

**6:6:3(1)**

- (iii) 1.(a) Grant of 2<sup>nd</sup> financial up-gradation (ACP) to the University employees after completion of 16 years from the date of the grant of first financial up-gradation/ upward movement (8+16) years, as well as (12+12) years ACP scheme.
- (b) The effective date of implementation of the ACP scheme to be made effective from the GOI date 9.8.1999 instead of the EC date from 4.4.2001.
2. Information to the EC on the (8+12) year ACP benefit kept in abeyance as the 114<sup>th</sup> & 115<sup>th</sup> EC.

The following agenda were placed at 132<sup>nd</sup> Executive meeting held on 14.12.2007 for consider.

6:6:(i)1(a) grant of 2<sup>nd</sup> Financial Up-gradation ACP to the University employees after completion of 16 years from the date of the grant of First Financial Up-gradation/Upward movement (8+16) years as well as (12+12) years ACP Scheme.

6:6:(i)1(b) the effective date of implementation of the ACP Scheme to be made effective from the GOI date 9-8-1999 instead of the Executive council dated from 4-4-2001.

6:6:(i)2 information to the Executive Council in the (8+12) years ACP benefit kept in abeyance as the 114<sup>th</sup> and 115<sup>th</sup> Executive Council.

In regard to the mention above items, the Council is kind to accept and approved the item No.6:6:(i)1(a) on 132<sup>rd</sup> meeting held on 14-12-2007 but has not taken any decision for items 6:6:(i)1(b) and 6:6:(i)2.

Therefore items No.6:6:(i)1(b) and items No.6:6:(i)2 need to placed before Executive Council for consideration.

**No.F.59-5/Estt-I/Per/2007-602 dt.3/6/08.**

6:6: - Service condition/Financial & Other Benefits:

- (i) 1. (a) Grant of 2<sup>nd</sup> financial up-gradation (ACP) to the University employees after Completion of 16 Years from the date of the grant of first financial up-gradation /upward movement ((8+16) years, as well as (12+12) years ACP Scheme
- (b) The effective date of implementation of the ACP scheme to be made effective from The GOI date 9.8.1999 instead of the EC date from 4.4.2001.

2. Information to the E.C. on the (8+12) years ACP benefit being kept in abeyance as the 114<sup>th</sup>. & 115<sup>th</sup>. E.C.

In regard to the mentioned above subject mentioned above, it may be apprised that earlier the EC vide resolution No:EC:114:2002:6:6:(iv) and EC:115:2003:3(xiii) had resolved to approve the grant of SFU after completion of 12 years of Service from the date of the grant of FFU/OUM on the pattern of the University of Delhi (See ANNEXURE-I&II)

The University has accordingly implemented the grant of ACP scheme to the University employees according to their eligibility w.e.f.4.4.2001 onwards.

Meanwhile, the UGC vide their letter No.F.6-7/97(CU/JCRC) dated 13.3.2006 (ANNEXURE-III) had furnished the guidelines that if an employee was already allowed one financial up-gradation before 8.4.1998, she/he shall be eligible for 2<sup>nd</sup> financial up-gradation under the ACP scheme after she/he completes 24 years of service in accordance with the ACP scheme introduced by the Govt. of India vide Deptt. Of Personnel & Training O.M.No.35034/1/97-Estt.(D) dated 9.8.1999(See ANNEXURE-IV) Sl.48c & 49c and that the implementation date would be made effective from 9.8.1999.

The MHRD letter No D.O.NO.F-4-22/2000-U-1 dated 28.6.2000(Annexure. IV) and the UGC vide their letter No.F.41-5/2003(CU/JCRC) Vol.VIII dated 4.10.2007(Annexure. V) had also cautioned that if the University takes a decision on financial matters which is contrary to the UGC and MHRD advice/instructions, in that case the amount involved in the illegal transaction the recovery should also be made from the salary of the person who was responsible for taking illegal decision in this behalf (See ANNEXURE- IV &V).

With a view to comply to UGC directives as per its earlier letter No.6-7/97(CU/JCRC) dated 13<sup>th</sup> March 2006 (Annexure VI), the University has therefore kept in abeyance the grant of 2<sup>nd</sup> financial benefit to the University employees on completion of 12 years from the date of the grant of OUM/FFU as decided by Executive Council earlier. Instead, the University has processed the grant the 2<sup>nd</sup> financial benefit to the University employees after completion of 16 years from the date of the grant of the OUM i.e. (8+16) in line with the UGC directives/instructions.

Recently, the University has implemented the ACP Scheme benefit as(8+16)years as per GOI/UGC instructions with necessary order has being issued. For grant of ACP benefit in respect of those employees who are due for FFU after they have completed 12 years service as per the normal ACP Scheme of (12+12) years of service, has been processed and Orders being issued accordingly.

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In the light of the facts as apprised above, the matter is placed before the Executive Council for approval/ratification in respect of the following ACP benefits:-

1. (a) Ratification for implementation of the ACP scheme for grant of 2<sup>nd</sup> ACP/SFU after completion of 16 years from the date of grant of OUM as per G.O.I/ UGC instructions on ACP Scheme and the (12+12)years as per G.O.I.ACP instructions.  
  
(b) Approval on the implementation date of the ACP scheme to be made effective from 9.8.1999 instead of 4.4.2001 in line with the GOI letter Deptt. Of Personnel & Training O.M. No.35034 / 97-Estt-(D) dated 9.8.1999.
2. In regard to the grant of (8+12) years ACP benefit as per the 114<sup>th</sup> and 115<sup>th</sup> E.C. decision (Annexure VI) which was kept in abeyance, in view of the UGC letter No f.41-5/2003(CU)/JCRC) Vol.VIII dated 04-10-2007 (See ANNEXURE-VII) the matter is placed before the Council for its information and decision.

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*6:6- Service Condition / Financial & Other Benefits.*

(i) Revision of Core Pay Scale in respect of Junior Engineer.

EC:114:2002:6:6:(i): The Council considered the revision of Core Pay Scale in respect of Junior Engineers and RESOLVED to approve the same.

(ii) Advance Increment in the grade of Deputy Registrar.

EC:114:2002:6:6:(ii): The Council considered the advance increment in the grade of Deputy Registrar of the following and RESOLVED to approve the same.

1. Mr. LMK Lyngrah
2. Mr. L. Marbaniang

(iii) Special Grade in respect of Staff Car Drivers.

EC:114:2002:6:6:(iii): The Council considered the special grade in respect of Staff Car drivers and RESOLVED to approve the same.

(iv) Grant of Benefits under the ACP Scheme.

EC:114:2002:6:6:(iv): The Council considered the grant of benefits under the ACP Scheme and RESOLVED to approve the same in principle but the matter is to be examined in detail by a Committee to be constituted by the Chairman consisting of the Finance Officer amongst others.

(v) Budgeting and expenditure of the Examination Department

EC:114:2002:6:6:(v): The Council considered the budgeting and expenditure of the Examination Department and RESOLVED as follows:

1. Open Tenders should be called from reputed firms and a Committee consisting of the Finance Officer, Registrar and Controller of Examination are to look into the tenders. The Controller of Examinations alone will know the names of the firms.
2. The Examination Department shall submit the reasons for payment of remuneration to the staff and officers and also to indicate the time of day when the work is done.

UC 115:2003:3(xii) The Council ratified the action taken by the Vice Chancellor in approving the minutes of the 41<sup>st</sup>, 42<sup>nd</sup> and 43<sup>rd</sup> meeting of the Building Committee.

The members expressed grave concern regarding lack of maintenance of non-residential buildings and their poor sanitary condition and RESOLVED that a standing committee under the chairmanship of the Registrar be constituted to make periodic and unannounced on the spot visits to these buildings to inspect the state of their maintenance and ensure that norms of sanitation and hygiene are maintained at all times. The committee will also fix responsibility for negligence of duty on the part of employees.

(xiii) Ratification of action taken by the Vice Chancellor with regard to grant of benefits under the ACP Scheme to the Non-Teaching Staff/Finalisation of the Recruitment Rules for the post of Assistant Registrar.

UC 115:2003:3(xiii) The Council ratified the action taken by the Vice Chancellor in granting benefits under the ACP scheme to the Non Teaching Staff as well as finalising the Recruitment Rules for the post of Assistant Registrar.

(xiv) Deputation of Dr. R.K. Tiwari, Deputy Registrar NEHU to NERIST

UC 115:2003:3(xiv) The Council ratified the action taken by the Vice Chancellor in deputing Dr. R.K. Tiwari, Deputy Registrar, NEHU to NERIST for a period of one year under standard deputation terms and conditions w.e.f. 22.4.2003(A14).

(xv) Sanction of Sabbatical leave to Dr. A.C. Dubey, Reader, Department of Economics

UC 115:2003:3 (XV) The Council ratified the action taken by the Vice Chancellor in sanctioning Sabbatical leave to Dr. A.C. Dubey for a period of 10 months with effect from 21.2.2003 to 20.12.2003. However the council further RESOLVED as follows:

(1) Sabbatical Leave applications must be routed through the Board of Studies.

(2) In this instant case the office may ask Dr. A.C. Dubey to furnish all terms and conditions relating to his assignment with the World Bank with a copy addressed to the Chairman World Bank, New Delhi Office.

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ANNEXURE - II



विश्वविद्यालय अनुदान आयोग  
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UNIVERSITY GRANTS COMMISSION  
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NEW DELHI-110 002  
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Dr. Arun Nigavekar  
Vice - Chairman

D.O.No.F.31-8/97(CU)

25<sup>th</sup> June, 2002

Dear Prof. Nayyar,

Please refer to my earlier D.O.No.F.31-8/97(CU) dated 13<sup>th</sup> May, 2000 regarding implementation of Assured Career Progression Scheme (ACP) for Group B, C and D employees of the University as approved by Executive Council of the University of Delhi.

The UGC in consultation with Ministry of Human Resource Development has agreed to implement the ACP Scheme for group B, C and D employees as per the decision of the Executive Council of the University of Delhi taken in its emergent meeting held on 23-8-2001. It is clarified that in respect of such employees of the University who received One Time Upward Movement before 8-4-1998, the second upgradation will be given after 12 years from the date of the first upward movement.

With regards,

Yours sincerely,

Arun Nigavekar  
(Arun Nigavekar)

Professor Deepak Nayyar,  
Vice-Chancellor,  
University of Delhi,  
Delhi-110 007

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ANNEXURE - (I) & (V)

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UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
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विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली - 110 002

No.F.6-7/97(CU/JCRC)

10<sup>th</sup> March, 2006

The Registrar  
North Eastern Hill University  
NEHU Campus  
Shillong - 793 022.

3 MAR 2006

Sub: The guidelines to resolve the disparities in existing pay scales of non-teaching staff arising out of OTUM and implementation of Assured Career Progression (ACP) Scheme in Central Universities/Deemed to be Universities and Delhi Colleges – Regarding,

Sir/Madam,

The Joint Cadre Review Committee (JCRC) constituted by UGC, at the instance of MHRD, Government of India, submitted its interim report to MHRD for consideration. The interim report submitted by JCRC contained (i) the recommendations regarding measures to be taken for removal of existing anomalies in pay scales in Central Universities/ deemed to be universities arising out of unauthorized financial upgradations granted to the employees by some universities and (ii) details of 24 tentative cadres proposed by the JCRC for non-teaching staff in these institutions.

2. The recommendations made by the Joint Cadre Review Committee (JCRC) regarding measures to be taken for removal of the existing anomalies in scales of pay have been examined in the Ministry of Human Resource Development in consultation with the Ministry of Finance (Department of Expenditure) and Department of Personnel & Training. MHRD has conveyed the following guidelines vide its letter No.F.19-9/2003-Desk (U) dated 22<sup>nd</sup> December, 2005 for strict compliance by all the Central Universities, UGC maintained deemed to be Universities and Delhi Colleges :-

- (i) The cut off date of 8.4.1998 for termination of implementation of One Time Upward Movement (OTUM) in respect of non-teaching staff (Group B, C and D categories) as already decided could be uniformly applicable to all the central universities/ UGC maintained deemed to be universities and Delhi Colleges. If any University/College has granted financial upgradation to its employees under OTUM beyond 8.4.1998, the same should be withdrawn and responsibility for the same should be fixed.
- (ii) As on 8.4.98, if an employee was already allowed two or more financial upgradations, she/he shall not be eligible for any further financial upgradation during her/his career. If the employee was allowed only one financial upgradation before 8.4.98, she/he shall be eligible for the 2<sup>nd</sup> financial upgradation under ACP Scheme, after she/he completes 24 years of service in accordance with the ACP Scheme introduced by Government of India vide Department of Personnel and Training O.M. No.35034/1/97-Estt.(D) dated 9<sup>th</sup> August, 1999.

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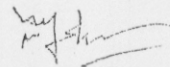
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- (iii) After the cut off date of 8.4.1998, the ACP Scheme introduced by the Govt. of India, vide DOP&T's O.M. No.35034/1/97-Estt.(D) dated 9.8.99, only would be implemented by the Universities/Colleges with effect from 9.8.1999 provided the ACP Scheme has been adopted by the Universities/Colleges with the approval of their respective Finance Committees/ Executives Councils. While the Universities/ Colleges are free to adopt the ACP Scheme in toto with effect from 9.8.99 or any date subsequent to that, if they so desire, the ACP scheme shall not be implemented by any University/College with effect from a date prior to 9.8.1999. During the intervening period, i.e. 8.4.1998 to 9.8.99 no scheme of financial upgradation would be in operation in any University / College.
- (iv) If any employee had already been given more than two financial upgradations before 8.4.98, The additional financial upgradation(s) given will stand withdrawn with effect from 8.4.98 and her/his pay would be fixed at the appropriate stage in the appropriate relevant scale as if she/he was given only two financial upgradations. However, the pay she/he was drawing as on 8.4.98 shall be protected by allowing the difference between the pay as may be fixed at the appropriate stage in the relevant approved scale of pay as stated above and the pay she/he has been drawing as on 8.4.98, as personal pay to be adjusted against future increments.
- (v) Since the cut off date for termination of implementation of OTUM in central autonomous institutions fixed by the Government was 8.4.98, it would have to be ensured that all recruitments made on or after 8.4.98 are only in the core scale of pay prescribed by the UGC/Government.
3. The instructions relating to the One Time Upward Movement scheme (OTUM) as contained herein are applicable only to those institutions where the scheme (OTUM) was extended by UGC.
4. The Joint Cadre Review Committee (JCRC) is engaged in finalizing detailed uniform service conditions for the proposed 24 generic cadres and will be submitting its report in due course. **In the meanwhile, you are requested to initiate the necessary action for implementation of the above mentioned guidelines under intimation to UGC at the earliest.**
5. Any anomalies, if any, arising out of implementation of the above approved guidelines, may be referred to UGC for further consideration by Joint Cadre Review Committee.

Yours faithfully,



( M.S. YADAV )  
Coordinator  
Ph.: 23237178

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ANNEXURE - IV

3. The scheme indicated above may result in the upgradation of certain posts from the level of Rs. 1,200-2,040 to the level of Rs. 1,400-2,600 and also from the level of Rs. 1,400-2,600 to the level of Rs. 1,640-2,900 and abolition of a few posts in the scale of Rs. 1,200-2,040. It is not necessary to obtain approval of the Cabinet in the matter and the individual Ministry/Department may take further necessary action in consultation with the FAs.

4. It is requested that Ministry of Agriculture, etc., may initiate expeditious action to implement these decisions so as to relieve stagnation among Stenographers in non-secretariat/subordinate offices under them.

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G.I., Dept. of Per. & Trg., O.M. No. 35034/1/97-Estt. (D), dated 9-8-1999

**Assured Career Progression Scheme for the Central Government civilian employees**

The Fifth Central Pay Commission in its Report has made certain recommendations relating to the Assured Career Progression (ACP) Scheme for the Central Government civilian employees in all Ministries/Departments. The ACP Scheme needs to be viewed as a 'Safety Net' to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues. Accordingly, after careful consideration, it has been decided by the Government to introduce the ACP Scheme recommended by the Fifth Central Pay Commission with certain modifications as indicated hereunder:—

**2. Group 'A' Central Services**

2.1 In respect of Group 'A' Central Services (Technical/Non-Technical), no financial upgradation under the Scheme is being proposed for the reason that promotion in their case must be earned. Hence, it has been decided that there shall be no benefits under the ACP Scheme for Group 'A' Central Services (Technical/Non-Technical). Cadre Controlling Authorities in their case would, however, continue to improve the promotion prospects in organizations/cadres on functional grounds by way of organizational study, cadre review, etc., as per prescribed norms.

**3. Groups 'B', 'C' and 'D' services/posts and isolated posts in Groups 'A', 'B', 'C' and 'D' Categories**

3.1 While in respect of these categories also, promotion shall continue to be duly earned, it is proposed to adopt the ACP Scheme in a modified form to mitigate hardship in cases of acute stagnation either in a cadre or in an isolated post. Keeping in view all relevant factors, it has therefore, been decided to grant *two financial upgradations* [as recommended by the Fifth Central Pay Commission and also in accordance with the Agreed Settlement, dated September 11, 1997 (in relation to Groups 'C' and 'D' employees) entered into with the Staff Side of the National Council (JCM)] under the ACP Scheme to Groups 'B', 'C' and 'D' employees on completion of 12 years and 24 years (subject to condition No. 4 in Annexure-1) of regular

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service respectively. Isolated posts in Groups 'A', 'B' 'C' and 'D' categories which have no promotional avenues shall also qualify for similar benefits on the pattern indicated above. Certain categories of employees such as casual employees (including those with temporary status), *ad hoc* and contract employees shall not qualify for benefits under the aforesaid Scheme. Grant of financial upgradations under the ACP Scheme shall, however, be subject to the *conditions* mentioned in *Annexure-I*.

3.2 Regular Service for the purpose of the ACP Scheme shall be interpreted to mean the eligibility service counted for regular promotion in terms of relevant Recruitment/Service Rules.

4. Introduction of the ACP Scheme should, however, in no case affect the normal (regular) promotional avenues available on the basis of vacancies. Attempts needed to improve promotion prospects in organizations/cadres on functional grounds by way of organizational study, cadre reviews, etc., as per prescribed norms should not be given up on the ground that the ACP Scheme has been introduced.

5. Vacancy-based regular promotions, as distinct from financial upgradation under the ACP Scheme, shall continue to be granted after due screening by a regular Departmental Promotion Committee as per relevant rules/guidelines.

#### 6. Screening Committee

6.1 A Departmental Screening Committee shall be constituted for the purpose of processing the cases for grant of benefits under the ACP Scheme.

6.2 The composition of the Screening Committee shall be the same as that of the DPC prescribed under the relevant Recruitment/Service Rules for regular promotion to the higher grade to which financial upgradation is to be granted. However, in cases where DPC as per the prescribed rules is headed by the Chairman/Member of the UPSC, the Screening Committee under the ACP Scheme shall, instead, be headed by the Secretary or an officer of equivalent rank of the concerned Ministry/Department. In respect of isolated posts, the composition of the Screening Committee (with modification as noted above, if required) shall be the same as that of the DPC for promotion to analogous grade in that Ministry/Department.

6.3 In order to prevent operation of the ACP Scheme from resulting into undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year—preferably in the first week, of January and July for advance processing of the cases. Accordingly, cases maturing during the first-half (April-September) of a particular financial year for grant of benefits under the ACP Scheme shall be taken up for consideration by the Screening Committee meeting in the first week of January of the previous financial year. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year. For example, the Screening Committee meeting in the first week of January, 1999 would process the cases

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that would attain maturity during the period April 1, 1999 to September 30, 1999 and the Screening Committee meeting in the first week of July, 1999 would process the cases that would mature during the period October 1, 1999 to March 31, 2000.

6.4 To make the Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee of the current financial year within a month from the date of issue of these instructions to consider the cases that have already matured or would be maturing up to March 31, 2000 for grant of benefits under the ACP Scheme. The next Screening Committee shall be constituted as per the time-schedule suggested above.

7. Ministries/Departments are advised to explore the possibility of effecting savings so as to minimize the additional financial commitment that introduction of the ACP Scheme may entail.

8. The ACP Scheme shall become operational from the date of issue of this Office Memorandum.

9. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor-General of India.

10. The Fifth Central Pay Commission in Paragraph 52.15 of its Report has also separately recommended a "Dynamic Assured Career Progression Mechanism" for different streams of doctors. It has been decided that the said recommendation may be considered separately by the Administrative Ministry concerned in consultation with the Department of Personnel and Training and the Department of Expenditure.

11. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the ACP Scheme shall be given by the Department of Personnel and Training (Establishment 'D').

12. All Ministries/Departments may give wide circulation to these instructions for guidance of all concerned and also take immediate steps to implement the Scheme keeping in view the ground situation obtaining in services/cadres/posts within their administrative jurisdiction.

#### ANNEXURE — I

##### Conditions for grant of Benefits under the ACP Scheme

1. The ACP Scheme envisages merely placement in the higher pay-scale/grant of financial benefits (through financial upgradation) only to the Government servant concerned on personal basis and shall, therefore, neither amount to functional/regular promotion nor would require creation of new posts for the purpose;

2. The highest pay-scale up to which the financial upgradation under the Scheme shall be available will be Rs. 14,300-18,300. Beyond this level, there shall be no financial upgradation and higher posts shall be filled strictly on vacancy-based promotions;

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3. The financial benefits under the ACP Scheme shall be granted from the date of completion of the eligibility period prescribed under the ACP Scheme or from the date of issue of these instructions, whichever is later;

4. The first financial upgradation under the ACP Scheme shall be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of the first financial upgradation subject to fulfilment of prescribed conditions. In other words, if the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc., this would have consequential effect on the second upgradation which would also get deferred accordingly;

5.1. Two financial upgradations under the ACP Scheme in the entire Government service career of an employee shall be counted against regular promotions (including *in situ* promotion and fast-track promotion availed through limited departmental competitive examination) availed from the grade in which an employee was appointed as a direct recruit. This shall mean that two financial upgradations under the ACP Scheme shall be available only if no regular promotions during the prescribed periods (12 and 24 years) have been availed by an employee. If an employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service under the ACP Scheme. In case two prior promotions on regular basis have already been received by an employee, no benefit under the ACP Scheme shall accrue to him;

5.2 Residency periods (regular service) for grant of benefits under the ACP Scheme shall be counted from the grade in which an employee was appointed as a direct recruit;

6. Fulfilment of normal promotion norms (benchmark, departmental examination, seniority-cum-fitness in the case of Group 'D' employees, etc.) for grant of financial upgradations, performance of such duties as are entrusted to the employees together with *retention of old designations*, financial upgradations as personal to the incumbent for the stated purposes and restriction of the ACP Scheme for financial and certain other benefits (House Building Advance, allotment of Government accommodation, advances, etc.) only without conferring any privileges related to higher status (e.g., invitation to ceremonial functions, deputation to higher posts, etc.) shall be ensured for grant of benefits under the ACP Scheme;

7. Financial upgradation under the Scheme shall be given to the next higher grade in accordance with the existing hierarchy in a cadre/category of posts without creating new posts for the purpose. However, in case of isolated posts, in the absence of defined hierarchical grades, financial upgradation shall be given by the Ministries/Departments concerned in the immediately next higher (standard/ common) pay-scales as indicated in Annexure-II which is in keeping with Part-A of the First Schedule annexed to the Notification, dated September 30, 1997 of the Ministry of Finance (Department of Expenditure). For instance, incumbents of isolated posts in the pay-scale S-4, as indicated in Annexure-II, will be eligible for the proposed two

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financial upgradations only to the pay-scales S-5 and S-6. Financial upgradation on a dynamic basis (i.e., without having to create posts in the relevant scales of pay) has been recommended by the Fifth Central Pay Commission only for the incumbents of isolated posts which have no avenues of promotion at all. Since financial upgradations under the Scheme shall be personal to the incumbent of the isolated post, the same shall be filled at its original level (pay-scale) when vacated. Posts which are part of a well-defined cadre shall not qualify for the ACP Scheme on 'dynamic' basis. The ACP benefits in their case shall be granted conforming to the existing hierarchical structure only;

8. The financial upgradation under the ACP Scheme shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employee on the ground that the junior employee in the grade has got higher pay scale under the ACP Scheme;

9. On upgradation under the ACP Scheme, pay of an employee shall be fixed under the provisions of FR 22 (I) (a) (1) subject to a minimum financial benefit of Rs. 100 as per the Department of Personnel and Training Office Memorandum No. 1/6/97-Pay-I, dated July 5, 1999. The financial benefit allowed under the ACP Scheme shall be final and no pay fixation benefit shall accrue at the time of regular promotion, i.e., posting against a functional post in the higher grade;

10. Grant of higher pay scale under the ACP Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be *deemed to have given his unqualified acceptance* for regular promotion on occurrence of vacancy subsequently. In case he refuses to accept the higher post on regular promotion subsequently, he shall be subject to normal debarment for regular promotion as prescribed in the general instructions in this regard. However, as and when he accepts regular promotion thereafter, he shall become eligible for the second upgradation under the ACP Scheme only after he completes the required eligibility service/period under the ACP Scheme in that higher grade subject to the condition that the period for which he was debarred for regular promotion shall not count for the purpose. For example, if a person has got one financial upgradation after rendering 12 years of regular service and after 2 years therefrom, if he refuses regular promotion and is consequently debarred for one year and subsequently he is promoted to the higher grade on regular basis after completion of 15 years (12 + 2 + 1) of regular service, he shall be eligible for consideration for the second upgradation under the ACP Scheme only after rendering ten more years in addition to two years of service already rendered by him after the first financial upgradation (2 + 10) in that higher grade, i.e., after 25 years (12 + 2 + 1 + 10) of regular service because the debarment period of one year cannot be taken into account towards the required 12 years of regular service in that higher grade;

11. In the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be subject to rules governing normal

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promotion. Such cases shall, therefore, be regulated under the provisions of relevant CCS (CCA) Rules, 1965 and instructions thereunder;

12. The proposed ACP Scheme contemplates merely *placement on personal basis* in the higher pay scale/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not apply to the ACP Scheme which shall extend its benefits uniformly to all eligible SC/ST. employees also. However, at the time of regular/functional (actual) promotion, the Cadre Controlling Authorities shall ensure that all reservation orders are applied strictly;

13. Existing time-bound promotion schemes, including *in situ* promotion scheme, in various Ministries/Departments may, as per choice, continue to be operational for the concerned categories of employees. However, these schemes, shall not run concurrently with the ACP Scheme. The Administrative Ministry/Department — not the employees — shall have the option in the matter to choose between the two schemes, i.e., existing time-bound promotion scheme or the ACP Scheme, for various categories of employees. However, in case of switch-over from the existing time-bound promotion scheme to the ACP Scheme, all stipulations (viz., for promotion, redistribution of posts, upgradation involving higher functional duties, etc.) made under the former (existing) scheme would cease to be operative. The ACP Scheme shall have to be adopted in its totality;

14. In case of an employee declared surplus in his/her organization and in case of transfers including unilateral transfer on request, the regular service rendered by him/her in the previous organization shall be counted along with his/her regular service in his/her new organization for the purpose of giving financial upgradation under the Scheme; and

15. Subject to Condition No. 4 above, in cases where the employees have already completed 24 years of regular service, with or without a promotion, the second financial upgradation under the scheme shall be granted directly. Further, in order to rationalize unequal level of stagnation, benefit of surplus regular service (not taken into account for the first upgradation under the scheme) shall be given at the subsequent stage (second) of financial upgradation under the ACP Scheme as a one-time measure. In other words, in respect of employees who have already rendered more than 12 years but less than 24 years of regular service, while the first financial upgradation shall be granted immediately, the surplus regular service beyond the first 12 years shall also be counted towards the next 12 years of regular service required for grant of the second financial upgradation and, consequently, they shall be considered for the second financial upgradation also as and when they complete 24 years of regular service without waiting for completion of 12 more years of regular service after the first financial upgradation already granted under the Scheme.

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(EAT 2007)



विश्वविद्यालय अनुदान आयोग,  
बहादुरशाह जफर मार्ग  
नई दिल्ली - 110 002

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002

UGC Website : [www.ugc.ac.in](http://www.ugc.ac.in)

No.F.41-5/2003(CU/JCRC) Vol.VIII

4<sup>th</sup> October, 2007

The Registrar  
North Eastern Hill University  
P.O. NEHU Campus  
Mawkynroh Umshing  
Shillong - 793 022.

Subject : To seek information on number of employees and the financial implications thereof on the proposal to introduce of the ACP Scheme for Group B, C and D employees on the patterns of University of Delhi - regarding.

Sir,

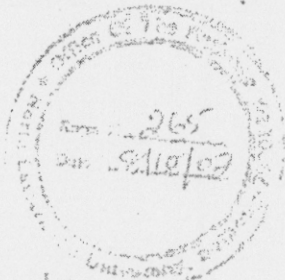
This is in reference to your letter No.F.59-5/Estt-I/Per-2007/5494 dated 21<sup>st</sup> September, 2007 inviting reference of UGC letter No.F.41-8/2004(CU/JCRC) dated 6<sup>th</sup> Feb, 2006 simultaneously stating that the university had already implemented the ACP Scheme for certain cadres (i.e. LDC, UDC, Stenographer, other technical cadres etc.) upto March, 2006 providing them second financial upgradation after completion of 12 years from the date of first upward movement on the pattern of Delhi University.

2. As repeatedly mentioned in earlier UGC communications and now specifically explained that UGC wrote to all Central Universities (excluding Delhi University) on the above mentioned subject to seek necessary information on number of employees and the financial implications thereupon as desired by MHRD. The information thus collected from different Central Universities was sent to MHRD for their further consideration for seeking approval of the proposal of Govt. of India for its implementation in all Central Universities. This scheme is not yet approved by MHRD.

3. Your kind attention is also invited towards UGC d.o. letter No.F.41-5/2003(CU) dated 26<sup>th</sup> June, 2003 and subsequent letter of even number dated 9<sup>th</sup> Oct., 2006 (copy enclosed) stating that UGC has constituted a Standing Committee in order to bring uniformity in implementation of ACP Scheme in Central Universities, UGC maintained deemed to be universities and Delhi Colleges. Accordingly, the universities were requested to refer all such cases to be considered under ACP Scheme to UGC in the prescribed format (enclosed).

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10/10/07  
For me - *[Signature]*  
5.10.2007  
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S.O. *[Signature]*  
PRIORITY  
10/10/07




4. It is also to mention that as per DoPT ACP Scheme (O.M.35034/1/97-Estt(D) dated 9<sup>th</sup> August, 1999). Group 'B', 'C' & 'D' services / posts and isolated posts in group 'A', 'B', 'C' & 'D' categories can be granted two financial upgradations under the ACP Scheme on completion of 12 year (1<sup>st</sup> financial upgradations) and 24 years (2<sup>nd</sup> financial upgradations) of regular service respectively subject to the fulfillment of certain conditions as prescribed under the scheme. The second financial upgradation can only be provided on completion of 24 years of regular service.

5. The University now alongwith the aforesaid letter has sent the photocopies of the filled in formats which were simply devised to facilitate / seek the information on financial implications of the proposal for introducing the ACP Scheme on the pattern of University of Delhi (i.e. 8 years + 12 years). As the Standing Committee on ACP Scheme has devised a separate format, the information supplied by the university is incomplete for the purpose of consideration by the said Committee.

6. In view of the above, it is, requested that the university may send all cases to be considered under the ACP Scheme as per UGC aforesaid communications comprising individual details in the revised format (enclosed), duly signed by the competent authority. In case the university has already implemented the ACP Scheme on pattern of University of Delhi, the same may be withdrawn under intimation to UGC.

7. Attention is also drawn to UGC letter No.F.31-3/97(CU) dated 10<sup>th</sup> April, 1998 and No.F.19-7/2000(CU) dated 27.7.2000 and MHRD letter No.F.4-22/2000-U.I dated 28<sup>th</sup> June, 2000 (enclosed) where it is clearly stated that no new post / pay scale should be created or upgraded by the University themselves without the prior approval of UGC. It is also mentioned in the above said communications that if a university takes a decision on financial matters which is contrary to UGC's advice / instructions, in that case the amount involved in the illegal transaction should be deducted from the entitlement of that University for financial assistance and the recovery should also be made from the salary of the person who was responsible for taking illegal decision in this behalf.

Yours faithfully,

  
(M.S. Yadav)  
Coordinator

Encl.: As above.

6:6:317)

SPEED POST

UNIVERSITY GRANTS COMMISSION  
BAHADURBHAI ZAFAR MARG  
NEW DELHI - 110 002

10th April, 1998

NO.F.31-2/97(CU)

The Registrar  
North Eastern Hill University  
NEHU Campus  
Shillong - 793 022.

Subject: Pay revision of employees of Central Universities,  
etc. pursuant to the Recommendations of the Fifth  
Central Pay Commission - North Eastern Hill University

Sir,

I am directed to refer to this office letter of even number dated 8th April, 1998 conveying the approval of the University Grants Commission to revision of scales of pay of non-teaching employees of the North Eastern Hill University as recommended by the Group of Officers and to say that the matter has been further considered by the Commission with in consultation with Government of India and the Commission has decided as under:-

1. The Group of Officers constituted by UGC had identified two categories of cases in the above institutions, namely - (i) Categories where pay scales and conditions of service are similar to those in Government; and (ii) Categories where scales and conditions of services are different from those available to Government employees.

2. As regards cases falling in category (ii) above, the Commission have examined the matter in consultation with the Ministry of Human Resource Development and Ministry of Finance (Department of Expenditure) and it has been decided that the corresponding replacement pay scales given in the First Schedule, Part A, Central Civil Service (Revised Pay) Rules, 1997 to the pay scales which have been extended to the existing incumbents with prior permission to the competent authorities but are different from those approved by the Government, may be given as personal to the current incumbents of those posts on the consideration that they have already been drawing benefit of the grade in the pre-revised scale. The University may ensure that once these incumbents vacate the posts, the pay scales would be reverted to the approved level which exists in Government. New recruitment would also take place at the level of scales approved by Government.

3. The fixation of initial pay in the revised scales may be done strictly in accordance with rules provided in Central Civil Service (Revised Pay) Rule 1997.

4. List of pay scales approved in consultation with the Government for various categories of employees is enclosed as Annexure. It may be ensured that these are strictly adhered to and no departure made except as may be permitted in accordance with para 5 below. Further, where conditions of service, such as medical allowance/medical reimbursement, transport allowance, housing facilities etc., differ from those in Government, the concerned institutions would bring its provisions in line with the pattern prevailing in the Government.

5. However, in case of such categories of employees as may be particularly distressed or may face problems peculiar to them as a result of implementation of the above, the UGC would identify specific posts in Central Universities in which stagnation or any other consideration would require departure to be made from established pay scales. Thereafter in consultation with Government, norms and conditions to be fulfilled in such cases of departure would be laid down and any change in pay scales or conditions of service may only be made in accordance with the procedure above evolved in consultation with the Government.

6. If any Scheme of Career Improvement/Personal Promotion is being implemented in your University which is different from that available in Government, it would need to be discontinued immediately as extension of pay scales is permitted only on this conditions being met.

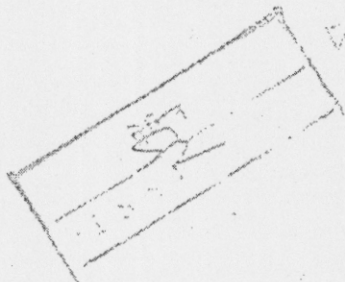
7. No new posts/pay scales should be created or upgraded by the Universities themselves without the prior approval as per procedure described in para 5 above. Further, Universities may amend their Acts/Statutes/Ordinances/MDA/By-laws etc. to give effect to the above latest by 30th June, 1998 under intimation to the UGC and MHRD. Recruitment Rules may also be modified to bring at par with norms of Government of India and future promotions be given only after modifying the Recruitment Rules.

8. The other conditions are the same as already communicated to you vide letter of even number dated 8th April, 1998.

Encl: As above

Yours faithfully,

( R.K. CHAUHAN )  
JOINT SECRETARY



6:0:3(19)



CHAMPAK CHATTERJI  
JOINT SECRETARY (HE)

मानव संसाधन विकास मंत्रालय  
माध्यमिक शिक्षा और उच्चतर शिक्षा विभाग  
भारत सरकार  
नई दिल्ली - 110 001  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF SECONDARY EDUCATION & HIGHER EDUCATION  
GOVERNMENT OF INDIA  
NEW DELHI - 110001

File No. 104/2000-D.1

28<sup>th</sup> June, 2000

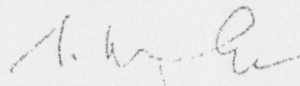
Dear Sir,

It has been brought to our notice that some of the Central Universities have been taking decision regarding Career Advancement, Promotion Policies and other service matters which are contrary to the Government of India's instructions and rules governing financial transactions. The matter has been discussed in one of the meetings taken by ES recently and a suggestion was made that if a University takes a decision on financial matters, which is contrary to UGC's advice/instructions, in that case the amount involved in the illegal transaction should be deducted from the entitlement of that University for financial assistance. It was also suggested that the recovery should also be made from the salary of the person who was responsible for taking illegal decision in this behalf.

I shall be grateful if the above suggestions are brought to the notice of all the Universities and the officers in UGC secretariat are advised to take appropriate action as indicated above in cases of such nature.

With regards,

Yours sincerely,

  
(Champak Chatterji)

Dr. Hari Prasad,  
Chairman,  
University Grants Commission,  
BS3 Marg,  
New Delhi.

101 200

Dist. Member