

राजीव कुमार
RAJIV KUMAR
स्थापना अधिकारी
और अतिरिक्त सचिव
ESTABLISHMENT OFFICER
& ADDITIONAL SECRETARY
Tel. : 23092370
Fax : 23093142



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 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