F.No.30-47/2013-Admn.I
Government of India
Ministry of Communications & IT
Department of Telecommunications
Room No. 415, Sanchar Bhavan, 20 Ashoka Road, New Delhi-1

Date: $\int\mathcal{O}$/09/2013

OFFICE MEMORANDUM

Subject: Launch of EASY (Empanelment and Appraisal System) for electronic processing of the empanelment for appointment to the post of Joint secretary or equivalent at Centre under Central Staffing Scheme – reg

Pleas find enclosed herewith DOP&T's letter No. D.O.No.12/03/2012-EO (SM III) dated 26th August 2013 on above subject and DOP&T's OM No.12/03/2012-EO(SM.III)(pt.II) dated 3rd September 2013 regarding Minutes of meeting with the CCAs held in North Block on 29.08.2013 in connection with EASY.

2.   As informed by DOP&T, the **Officer Interface module of EASY is going to be activated very soon.** For this purpose, it is proposed to give user ID and Password to each officer, through which the officer concerned can log on to EASY to view his/her empanelment status. This would be accessible to all officers of the services that participate in Central Staffing Scheme.

3.   As per instructions of DOP&T, all the concerned cadre authorities of DoT are requested to take necessary steps in time bound manner to provide user ID and Password to all the concerned officers with the help of NIC.

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(Nirmala Dev)
Under Secretary (Admn.I)

Encl: as above

To

1.   Sr.DDG(BW), DoT
2.   DDG(FEB), DoT
3.   DDG(Estt.), DoT
4.   DS(Admn.II) in respect of WPC/WMO
5.   Dir(IT), for uploading on the Website of DoT.

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ASO I

B.P. Sharma
Establishment Officer
Tel: 23092370

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नोर्थ ब्लाक, 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. 12/03/2012-EO (SM III)

August 26th, 2013.

Dear Shri Farooqui,

Please refer to my letter of even number dated 26.12.2012 informing you about the launch of software EASY (Empanelment and Appraisal System) for electronic processing of the empanelment for appointment to the post of Joint Secretary or equivalent at Centre. Accordingly, many Cadre Controlling Authorities (CCAs) of services participating in the Central Staffing Scheme have been submitting proposals for JS level empanelment through the software EASY.
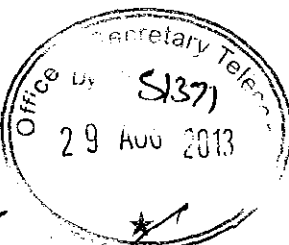
2.   As you are aware, EASY has got three modules viz., CCA module, DOPT module and Officer Interface module. CCA module and DOPT module are already functional and Officer Interface module is going to be activated very soon.

3.   In Officer Interface module, it is proposed to give user ID and Password to each officer, through which the officer concerned can log on to EASY.   In this module the officer could view her / his empanelment status like whether she / he was considered for empanelment, if not why (the reason could be that the officer was on 6(2) (ii) assignment or did not have adequate ACRs or had less than four years of service left) and if the officer was considered for empanelment whether she / he was empanelled or not and if not why (the score of the officer was below the cut off score of the batch or the officer was not clear from vigilance angle / vigilance status was withheld or awaited). The officer could also get informed about ACR availability.

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29 Auu 2013

http://persmin.gov.in

4.   The Officer Interface module would be accessible to all officers of the services that participate in Central Staffing Scheme. For those batches for which empanelment process has been done through EASY, relevant data would be available. However for other batches for which empanelment was done earlier, information with respect to empanelment status is available with DOPT but personal information about the officer concerned will have to be fed by the CCA in EASY. NIC has been requested to provide necessary knowhow to CCAs about the modalities of feeding information of earlier batches in EASY.

5.   To enable the system to be useful, the CCAs would have to provide user ID and Password to all officers controlled by the CCAs in this regard. NIC would be helping the CCAs in this aspect too.

6.   I shall be grateful if you could instruct the officers concerned in your Department to take necessary steps in a time bound manner to activate Officer Interface module of EASY.

Yours sincerely,

(B.P. Sharma)

Shri M. F. Farooqui
Secretary
Department of Telecommunication
Sanchar Bhavan
New Delhi

No. 12/03/2012-EO(SM.III) (pt. II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

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North Block, New Delhi.
Dated the 3rd Sept., 2013.

OFFICE MEMORANDUM

Subject:- Submission of empanelment proposals through EASY
(Empanelment and Appraisal System) – Meeting with CCAs
held on 29.08.2013 - reg.

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The undersigned is directed to refer to the meeting/presentation held on 29.08.2013 with the Cadre Controlling Authorities (CCAs) of AIS/Group 'A' Central Services, under the chairmanship of Establishment officer and Additional Secretary in Room No. 190, North Block on the above mentioned subject and to forward a copy of the minutes of the same for information of all concerned.

(M. Devaraj)
Director (SM)
Tel. No. 2309 2187

To

The Department of Telecommunications
(Shri B.B. Kaura, JS(Admn.)
Sanchar Bhavan
New Delhi.

Minutes of the meeting held under the Chairmanship of
Establishment Officer on 29.08.2013 at 11 AM regarding EASY

The following officers were present in the meeting.

1. Shri M. Devaraj, Director, Deptt. of Personnel & Training
2. Shri Avinash Chandra, Under Secretary
3. Shri S.N. Sowpari, Senior Technical Director, NIC
4. Shri B. Ravi Kumar, Technical Director, NIC
5. Smt. S. Shobhana, Principal System Analyst, NIC
6. Shri Prashant Nikam, Director, Ministry of Home Affairs.
7. Smt. Rekha Pai, Joint Secretary, Ministry of Environment & Forests
8. Shri Mohd. Moniruzzaman, Deputy Secretary, Min. of Environment & Forests
9. Shri Anil Kumar, Joint Director, NIC, Ministry of Environment & Forests
10. Shri D. Narayanan(Director), Department of Revenue, (IRS(IT) & IRS(C&CE)
11. Shri Ramesh Kumar (SO:AD) Department of Revenue, (IRS(IT) & IRS(C&CE)
12. Shri Delgyoh Das Department of Revenue, (IRS(IT) & IRS(C&CE)
13. Shri Sandeep Singh US(AD:II), Department of Revenue, (IRS(IT) & IRS(C&CE)
14. Shri Shailesh Kumar AD (HRD), Department of Revenue, (IRS(IT) & IRS(C&CE)
15. Smt. Sudha Rajan, Office of the CAG (IA&AS)
16. Shri. Saurabh Tiwari DDG (FEB), Deptt. of Telecommunications (ITS & IP&TAFS)
17. Shri B.Singh AO, Deptt. of Telecommunications (ITS & IP&TAFS)
18. Shri M.S. Mehra Advisor, Ministry of Railways. RLY Services
19. Shri R.K. Karna, IDAS, Jt CGDA, Ministry of Defence (IDAS,IDES)
20. Shri S.K. Jha, US, Ministry of Defence (IDAS,IDES)
21. Shri Vinod Kumar US, (IOFS), D/O Defence Production (IOFS)
22. Shri VP Singh DDG(P), Department of Posts
23. Shri Manoj Sharma, ADG (SGP)

The Establishment Officer mentioned that the Officer Interface Module of EASY was ready for launch and it was now proposed to give user ID and password to each officer, through which the officer concerned could log on to EASY and find out about her / his empanelment as well as ACR availability status.

2.   The Establishment Officer further mentioned that the Officer Interface Module would be accessible to officers of all participating services of Central Staffing Scheme.   In the normal course for those batches where empanelment process had been done through EASY, relevant data would be available in the system.   For other batches, he requested the CCAs to feed personal information about the officers concerned in EASY.

3.   The Establishment Officer requested the CCAs to provide user ID and password to all officers under their control.   NIC made a demonstration regarding the issue of User ID / Password by the CCA.

4.   Thereafter, Director (SM) made a presentation on Officer Interface Module.

5.   After presentation, feedback was sought from all the CCAs about the functioning of EASY.   He also requested them to give suggestions, if any, to improve the functioning of EASY.

6.   Following feedback/suggestions were received from the CCAs.

(i)   Feeding data in EASY is time consuming since the processing is very slow.   To address the problem of slow processing, the

possibility of feeding data offline and uploading them afterwards, should be explored.

(ii)   NIC was asked to make arrangement for a dedicated server as with growing number of users, its speed was likely to get slowed down further.

(iii)   Minor changes were required in the software to make it more adaptable for individual CCAs.

(iv)   On the CCA module, the query button on the availability of PAR was missing.

7.   The Establishment Officer asked the Senior Technical Director, NIC to find solutions for the technical issues immediately.

8.   The meeting ended with vote of thanks.

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