

**Immediate**

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)

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North Block, New Delhi  
Dated: 11.05.2016

**OFFICE MEMORANDUM**

Subject: Training of Trainers for updating of AVMS (ACC Vacancy Monitoring Systems) in all Ministries/Departments - reg.

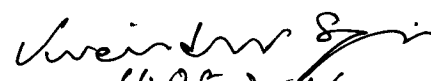
The undersigned is directed to state that updated version of ACC Vacancy Monitoring Systems (AVMS) has been made operational as a part of SUPREMO (Single User Platform Relating to Employees Online). Filling up of the posts requiring approval of the ACC is monitored through AVMS. To facilitate effective monitoring of filling up of vacancies at senior level it is essential that AVMS is updated on real-time basis. The details of posts like sanctioned strength, vacancies position, name of the incumbent etc., in various Autonomous Bodies, Commissions, Tribunals, Public Sector Undertakings, Public Sector Banks, Boards etc., are to be updated immediately by concerned Ministry/Department.

2. To familiarize the user Ministries/Departments with functioning of upgraded AVMS and procedure to be followed for its updating, an hour long training **program 'Training of Trainers for AVMS'** is being organized for concerned officers of the Ministries/Departments in Conference Room (Room No.190), Department of Personnel & Training, North Block, New Delhi on 12.05.2016 and 13.05.2016 per schedule attached.

3. All the Ministries/Departments are requested to nominate concerned Under Secretary/Section Officer level officer and one Official from NIC for the aforesaid training. The officers so trained would in turn train the users within the Ministry/Department who may actually be using/updating the AVMS.

4. It is also requested that the details of officers nominated for training and officers to whom the Ministries/Departments propose to provide access to the AVMS (if any) may be provided in the enclosed proforma.

Encl: As above.

  
11.05.2016  
(Virender Singh)

Under Secretary to the Government of India  
Telefax: 23093671

To

The Secretaries (All Ministries/Departments) as per training schedule attached.

**SCHEDULE FOR TRAINING OF TRAINERS FOR AVMS(SUPREMO)**  
**VENUE: CONFERENCE ROOM, DoPT, ROOM NO. 190, NORTH BLOCK**

12.05.2016		
S.No.	Name of Min./Deptt	Time
1.	D/o Agriculture, Cooperation and Farmers Welfare	1430 Hrs
2.	D/o Agricultural Research and Education	
3.	D/o Animal Husbandry, Dairying and Fisheries	
4.	M/o Earth Sciences	
5.	M/o Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy (AYUSH)	
6.	D/o Chemicals and Petro-chemicals	
7.	D/o Fertilizers	
8.	D/o Pharmaceuticals	
9.	M/o Civil Aviation	
10.	M/o Coal	
11.	D/o Commerce	
12.	D/o Industrial Policy and Promotion	

12.05.2016		
S.No.	Name of Min./Deptt	Time
1.	D/o Social Justice and Empowerment	1630 Hrs
2.	D/o Empowerment of Persons with Disabilities	
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 , River Development and Ganga Rejuvenation	
9.	M/o Women Child Development	
10.	D/o Youth Affairs	
11.	D/o Health and Family Welfare	
12.	D/o Health Research	

13.05.2016		
S.No.	Name of Min./Deptt	Time
1.	D/o Telecommunications	1000 Hrs
2.	D/o Posts	
3.	D/o Electronics and IT	
4.	D/o Consumer Affairs	
5.	D/o Food and Public Distribution	
6.	M/o Corporate Affairs	
7.	M/o Culture	
8.	D/o Defence	
9.	D/o Defence Production	
10.	D/o Defence Research and Development	
11.	M/o Development of North Eastern Region	

**SCHEDULE FOR TRAINING OF TRAINERS FOR AVMS(SUPREMO)**  
**VENUE: CONFERENCE ROOM, DoPT, ROOM NO. 190, NORTH BLOCK**

13.05.2016		
S.No.	Name of Min./Deptt	Time
1.	M/o Skill Development and Entrepreneurship	1200 Hrs
2.	M/o Environment, Forest and Climate Change	
3.	D/o Financial Services	
4.	D/o Economic Affairs	
5.	D/o Expenditure	
6.	D/o Revenue	
7.	M/o Food Processing Industries	
8.	D/o Heavy Industry	
9.	D/o Public Enterprises	
10.	D/o Border Management	
11.	D/o Home Affairs	
12.	D/o School Education and Literacy	

13.05.2016		
S.No.	Name of Min./Deptt	Time
1.	D/o Higher Education	1430 Hrs
2.	M/o Housing and Urban Poverty Alleviation	
3.	M/o I & B	
4.	M/o Labour and Employment	
5.	D/o Legal Affairs	
6.	D/o Justice	
7.	M/o Mines	
8.	M/o Minority Affairs	
9.	M/o Micro, Small and Medium Enterprises	
10.	M/o New & Renewable Energy	
11.	M/o Overseas Indian Affairs	
12.	NITI Ayog	

13.05.2016		
S.No.	Name of Min./Deptt	Time
1.	DOPT	1630 Hrs
2.	M/o Petroleum and Natural Gas	
3.	M/o Railways	
4.	M/o Power	
5.	M/o Road Transport and Highways	
6.	D/o Rural Development	
7.	D/o Science and Technology	
8.	D/o Scientific and Industrial Research	
9.	D/o Biotechnology	
10.	M/o Shipping	
11.	D/o Space	
12.	D/o Atomic Energy	

Ministry/ Department : \_\_\_\_\_

**Nodal Officer Details**

Name	Designation	NIC Email Id	Mobile No	Phone No	Address

**General User Details**

S.No	Name	Designation	NIC Email Id	Mobile No	Phone No	Address	Organisation(s) for which permission is required

**(Nodal Officer)\***

\*- to be signed by Nodal Officer with Official stamp