

No.6/11/2013-PER/ACP-MACP/3150  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220  
e-mail : [pers-dd@nic.in](mailto:pers-dd@nic.in)

Dated : 12/02/2015

- Ref : 1. No.6/11/2013-PER/ACP-MACP/2545 dated 14-11-2013  
2. No.6/11/2013-PER/ACP-MACP/3040 dated 06-01-2014

**C I R C U L A R**

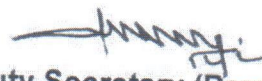
**Subject : Revised Checklist and formats for submission of proposals for ACP / MACP**

In partial modification to the circular in the preamble (1) and (2) above for submission of proposals for grant of financial up-gradation under ACP / MACP in respect of employees whose cases have become due, it has been decided that all Heads of Office shall process the proposals for grant of ACP / MACP benefits to eligible employees working under him, as per **revised Checklist** attached herewith on **individual files** along with all required documents as per the Checklist, together with a **Master File** with consolidated proposal(as per **Annexure 'C'**).

2. The Heads of Office shall **prepare checklist in duplicate**. One copy is to be placed in individual files along with all other required documents, and the other in the Master File. The consolidated statement is to be prepared in **Annexure 'A'** and **'B'**. The Master File together with Annexure 'A' and 'B' and the draft Agenda Note along with individual files, will be put up by concerned Head of Office through the concerned Controlling Officer to the Personnel Department. A draft of the **Model Noting Format, Agenda Note** and **Order** is also placed at **Annexure 'C', 'D' & 'E'** respectively for guidance of Officers.

3. All the Heads of Office are hereby requested to submit the files as explained above in respect of all such cases that have become due/ shall become due for grant of ACP / MACP.

Encl. : Checklist &  
Annexure 'A' & 'B' )  
Annexure 'C', 'D' & 'E')

  
Deputy Secretary (Pers.)

To  
All Heads of Office,  
Daman / Diu

Copy to :

The Deputy Collector, Diu to circulate the same to all Heads of Office in Diu District.

**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	
<b>REGULAR APPOINTMENT</b>		
5(a)	Date of initial appointment by direct recruitment on regular basis & pay scale (Indicate corresponding grade pay)	
(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 / ACP / MACP GRANTED (in chronological order)**

Sr. No.	Date of Promotion / ACP / MACP granted.	Indicate Promotion (P) / ACP (A) / MACP (M)	Designation of the post to which promoted as per RR – indicate NA in case of ACP/MACP	Pay scale of the Promotional post/ACP/MACP (Indicate Grade Pay in bracket in case of pay scale of 3 <sup>rd</sup> / 4 <sup>th</sup> / 5 <sup>th</sup> CPC)	Whether Promotion accepted or not – indicate NA in case of ACP / MACP

**9. ACP / MACP PROPOSED NOW.**

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

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** : Promotions 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 1<sup>st</sup> ACP / 2<sup>nd</sup> ACP / 1<sup>st</sup> MACP / 2<sup>nd</sup> MACP or any financial up-gradations 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** : **Copies** of ACR/APAR Dossiers duly attested by concerned Head of (ACRs /APARs for preceding five years from the date of eligibility)

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

Dated: / /201

**Signature of Head of Office**

ANNEXURE - A

**STATEMENT SHOWING THE RECOMMENDED EMPLOYEES FOR GRANT OF ACP/MACP TO GROUP 'A', 'B', 'C' & MULTITASKING STAFF OF DAMAN & DIU.**

Sr. No.	Name & Designation	Present Place of posting / Deptt.	Date of Appointment and Pay Scale <sup>1</sup>	Initial and	Promotion / ACP/MACP granted (in chronological order), Date and Pay Scale <sup>2</sup>	Proposed ACP (A) / MACP (M), Date of effect and Pay Scale	Remarks, if any

Note: In respect of all Pay Scales of 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> CPC, indicate Grade Pay (GP) as per 6<sup>th</sup> CPC in bracket after the Pay Scale as per 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> CPC.

1. Eg. 01.01.2000, Rs.3050-4590 (GP Rs.1900)
2. Eg. 1<sup>st</sup> ACP, 01.01.2005 Rs.4000-6000 (GP Rs.2400)
3. Eg: 1<sup>st</sup> MACP, 01.01.2012 PB-3 (GP Rs.5400)

<Name, Designation and Signature of Head of Offices>

ANNEXURE - B

STATEMENT SHOWING ACR GRADING / VIGILANCE / INTERITY

Sr.No	Name of the employee <sup>1</sup>	Present place of posting	Nature of Financial up-gradation proposed (1 <sup>st</sup> ACP / 2 <sup>nd</sup> ACP / 1 <sup>st</sup> MACP / 2 <sup>nd</sup> MACP / 3 <sup>rd</sup> MACP)	Due date of ACP/MACP	Vigilance Clearance as on today <sup>2</sup> (Yes/No)	Details of Major / Minor Penalty imposed in last 10 years. State Nil or furnish details as the case may be.	Year for which ACR/APAR required (5 years preceding the eligible date of ACP/MACP)	Years for which ACR / APAR available	ACR/APAR Grading(Good, Very Good, Excellent)

1. In case more than one up-gradation is proposed to be given, separate rows (with the name being repeated) be used.

2. No Vigilance Clearance can be given in following circumstances:

- (a) Government servants under Suspension
- (b) Government servants in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending ; and
- (c) Government servants in respect of whom prosecution for a criminal charge is pending.

<Name, Designation and Signature of Head of Office>

ANNEXURE 'C'- MODEL FILE NOTING

Subject: Proposal for Grant of ACP / MACP for Officials of the Department of  
<Name of Department>

**Submitted.**

This is the proposal for grant of ACP/MACP to the officials of office of \_\_\_\_\_.

As per the circular issued by the Personnel Section vide No. \_\_\_\_\_ dated \_\_\_\_\_ regarding grant of financial up-gradation under ACP / MACP Scheme to Central Government Civilian Employees with Check list, all Heads of Offices were requested to process the proposal for grant of ACP/MACP benefits to their eligible employees as per checklist attached with the circular, on individual files along with all required documents. Accordingly, proposals have been prepared in respect of all eligible employees of the department (Name of Department) in individual files and copy of checklist is also placed in this Master File

e in respect of \_\_\_\_\_ (indicate here the number of employees) from C/ \_\_\_\_\_ to C/ \_\_\_\_\_.

2. The Departmental Screening Committee constituted for grant of benefit under ACP / MACP Scheme for Group 'A', 'B', 'C' & Multitasking staff as per order dated 12.03.2014 is as under:

1. Development Commissioner/Finance Secretary, DD/DNH : Chairman  
(as the case may be)
2. Senior most DANICS Officer posted in DD/DNH : Member
3. Deputy / Joint Secretary(Personnel), Daman : Member
4. Deputy / Joint Secretary (Finance), Daman : Member
5. Head of Office concerned : Member
6. 1(One) additional member to be nominated : Member  
by the Chairman of DSC/DPC/Screening  
Committee : Member

3. The draft Agenda note along with all documents (**Annexure 'A', 'B'**) in respect of eligible employees of the department for grant of ACP and MACP Scheme is placed herewith, for kind perusal and consideration, at page C \_\_\_\_\_ to C \_\_\_\_\_

4. The Hon'ble Development Commissioner / Finance Secretary (as the case may be), DD & DNH being the Chairman of the Departmental Screening Committee may kindly give a suitable date for DSC meeting.

Submitted for approval please.

(<Name of Head of Office>  
<Designation>  
<Date>

<Designation of Controlling Officer of Head of Office.>  
Deputy Secretary (Personnel), Daman

ANNEXURE 'D'-MODEL AGENDA NOTE  
**AGENDA NOTE FOR DPC**

**Subject: Proposal for Grant of ACP / MACP**

The Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), New Delhi vide O.M. No.35084/97-Estt.(D) dated 09.08.1999 had introduced the Assured Career Progression (ACP) Scheme for the Central Government Civilian Employees. Under the ACP Scheme, two financial up-gradations were granted to employees at interval of 12 and 24 years of regular service. Financial up-gradations under ACP Scheme were available only if no regular promotions during the prescribed period of 12 and 24 years had been availed by the employee. In case, of isolated posts, in the absence of defined hierarchy, financial up-gradation was given in the immediate next higher pay scale as indicated in Annexure-II of OM dated 09.08.1999.

2. The Ministry of Personnel, Public Grievances and Pensions, (Department of Personnel and Training), New Delhi vide O.M. No.35034/3/2008-Estt.(D) dated 19<sup>th</sup> May, 2009 in supersession of the previous ACP Scheme, has now introduced the Modified Assured Career Progression Scheme (MACP) with effect from 01.09.2008. In other words, financial up-gradations as per the provisions of the earlier ACP Scheme would be granted till 31.08.2008. There shall be three financial up-gradations under the MACPS counted from the direct entry grade on completion of 10, 20 and 30 years of regular service respectively. The MACP Scheme envisages merely placement in the immediate next higher Grade Pay in the hierarchy of the recommended revised Pay Band and Grade Pay as given in Section-1 Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008.

3. As per the circular issued by the Personnel Section, the department has prepared the proposals of \_\_\_\_\_ (indicate number here) eligible employees in individual files as per checklist.

4. The statement showing the details of recommended employees is enclosed at **Annexure 'A'**.

5. The Gradation of ACR / Work Performance / Integrity / Vigilance Certificate is placed at **Annexure 'B'**.

6. The Screening Committee may consider the cases of the employees as per Annexure 'A' for grant of ACP / MACP benefits.

**Controlling Officer**

**Name, Designation and  
Signature of Head of Office**

**ANNEXURE 'E' - MODEL ORDER**

(Name of Office)

सं. / No.

तिथि / Date:     /     / 2015

**O R D E R**

**Subject: Grant of financial up-gradation as per ACP / MACP Scheme.**

On the recommendation of the Screening Committee constituted for grant of financial up-gradation under the ACP / Modified Assured Career Progression Scheme to the officials in accordance with the instructions contained in O.M. No.35034/3/2008-Estt (D) dated 19.05.2009 of the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & training, the \_\_\_\_\_ is pleased to grant the following officials financial up-gradation as per ACP/MACP Scheme w.e.f. the date mentioned against their names:

Sr. No.	Name & Designation of the Official	Present Pay Scale (with Grade Pay)	Date of Initial Appointment	1 <sup>st</sup> MACP/ACP, 2 <sup>nd</sup> MACP/ACP or 3 <sup>rd</sup> MACP (as the case may be)	Date of Grant	Pay Scale (Pay Band and Grade Pay) Granted

2. The officials concerned may be allowed to exercise their option if any under FR 22 within one month of issuance of the order.
3. The grant of higher pay scale is subject to the undertaking that in the event of over payment which may be detected at a later state will be recovered from their pay.
4. The Head of Office concerned is requested to ensure before issuing final order that 10 years of regular service of the official does not include the period of service rendered in State Government/Statutory Body/Autonomous Body/Public Sector Organization/Daily wages or Contract basis service as period of past service in these bodies is not to be counted for grant of financial up-gradation under MACP Scheme.
5. The concerned Head of Office is also requested to ensure that the officials are clear from Vigilance angle.

This is issued with the approval of \_\_\_\_\_ vide diary No. \_\_\_\_\_ dated \_\_\_\_\_.

To  
All Concerned

<Name of Officer>  
Deputy Secretary <concerned department>  
Daman