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No.6/11/2013-PER/ACP-MACP/ 2545
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secrerariat, Daman – 396 220

Dated : 14 / 11 / 2013

C I R C U L A R

Ref : Letter No.GPP/812/2009-10/190 dated 16-07-2009

Sub : Modified Assured Career Progression Scheme in the Central Government Civilian Employees

Attention of all Heads of Offices of UT Administration of Daman & Diu is invited to the para No.6 of Government of India O.M. No.35034/3/2008-Estt. (D) dated 19th May, 2009 regarding implementation of the Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees with effect from 01-09-2008, wherein it is provided that in order to prevent undue strain on the Administrative Machinery, the Screening Committee shall meet twice in a financial year i.e., preferably in first week of January and first week of July of a year for advance processing of the cases maturing in that half. Cases maturing during the first-half (April – September) of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the first week of January. 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.

2. It has however been noticed that most offices are not submitting files as per the aforesaid time schedule for grant of financial upgradation under (ACP / MACP) Scheme in respect of their eligible employees to the Screening Committee.


3. It has therefore now been decided that all Heads of Offices shall process proposals for grant of ACP / MACP benefits to their eligible employees as per checklist attached herewith on individual files. All required documents as per the checklist must necessarily be attached with the proposal.

4. The individual files with proposals for grant of ACP / MACP will be put up by concerned Head of Office through the concerned Secretary to Personnel Department of the Administration which shall scrutinize the proposals and put up eligible cases for grant of ACP / MACP before the Screening Committee.

5. All the Heads of Offices are hereby requested to submit the files as explained above in respect of all such employees **whose cases have become due or shall become due for grant of ACP / MACP till March, 2014 on or before 30th November, 2013.**

6. The meeting of the Screening Committee which as per guidelines was to be held in July, 2013 is likely to be now held in the first week of December, 2013.

Encl : Check List


(S.K. Varma)
Deputy Secretary (Pers.)

To,
All Heads of Offices,
Daman / Diu

Copy to :
The Collector, Diu with a request to circulate to all the Heads of Offices in Diu District.

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CHECK LIST

INFORMATION REQUIRED TO BE PLACED BEFORE SCREENING COMMITTEE FOR THE PURPOSE OF PROCESSING THE CASES FOR GRANT OF BENEFITS UNDER ASSURED CAREER PROGRESSION (A.C.P.) / MODIFIED A.C.P. SCHEME

- 1. Name of Office / Department :
- 2. Name of Incumbent :
- 3. Designation :
- 4. Existing Pay Band + Grade Pay :

REGULAR APPOINTMENT

- 5. (a) Date of initial regular appointment by Direct recruitment :
- (b) Date of Clearance of Probation Period :
- 6. Whether any period of extraordinary leave / dies-non / break in service :
- 7. Length of regular service :

8. **PROMOTION**

Sr. No.	Date of Promotion, if any	Designation of the post to which promoted as per Recruitment Rules	Pay Scale of the Promotional Post*	Whether Promotion accepted or not

9. **ACP / MACP GRANTED, IF ANY** :

Sr. No.	Nature (1 st ACP / 2 nd ACP / 1 st MACP / 2 nd MACP)	Date of effect of ACP / MACP	Pay Scale / (Pay Band + Grade Pay) granted

10. **ACP / MACP PROPOSED NOW** :

Sr. No.	Higher Pay Band + Grade Pay being proposed as per ACP / MACP Scheme	Date of effect

★ Indicate revised Pay Band + Grade Pay, as per accepted recommendation of 6th Pay Commission and Orders of Government of India

(Signature of Head of Office)

P.T.O....2/-

Copies of following documents are attached herewith :

- Annexure - I** : Order of Initial Appointment
- Annexure - II** : Order for Clearance of Probation Period
- Annexure - III** : Promotion Orders, if any
- Annexure - IV** : Order debarring further Promotion, if any
- Annexure - V** : Notified Recruitment Rules of higher post (in case of ACP)
- Annexure - VI** : Order for grant of 1st ACP / 2nd ACP / 1st MACP / 2nd MACP, if any
- Annexure - VII** : Order of completion of Training of MTS, if any
- Annexure - VIII** : Order of Skill Test for Driver, if applicable
- Annexure - IX** : Work Performance / Integrity Certificate in original
- Annexure - X** : Vigilance Clearance Certificate in original
- Annexure - XI** : ACR / APAR Dossiers (Up-to-date and in original)

Indicate the Annexure Number (in CAPITALS) at the centre in corresponding copies.

Dated : / / 201

Signature of Head of Office