

F.No.F.14011/5/2016-Coord.Vol.(II)  
Government of India  
Ministry of Water Resources, River Development  
& Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,  
New Delhi , .07.2016

OFFICE MEMORANDUM

[12 JUL 2016

**Subject:- Revised format for providing Monthly Summary to Cabinet.**

The undersigned is directed to forward herewith a Copy of Cabinet Secretariat's D.O. No. 28(43) EO/2013(ACC)Pt. dated 24.06.2016 (Copy enclosed) regarding revised format for providing Monthly Summary on significant developments to Cabinet Secretariat.

2. Cabinet Secretary has directed to include the following in the monthly DO letter on significant achievements to Cabinet Secretariat-

- (i) Confirmation that the incumbency details of all the posts in the Ministry/ Department and its organizations falling under the purview of the ACC have been uploaded on AVMS.
- (ii) Status regarding compliance of directions of ACC.
- (iii) Status of cases where recommendations from PESB have been received but the proposals are yet to be submitted to the ACC Secretariat.

3. All SMDs are therefore requested that hence forth the information on the above three points may also be furnished in respect of their Wings/Divisions be provided for including it on the monthly D.O. letter to Cabinet Secretariat. A Soft Copy (MS Word) of information may also be send via e-mail at [coord-mowr@nic.in](mailto:coord-mowr@nic.in).

4. This may please be accorded 'TOP PRIORITY'.

  
(Banarsi Ram)

Deputy Secretary (Coord.)  
Te. 23716747

**To**

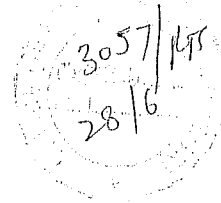
1. All Wings Heads, MoWR, RD & GR
2. Chairman(CWC)/, Chairman(CGWB)/, DG,(NWDA)/, AMD & Director, (NMCG).
3. Dir. (Admn.)/, Dir.(E-I)/, Dir(E-II), Dir(E-III)/, DS (PSU)/, DS(GW Desk)/, SJC (BM)
4. Tech. Director, (NIC) , MoWR, RD & GR for uploading on Intranet.
5. US (E-IV)



CONFIDENTIAL

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

Secy (WR)



27  
Dated 24<sup>th</sup> June, 2016

Dear Secretary,

During a recent review, it was noted that many of the administrative Departments/Ministries are not updating the status of vacancies and posting details on a regular basis in the ACC Vacancy Monitoring System (AVMS). This is adversely affecting the efforts being made for effective and timely monitoring of vacancies, including those in Regulatory/Statutory/Autonomous organizations, CPSEs and PSBs/FIs/Insurance companies. Despite having conveyed my concern in this regard to the Ministries/Departments vide D.O. letter dated 10.12.2015 (copy enclosed), it is noted that the situation has not yet improved to the required extent.

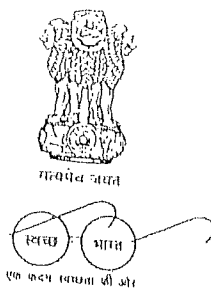
2. It has also been observed that the follow-up action on ACC's directions is being delayed. A continuous monitoring of these directions at an appropriately senior level is required so as to ensure that ACC's directions are complied with and compliance are submitted immediately.

3. It is further noted that delays occur in submission of proposals for consideration of ACC after the PESB has made its recommendations with respect to Board-level vacancies in CPSEs. There is a need to expedite the same.

4. In view of the above, it has been decided that the monthly D.O. letters on significant events being sent by the Departments/Ministries to the Cabinet Secretariat would henceforth also include the following:

(i) Confirmation that the incumbency details of all the posts in the Ministry/Department and its organizations falling under the purview of the ACC have been updated on AVMS.

(ii) Status regarding compliance of the directions of ACC.



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

Dated the 10<sup>th</sup> December, 2015

Dear Secretary,

It is a matter of concern that despite existing guidelines, proposals for appointment/additional charge arrangements continue to be submitted for consideration of ACC at the eleventh hour, leaving the ACC with little time to adequately scrutinize the proposals which many a time, become a *fait-accompli*. Also, despite reminders, the position with respect to CPSEs/Autonomous Organizations/Statutory Bodies/Tribunals, etc. is not being regularly updated on the ACC Vacancy Monitoring System (AVMS) with the result that monitoring of vacancies and advance planning to fill them up becomes difficult.

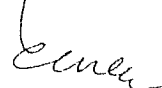
2. As such, the following may be noted for strict compliance:-

- (i) Proposals not submitted to the EO's office at least **two months** in advance of the date of vacancy/ending of the additional charge arrangement, as the case may be, would have to be accompanied by a "Delay Statement" duly signed by the Secretary of the Ministry/Department indicating the time taken at various stages of processing the proposal, the reasons for delay and the action taken to avoid such situations in future.
- (ii) The position on AVMS should be updated within a period of **07 days** and a certificate to the effect that the position with respect to all posts pertaining to your Ministry/Department has been updated till last date of the previous month must henceforth be attached with all ACC proposals.

3. You are requested to ensure that the above instructions are adhered to.

Best wishes,

Yours sincerely,

  
(P.K. Sinha)

All Secretaries of the Government of India