by this Secretariat and will be returned to the Ministry for necessary compliance.

with regards.

Yours sincerely

 (Rajiv Kumar)

To

Secretaries of All Ministries/Departments



सूचना
 का अधिकार