

ii) ASSURED CAREER PROGRESSION SCHEME-  
ADoption AND IMPLEMENTATION THEREOF.

The University Grants Commission has forwarded a copy of the office Memorandum No.35034/I/97-Estt.(D) dt.9.8.99 issued by the Ministry of Personnel, Public Grievances and Pensions, (Dept. of Personnel and Training) regarding extension of the Assured Career Progression scheme for Central Government Employees, Central Universities, etc. A copy of the same is attached herewith as Annexure-A.

While forwarding the said scheme, the Commission has made it clear that with the introduction of this scheme, all the existing Financial Upgradation schemes shall stand discontinued.

The spirit behind the introduction of this scheme is to remove stagnation and to ensure that each employee gets atleast two non-functional promotions during service life in absence of the scope for functional promotions so that atleast monetary benefits at the interval of 12 and 24 years of service is available to each employee. The scheme shall be applicable to all employees belonging to the Group B,C&D and for such Group A staff holding isolated posts having no promotional avenues.

Besides the above, the U.G.C. has also laid down the modus operandi for implementation of the Scheme, and has instructed that One Upward Movement, Promotion, Personal Promotion, in situ promotions, any financial upgradation, etc will have to be adjusted with the A.C.P. scheme.

However, it may be pointed out that in the One upward movement one had to complete 8 years of satisfactory service to become eligible for the benefit whereas in the present scheme, one has a complete 12 years of service. Keeping in view, the instruction given above, the formula for extending the benefit should be 12+12 years in the normal cases and 8+16 years in the cases where one upward movement has been granted.

The Scheme is placed before the E.C. for kind consideration of the following points:

1. Adoption of the Scheme for implementation.
2. To approve the effective date for implementation the date the concerned employee fulfills the eligibility criteria.

3. To approve the formula for implementation of the Scheme under normal situation as well as for those already been granted the benefit of One upward movement scheme.

4. For the purpose of computing 12 years of service the date of adhoc appointment (where initial appointment was on adhoc basis) may be reckoned as the effective date provided such appointment is regularised.

This forwarding the said scheme, the Commission has made it clear that with the introduction of this scheme, all the existing financial upgradation schemes shall stand discontinued. The spirit behind the introduction of this scheme is to remove stagnation and to ensure that each employee gets at least the non-functional promotions during service life in absence of the scope for functional promotions so that atleast monetary benefits at the interval of 12 and 24 years of service is available to each employee. The scheme shall be applicable to all employees belonging to the Group B, C, D and for staff Group A staff holding fasted posts having no promotional avenues. Besides the above, the U.C. has also laid down the mode of award for implementation of the Scheme, and has instructed that the award movement, promotion, personal promotion, in situ promotion, any financial upgradation, etc will have to be adjusted with the A.C.P. scheme. However, it may be pointed out that in the One upward movement one has to complete 8 years of satisfactory service to become eligible for the benefit whereas in the present scheme, one has to complete 12 years of service. Keeping in view the instruction given above, the formula for extending the benefit should be 12+12 years in the normal cases and 8+10 years in the cases where one upward movement has been granted. The Scheme is placed before the U.C. for their consideration of the following points: Adoption of the Scheme for implementation To approve the effective date for implementation the date the concerned employee fulfills the eligibility criteria.

6:6:2(3)

TRUE COPY

ANNEXURE - A

Dr.C.P.Srivastava,  
Joint Secretary.

(By Courier)

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(EMBLEM)

University Grants Commission,  
Bahadurshah Zafar Marg,  
New Delhi-110002

No. F.No.30-9/99(CU)

Dt.13.12.2000.

The Registrar,  
North Eastern Hill University,  
Nebu Campus, Shillong-793022.

Subject : Assured Career Progression Scheme for Central Government Civilian Employees-Central Universities, Deemed to be Universities (UGC maintained)/Delhi Colleges/Inter University Centres - Extension of.

Sir,  
Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training have notified an Assured Career Progression Scheme for the Central Government Civilian Employees vide their OM No.35034/1/97-Estt.(D) dt. 9.9.99 (copy enclosed).

2. It has been decided in consultation with Department of Personnel & Training to extend the Assured Career Progression Scheme to employees in quasi-Government Organisations, autonomous Organisation, etc., set up funded and controlled by the Central Government subject to the following conditions:-
- i). A conscious decision has to be taken by the concerned Board of Governors of the Organisation for extending the ACP Scheme to their employees and discontinue all existing financial upgradation schemes.
  - ii). The guidelines issued by the Department of Personnel & Training vide OM No. 35034/1/97-Estt.(D) dt. 9.9.99 shall apply mutatis mutandis.
  - iii) The expenditure on this account will have to be met from the approved budget allocation of the concerned autonomous Organisation/Institution.
  - iv). It is to be ensured that in case of promotion, personal promotions, time bound promotions (one Upward movement/Second Upward movement), in-situ promotions, any financial upgradations any club structuring scheme, personal payscales schemes, any restructuring of cadres, implementation of Local Cadre Review Committee recommendations, any large scale/mass stepping up exercise etc carried out by the Universities resulting into financial benefits of higher pay scales, etc have to be adjusted against the ACP Scheme.
  - v). The benefit of ACP shall be made effective from the date of the proposal being approved by the BOM/BOG/Executive Council of the autonomous body. An employee shall be eligible for the benefits of ACP from the date of his fulfilling the eligibility criteria or the date of decision of the BOM/BOG/Executive Council to adopt the ACP Scheme whichever is later provided that the matter be first referred to Finance Committee as the Scheme involves financial implications.
  - vi). In case of any doubt a reference be made to University Grants Commission for seeking clarification from Ministry of Human Resource Development before the scheme is implemented.

Encl: as above.

Yours faithfully,  
sd/-  
(S.P.Srivastava)  
Joint Secretary.

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No.35034/1/97-Estt(D)  
 Government of India  
 Ministry of Personnel, Public Grievances & Pensions  
 (Department of Personnel and Training)  
 North Block, New Delhi 110001

August 9, 1999.

OFFICE MEMORANDUM

SUBJECT : THE ASSURED CAREER PROGRESSION SCHEME FOR THE CENTRAL GOVT.  
 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 (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 Organisations/cadres on functional grounds by way of Organisational study, cadre review, etc. as per prescribed norms.

3. GROUP B, C & D SERVICES/POSTS AND ISOLATED POSTS IN GROUP 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 Group C & D employees) entered into with the staff side of the National Council (JCM) under the ACP Scheme to Group B, C & D employees on completion of 12 years and 24 years (subject to condition no.4 in Annexure-I) or regular service respectively. Isolated posts in Group A, B, C & 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 Temporary Status), ad hoc and contract employees shall not qualify for benefit 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 Organisations/cadres on functional grounds by way of Organisational 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 as per relevant Rules/guidelines.

Contd.....P.....2

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 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 as would be maturing upto March, 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 minimise 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 the 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.

13. Hindi version would follow.

Sd/-K.K.Jha,  
Director (Establishment).

CONDITIONS FOR GRANT OF BENEFITS UNDER THE ACP SCHEME

1. The ACP Scheme envisages merely the 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 upto 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 post shall be filled strictly on vacancy based promotions;
  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 upgradations 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 Govt. 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 promotion during the prescribed periods (12 and 24 years) have been availed by the 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.
- 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 (bench mark, Departmental examinations, 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 restrictions 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 dt. Sept.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 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 (payscale) 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 payscale under the ACP scheme.

9. On upgradation under the ACP scheme, pay of an employee shall be fixed under the provisions of FR22(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 dt. 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 posts in the higher grade;

10. Grant of higher payscale 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 promotions 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) or regular service, he shall be eligible for consideration for the second upgradation under the ACP Scheme only after rendering 10 more years in addition to two years or 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) or 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 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 payscale/grant of financial benefits only and shall not amount to actual/functional promotion of the employee concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation order/roster shall not apply to the ACP Scheme which shall extend its benefit 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 order are applied strictly;

13. Existing time bound promotion schemes including ins-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 switchover 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 organisation and in case of transfers including unilateral transfer on request, the regular service rendered by him/her in the previous organisation shall be counted along with his/her regular service in his/her new organisation 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 promotion, the second financial upgradation under the scheme shall be granted directly. Further, in order to rationalise 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 ~~xxxxx~~ more years of regular service after the first financial upgradation already granted under the scheme.

Sd/-K.K.Jha,

Director (Establishment)

STANDARD/Common PAYSCALES (As per Part-A of the First Schedule Annexed to the Ministry of Finance (Department of Expenditure) Gazette Notification dated September 30, 1997

(REFERENCE PARA 7 OF ANNEXURE I OF THIS OFFICE MEMORANDUM)

| Sl. No. | Revised pay scales (Rs)  | Sl. No. | Revised payscales (Rs).  |
|---------|--------------------------|---------|--------------------------|
| 1.      | S-1 2550-55-2660-60-3200 | 2.      | S-2 2610-60-3150-65-3540 |
| 3.      | S-3 2650-65-3300-70-4000 | 4.      | S-4 2750-70-3800-75-4400 |
| 5.      | S-5 3050-75-3950-80-4590 | 6.      | S-6 3200-85-4900.        |
| 7.      | S-7 4000-100-6000        | 8.      | S-8 4500-125-7000.       |
| 9.      | S-9 5000-150-8000        | 10.     | S-10 5500-175-9000.      |
| 11.     | S-12 6500-200-10500.     | 12.     | S-13 7450-225-11500.     |
| 13.     | S-14 7500-250-12000.     | 14.     | S-15 8000-275-13500.     |
| 15.     | S-19 10000-325-15200.    | 16.     | S-21 12000-375-16500.    |
| 17.     | S-23 12000-375-18000.    | 18.     | S-24 14300-400-18300.    |

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(ii) Assured Career Progression Scheme – Adoption and Implementation thereof.

EC:109:2001:6:6:(ii): The Council considered the Assured Career Progression Scheme in respect of Group B, C and D staff and RESOLVED to refer the matter to the same Committee under item 4 (i)

(iii) Pay Scale in respect of Work Assistant.

EC:109:2001:6:6:(iii): The Council considered the pay scale in respect of Work Assistant and RESOLVED that the matter may be referred to the same Committee under item 4 (i).

(iv) Appointment to a post carrying lower scale of pay – Pay protection regarding.

EC:109:2001:6:6:(iv): The Council considered the appointment to a post carrying lower scale of pay and RESOLVED that the matter be referred to the Committee under item 4 (i).

(v) Prayer of Shri SR Sen, Legal Adviser, for revising the rates of fees payable to him.

EC:109:2001:6:6:(v): The Council considered the request of Shri SR Sen, Legal Adviser and RESOLVED that the retainer and other fees may be revised as follows:

(a) Retainership fee Rs.3500/- per month.

(b) A lumpsum fee of Rs.5000/- only for each case both in High Court and District Court which will include fees for appearance, drafting, conducting etc., 50% of the fees to be paid at the time of appearance and filing and remaining 50% to be paid after disposal of the case.

(c) For drafting of each opinion, complaint etc., Rs.400/- per case.

(d) For stationery and clerkage as per expenditure.

(vi) Benefit of past service for the purpose of computing qualifying service in NEHU to determine pension and other retirement benefits.

EC:109:2001:6:6:(vi): The Council considered the recommendations of the Task Force Committee appointed to look into the computation of past services for the purpose of retirement benefits and RESOLVED to accept the same and that GPF holders may also be allowed to get the benefit of their past services.