

No.6/11/2013-PER/ACP-MACP/1879
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220
e-mail : pers-dd@nic.in

Dated : 09/ 10 / 2015

Read: Circular No. 6/11/2013-PER/ACP-MACP/3150 dated 12-02-2015.

CIRCULAR

Subject:	Introduction of Single Window System in Personnel Department for receiving proposal for grant of financial up-gradation under ACP / MACP Schemes w.e.f 01 st September, 2015 – reg.
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Personnel Department, Daman & Diu vide Circular quoted in preamble above issued guidelines regarding revised checklist and formats for submission of proposals for grant of ACP / MACP.

2. It is observed that even after issuance of the above guidelines, there is delay in finalizing proposals due to shortcomings / discrepancies in the proposal. The common discrepancies found during scrutiny of proposals are as under:

(i) Non-submission of Master file alongwith individual files with all required documents as per checklist.

(ii) Year for which ACR / APAR required.

(iii) Proposal not in prescribed format as circulated by Personnel Department.

3. As regards to years for which the ACR / APAR need to be assessed by DSC, all departments may observe that ACRs / APARs of five years that became available during the year immediately preceding the year of eligibility of ACP / MACP is to be considered. In other words, for the eligibility year 2000, ACRs / APARs upto the year 1998 are required to be considered. (i.e. Year of eligibility minus 2 and ACRs / APARs preceding 5 years).

4. In order to reduce delay in finalizing the proposal due to shortcomings / discrepancies, it has been decided to introduce Single Window System for receiving proposal for grant of financial up-gradation under ACP / MACP Schemes w.e.f 01st September, 2015.

5. Under this system, the department concerned will now be required to bring their complete proposal in the format circulated by Personnel Department vide Circular dated 12-02-2015. [Annexed at page No.64-71]



6. It has been further decided that all departments shall henceforth authorize the Dealing Assistant to appear in the Personnel Department in person with a prior appointment (Ph. No. 2230023) and hand over the proposal, complete in all respect, with all the documents / files as per the checklist. The proposal received at the window would initially be scrutinized in terms of the information sought in the proforma and in consonance with the checklist. Incomplete cases would be returned at the counter itself after pointing out deficiencies. Only cases, which are complete in all respect as per the checklist, would be recommended for further submission of the proposal by the concerned department through the concerned Controlling Officer to the Personnel department.

7. In order to facilitate availability of all the instructions / guidelines on MACP Scheme, all instructions / guidelines issued till date are consolidated and annexed. Revised pay structure for certain category of posts such as **Pharmacists, Teachers, Drivers** is also annexed for ready reference. **[Annexed at page No.1-63]**

8. **A draft Minutes of the meeting** in model format **[Annexed at page No.72-74]** shall be brought by the Head of Office at the time of DSC meeting. This is a model format and could be modified based on specific facts of individual case.

9. All Heads of Office, Daman & Diu are requested to take note of the above new system being introduced by the Personnel Department and bring the same to the notice of all the dealing Assistants.

Encl: As above


(P.S. Jani)
Additional Secretary (Pers.)
Tel- 2230023

To
All Heads of Office,
Daman / Diu.

Copy to:

1. The P.S. to the Development Commissioner, Secretariat, Daman.
2. The SIO, NIC, Daman for uploading in Administration Website.
3. Office copy / Guard file.

CONSOLIDATED INSTRUCTIONS ON

**“MODIFIED ASSURED
CAREER PROGRESSION
SCHEME FOR CENTRAL
GOVERNMENT CIVILIAN
EMPLOYEES (MACPS)”**

[UPDATED AS ON 17-08-2015]

**UT ADMINISTRATION OF DAMAN & DIU
(DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS)
SECRETARIAT, DAMAN.
pers-dd@nic.in**

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MODIFIED - ASSURED CAREER PROGRESSION SCHEME

INTRODUCTION:

The Department of Personnel & Training, vide their Office Memorandum No. 35034/3/2008-Estt (D) dated 19th May 2009, have issued a detailed scheme, known as the "Modified Assured Career Progression Scheme for the Central Government Civilian Employees". This scheme will supersede the previous ACP scheme and clarifications issued thereon. It will be applicable to all regularly appointed Group 'A' & 'B' & 'C' employees except the officers of organized Group "A" services. The status of Group 'D' employees would cease on their completion of prescribed training and would be treated as Group 'C' employees.

2. The scheme would be operational w.e.f. 01.09.2009. Financial upgradation as per the provisions of the earlier ACP Scheme of August, 1999 would be granted till 31.08.2008.

THE SCHEME:

3. There shall be three financial upgradation on completion of 10, 20, and 30 years services respectively, counted from direct entry grade.

4. Benefit of Pay Fixation like regular promotion, i.e. increase the band pay by 3 % of total pay (Basic Pay + Band Pay) drawn before such upgradation. The grade would be the immediate next higher grade pay as recommended by 6th Pay Commission and accepted by the Government. This Grade Pay could be different from that employee is entitled for at the time of regular promotions. In such cases higher grade will be given at the time of actual promotion and there will not be any enhancement in band pay.

ILLUSTRATION I:-

A Government servant joined service in PB-1 with Grade Pay of Rs.1,900. He gets no promotion till 10 years on completion of 10 years, he shall get Grade Pay of Rs.2000 & Band Pay increased by 3 % of (Basic Pay + Band Pay).

If he gets promotion, say to the grade with Grade Pay 2,400, he will only be granted higher grade pay. No additional increment will be granted at this stage.

5. Promotions earned/upgradation under ACP which now carry the same Grade Pay due to merger of scales, shall be ignored for the purpose of upgradation under MACPS.

ILLUSTRATION II :-

Pre revised scales in hierarchy in an organization are as under:

5000-150-8000

5500-175-9000

6500-200-10500

- (a) A Government Servant recruited in the scale 5000-150-8000 who did not get any promotion for 25 years prior to 1.1.2006 would have got two upgradations under ACP to 5500-9000 and 6500-10500.
- (b) Another Government Servant recruited in scale 5000-150-8000 got two promotions for the higher grades of 5500-150-9000 and 6500-200-10,500.

Now, in both cases as a result of merger of the above three scales, the above promotion/upgradation will be ignored. Both will be granted Grade Pay of Rs. 4200 in PB-2. Subsequently two upgrades under MACPS to next two higher grades of Rs. 4600 and Rs 4800 in PB-2.

6. If ACP has been granted till 1.1.2006, the revised pay will be fixed with reference to the pay scale granted to them under the ACPS. If ACP granted between 1.1.2006 and 31.8.2008, Govt. Servant can get his pay fixed in revised pay structure either w.e.f 1.1.2006 or from the date of grant of ACP. In case of second option no arrears of pay will be given till the date of upgradation. If granted ACP under old scheme to a grade, which has been upgraded the pay of such employee will be fixed in revised pay structure w.e.f. the higher grade pay granted to the post.

ILLUSTRATION-III :-

If a Government Servant given ACP to the scale of 6500-10500. The corresponding grade pay would be 4200/- But the scale 6500-10500 has been upgraded to 7500-12000. hence the corresponding grade pay given will be Rs. 4800 in PB-2.

OTHER IMPORTANT POINTS TO REMEMBER :-

- On getting upgradation under MACPS Government Servant has option under ER 22 (1) (a) (1) to get his pay fixed either from the date of upgradation or from DNI viz 1st July.
- Promotion earned in the post carrying same grade pay in the hierarchy as per Recruitment Rule shall be counted for the purpose of MACPS.
- Grade Pay 5400/- in PB-2 and 5400 in PB-3 shall be treated separate Grade Pays for the purpose of MACPS.
- Regular service for MACPS shall commence from date of joining in direct entry grade on regular basis as DR or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not count. However, past continuous regular service in another department in the same grade without break shall count for MACP (not for regular promotion).
- Past service rendered in a State Government/Statutory body/Autonomous body/PSU before appointment in Government service, shall not count. (K)
- Any other time bound promotion scheme including in-situ promotion scheme, shall not run concurrently with in MACPS. Exception being Staff Car Driver Scheme only as a fall back option.
- This MACPS shall not automatically extend to Autonomous/Statutory Bodies under various Ministries/Departments a decision in this regard shall be taken by respective Governing Body/Board of Directors and the final approval by the concerned Ministry or Department.
- If financial upgradation is deferred due to employee being unfit or due to departmental proceedings etc., this would have consequential effect on subsequent upgradation(s) which would also get deferred.
- Financial upgradation under MACPS will not change status, designation or classification. However, certain other benefits linked to pay drawn as HBA, govt. accommodation etc. shall be permitted.

- In case of Disciplinary/Penalty proceedings, MACPS shall be subject to rules governing normal promotion under the provision of CCS (CCA) Rules 1965.
- No reservation orders/rosters shall apply to MACPS.
- Upgradation is purely personal, no relevance to his seniority, there shall be no stepping up of pay. This will be taken in to account for retirement benefits.
- If a surplus employee gets appointed in same or lower scale in a new organization his earlier service shall count for the purpose of MACPS.
- If an employee goes to a lower scale by choice after getting first promotion/upgradation, he will get 2nd/3rd upgradation after 20/30 years of regular service.
- If promotion refused, no financial upgradation will be given. If upgradation given and subsequent promotion is refused, upgradation will not be withdrawn. However, he shall not be eligible for next upgradation unless he agrees to be considered for promotion again. Future upgradation(s) shall be deferred to the extent of period of debarment due to the refusal.
- Employees on deputation need not revert. They may exercise fresh option to draw pay of deputation post or the pay admissible under MACPS, whichever is beneficial.

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IMMEDIATE

No.35034/3/2008-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, the 19th May, 2009

OFFICE MEMORANDUM

SUBJECT: - MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.

The Sixth Central Pay Commission in Para 6.1.15 of its report, has recommended Modified Assured Career Progression Scheme(MACPS). As per the recommendations, financial upgradation will be available in the next higher grade pay whenever an employee has completed 12 years continuous service in the same grade. However, not more than two financial upgradations shall be given in the entire career, as was provided in the previous Scheme. The Scheme will also be available to all posts belonging to Group "A" whether isolated or not. However, organised Group "A" services will not be covered under the Scheme

2. The Government has considered the recommendations of the Sixth Central Pay Commission for introduction of a MACPS and has accepted the same with further modification to grant three financial upgradations under the MACPS at intervals of 10, 20 and 30 years of continuous regular service .

3. The Scheme would be known as "MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES." This Scheme is in supersession of previous ACP Scheme and clarifications issued there under and shall be applicable to all regularly appointed Group "A", "B", and "C" Central Government Civilian Employees except officers of the Organised Group "A" Service.* The status of Group "D" employees would cease on their completion of prescribed training, as recommended by the Sixth Central Pay Commission and would be treated as Group "C" employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government only on adhoc or contract basis shall not qualify for benefits under the aforesaid Scheme. The details of the MACP Scheme and conditions for grant of the financial upgradation under the Scheme are given in Annexure-1.

4. An Screening Committee shall be constituted in each Department to consider the case for grant of financial upgradations under the MACP Scheme. The Screening Committee shall consist of a Chairperson and two members. The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a grade above the members of the Committee.

* MACPS is now applicable to those officers who are inducted to the ~~organised~~ Gp 'A' Services at a later stage (nearing retirement) of their service.

[Auth: NO. 35034/10/2011-Estt(D)
11.12.2011]

5. The recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organisation/competent authority in other cases for approval.

6. In order to prevent 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 first week of July of a year for advance processing of the cases maturing in that half. Accordingly, 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.

7. However, to make the MACP Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee within a month from the date of issue of these instructions to consider the cases maturing upto 30th June, 2009 for grant of benefits under the MACPS.

8. 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.

Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the MACP Scheme shall be given by the Department of Personnel and Training (Establishment-D). The scheme would be operational w.e.f. 01.09.2008. In other words, financial upgradations as per the provisions of the earlier ACP Scheme (of August, 1999) would be granted till 31.08.2008.

10. No stepping up of pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.

It is clarified that no past cases would be re-opened. Further, while implementing the MACP Scheme, the differences in pay scales on account of grant of financial upgradation under the old ACP Scheme (of August 1999) and under the MACP Scheme within the same cadre shall not be construed as an anomaly.

12. Hindi version will follow.

(S.Jainendra Kumar)
Deputy Secretary to the Govt. Of India

To

All Ministries/Departments of the Government of India

Contd.P.31

Copy to :-

1. President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Supreme Court/Rajya Sabha Secretariat/ Lok Sabha Secretariat/ Cabinet Secretariat/UPSC/CVC/C&AG/Central Administrative Tribunal (Principal Bench), New Delhi.
2. All attached/subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.
3. Secretary, National Commission for Minorities.
4. Secretary, National Commission for Scheduled Castes/Scheduled Tribes
5. Secretary, Staff Side, National Council (JCM), 19-C, Ferozshah Road, New Delhi
6. All Staff Side Members of the National Council (JCM)
7. Establishment (D) Section - 1000 copies
8. NIC, DoPT, North Block for uploading of the OM in DoPT website.

Page 4

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ANNEXURE-IMODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)

1. There shall be three financial upgradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay.

2. The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section 1, Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre/organisation will be given only at the time of regular promotion.

3. * The financial upgradation under the MACPS would be admissible up-to the grade pay of Rs. 12000/- in the PB-4.

4. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Government Servant joins as a direct recruit in the grade pay of Rs. 1900 in PB-1 and he gets no promotion till completion of 10 years of service, he will be granted financial upgradation under MACPS in the next higher grade pay of Rs. 2000 and his pay will be fixed by granting him one increment plus the difference of grade pay (i.e. Rs. 100). After availing financial upgradation under MACPS, if the Government servant gets his regular promotion in the hierarchy of his cadre, which is to the grade of Rs. 2400, on regular promotion, he will only be granted the difference of grade pay between Rs. 2000 and Rs. 2400. No additional increment will be granted at this stage.

5. Promotions earned/upgradations granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay scales/upgradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting upgradations under Modified ACPS.

* * MACPS is now available upto HAG Scale of ^{Comd P-5}
Rs. 67000 - 73000/-

[Auth: No. 35034/3/2008 - Estt (D)
dtd 24th December 2010]

Illustration-

The pre-revised hierarchy (in ascending order) in a particular organization was as under:-

Rs. 5000-8000, Rs. 5500-9000 & Rs. 6500-10500.

- (a) A Government servant who was recruited in the hierarchy in the pre-revised pay scale Rs. 5000-8000 and who did not get a promotion even after 25 years of service prior to 1.1.2006, in his case as on 1.1.2006 he would have got two financial upgradations under ACP to the next grades in the hierarchy of his organization, i.e., to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500.
- (b) Another Government servant recruited in the same hierarchy in the pre-revised scale of Rs. 5000-8000 has also completed about 25 years of service, but he got two promotions to the next higher grades of Rs. 5500-9000 & Rs. 6500-10500 during this period.

In the case of both (a) and (b) above, the promotions/financial upgradations granted under ACP to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500 prior to 1.1.2006 will be ignored on account of merger of the pre-revised scales of Rs. 5000-8000, Rs. 5500-9000 and Rs. 6500-10500 recommended by the Sixth CPC. As per CCS (RP) Rules, both of them will be granted grade pay of Rs. 4200 in the pay band PB-2. After the implementation of MACPS, two financial upgradations will be granted both in the case of (a) and (b) above to the next higher grade pays of Rs. 4600 and Rs. 4800 in the pay band PB-2.

6. In the case of all the employees granted financial upgradations under ACP before 01.01.2006, their revised pay will be fixed with reference to the pay scale granted to them under the ACPS.

6.1 In the case of ACP upgradations granted between 01.01.2006 and 31.08.2008, the Government servant has the option under the CCS (RP) Rules, 2008 to have his pay fixed in the revised pay structure either (a) w.e.f. 01.01.2006 with reference to his pre-revised scale as on 01.01.2006; or (b) w.e.f. the date of his financial upgradation under ACP with reference to the pre-revised scale granted under ACP. In case of option (b), he shall be entitled to draw his arrears of pay only from the date of his option i.e. the date of financial upgradation under ACP.

6.2 In cases where financial upgradation had been granted to Government servants in the next higher scale in the hierarchy of their cadre as per the provisions of the ACP Scheme of August, 1999, but whereas as a result of the implementation of Sixth CPC's recommendations, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted to the post. To illustrate, in the case of Jr. Engineer in CPWD, who was granted 1st ACP in his hierarchy to the grade of Asstt. Engineer in the pre-revised scale of Rs.6500-10500 corresponding to the revised grade pay of Rs.4200 in the pay band PB-2, he will now be granted grade pay of Rs.4600 in the pay band PB-2 consequent upon upgradation of the post of Asstt. Engga. in CPWD by granting them the grade pay of Rs.4600 in PB-2 as a result of Sixth CPC's recommendation. However, from the date of implementation of the MACPS, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified vide CCS (Revised Pay) Rules, 2008.

Contd. P-61.

7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, a Government servant has an option under FR22 (1) (a) (i) to get his pay fixed in the higher post/ grade pay either from the date of his promotion/upgradation or from the date of his next increment viz. 1st July of the year. The pay and the date of increment would be fixed in accordance with clarification no.2 of Department of Expenditure's O.M. No.1/1/2008-IC dated 13.09.2008.

8. Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.

8.1 Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs. 5400 is now in two pay bands viz., PB-2 and PB-3. The grade pay of Rs. 5400 in PB-2 and Rs.5400 in PB-3 shall be treated as separate grade pays for the purpose of grant of upgradations under MACP Scheme.

9. 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory probation period in the new post.

10. Past service rendered by a Government employee in a State Government/statutory body/Autonomous body/Public Sector organisation, before appointment in the Government shall not be counted towards Regular Service.

11. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority.

12. The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment.

13. Existing time-bound promotion scheme, including in-situ promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.

14. The MACPS is directly applicable only to Central Government Civilian employees. It will not get automatically extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department. Keeping in view the financial implications involved, a conscious decision in this regard shall have to be taken by the respective Governing Body/Board of Directors and the administrative Ministry concerned and where it is proposed to adopt the MACPS, prior concurrence of Ministry of Finance shall be obtained.

Conditions/procedures for extension of MACPS to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department have been laid down vide D.O. No. 35034/3/2010-E&H.

15. If a financial upgradation under the MACPS is deferred and not allowed after 10 years in a grade pay, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.

16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.

17. The financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above.

18. In the matter of disciplinary/ penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.

19. The MACPS contemplated is merely placement on personal basis in the immediate higher grade pay grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.

20. Financial upgradation under the MACPS 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 employees on the ground that the junior employee in the grade has got higher pay/grade pay under the MACPS.

21. Pay drawn in the pay band and the grade pay allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.

22. If Group "A" Government employee, who was not covered under the ACP Scheme has now become entitled to say third financial upgradation directly, having completed 30 year's regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly.

§ These provisions have been modified. As such, where the financial upgradation under MACPS also happen to be in the promotional grade and benchmark for promotion is lower than the benchmark for grant of benefits under MACPS, the benchmark for promotion shall apply to MACPS.

¶ where promotions are given on non-selection basis (i.e. Seniority-cum-fitness basis) the prescribed benchmark shall not apply for promotion.

23. In case an employee is declared surplus in his/her organisation and appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organisation shall be counted towards the regular service in his/her new organisation for the purpose of giving financial upgradation under the MACPS.

24. In case of an employee after getting promotion/ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial upgradations on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.

25. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal.

26. Cases of persons holding higher posts purely on adhoc basis shall also be considered by the Screening Committee alongwith others. They may be allowed the benefit of financial upgradation on reversion to the lower post or if it is beneficial viz. the pay drawn on adhoc basis.

27. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to draw the pay in the pay band and the grade pay of the post held by them or the pay plus grade pay admissible to them under the MACPS, whichever is beneficial.

28. Illustrations

- A (i) If a Government servant (LDC) in PB-I in the Grade Pay of Rs.1900 gets his first regular promotion (UDC) in the PB-I in the Grade Pay of Rs.2400 on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion then he would be eligible for 2nd financial upgradation under the MACPS in the PB-I in the Grade Pay of Rs.2800 after completion of 18 years (8+10 years).
- (ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation in the PB-II in Grade Pay of Rs.4200 on completion of further 10 years of service i.e. after 28 years (8+10+10).
- (iii) However, if he gets 2nd promotion after 5 years of further service in the pay PB-II in the Grade Pay of Rs.4200 (Asstt. Grade/Grade "C") i.e. on completion of 23 years (8+10+5 years) then he would get 3rd financial upgradation after completion of 30 years i.e. 10 years after the 2nd ACP in the PB-II in the Grade Pay of Rs.4600.

★ Stands amended. ^{Consider}
 Now, ... in case of transfer, including unilateral transfer on request, regular service rendered in previous organisation/office shall be counted alongwith regular service in the new organisation for the purpose of getting financial upgradation under the MACPS ... (iv-d) 44

In the above scenario, the pay should be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay as in the higher Grade Pay. Only the difference of grade pay would be admissible at the time of promotions.

8. If a Government servant (LDC) in PB-I in the Grade Pay of Rs.1900 is granted 1st financial upgradation under the MACPS on completion of 10 years of service in the PB-I in the Grade Pay of Rs.2000 and 5 years later he gets 1st regular promotion (UDC) in PB-I in the Grade Pay of Rs.2400, the 2nd financial upgradation under MACPS (in the next Grade Pay w.r.t. Grade Pay held by Government servant) will be granted on completion of 20 years of service in PB-I in the Grade Pay of Rs.2800. On completion of 30 years of service, he will get 3rd ACP in the Grade Pay of Rs. 4200. However, if two promotions are earned before completion of 20 years, only 3rd financial upgradation would be admissible on completion of 10 years of service in Grade Pay from the date 2nd promotion or at 30th year of service, whichever is earlier.

- C. If a Government servant has been granted either two regular promotions or 2nd financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service then only 3rd financial upgradation would be admissible to him under the MACPS on completion of 30 years of service provided that he has not earned third promotion in the hierarchy.


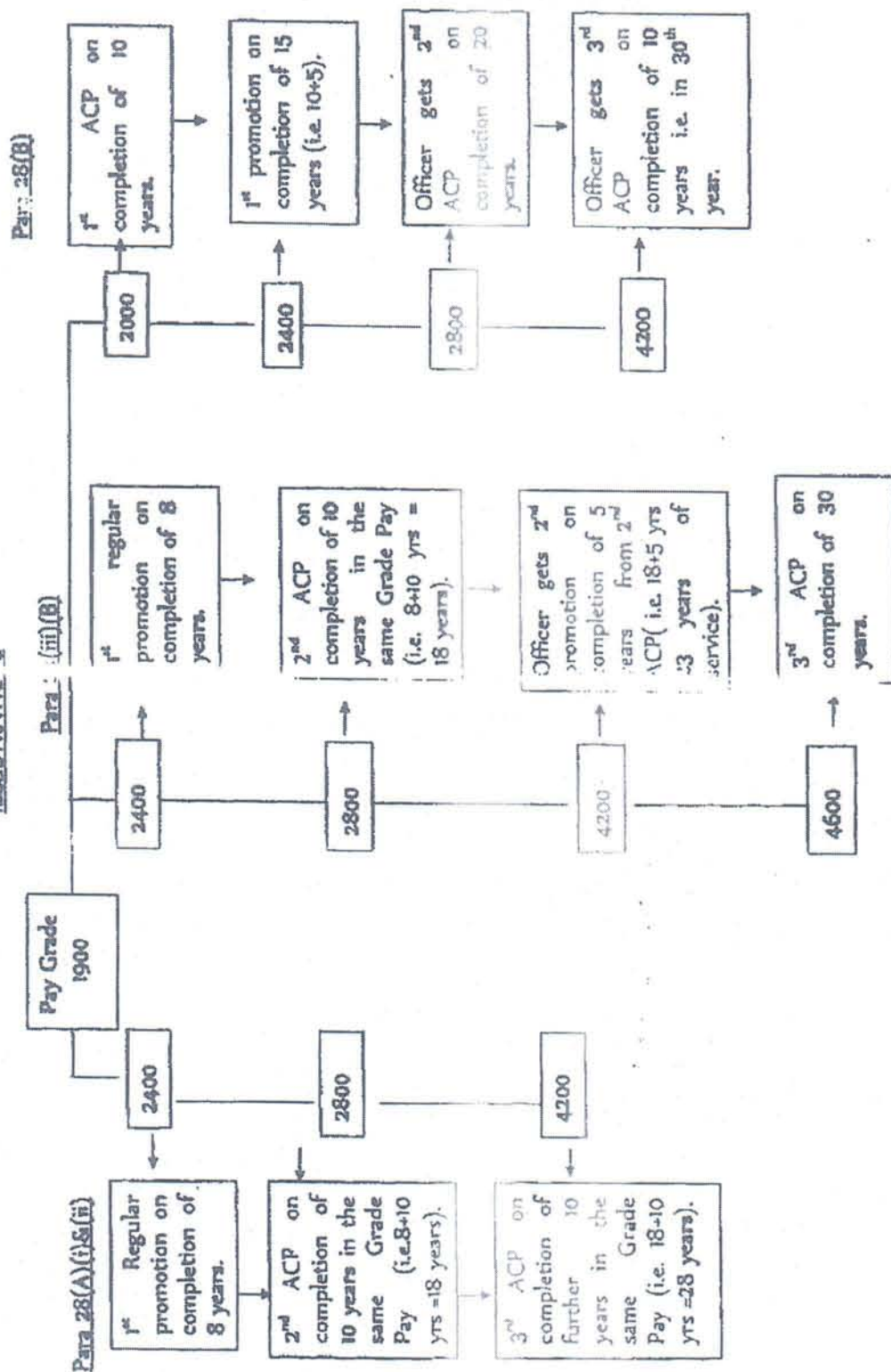

(S. Jainendra Kumar)
Deputy Secretary to the Govt. Of India.

ILLUSTRATION 5



**FREQUENTLY ASKED QUESTIONS (FAQs) ON MODIFIED ASSURED CAREER
PROGRESSION SCHEME**

	Point of doubt	Clarification
1.	What is Modified Assured Career Progression Scheme (MACPS) ?	The MACP Scheme for Central Civilian Government Employees is in supersession of earlier ACP Scheme . Under the MACP Scheme three financial Up-gradations are allowed on completion of 10, 20, 30 years of regular service, counted from the direct entry grade. The MACPS envisages merely placement in the immediate next higher grade pay as given in Section I, Part -A of the first schedule of the CCS (Revised Pay) Rules 2008, in case no promotion has been earned by the employee during this period.
2.	From which date the MACPS is effective?	The MACPS is effective w.e.f. <u>01.09.2008</u> or on completion of 10, 20 & 30 years of continuous regular service, whichever is later. Financial upgradation will also be admissible whenever a person has spent 10 years continuously in the same grade pay. (Para 9 of OM dated 19/5/2009)
3.	Who are entitled for financial upgradation under the MACPS?	The MACPS is applicable to all Central Government Civilian Employees.

4.	What norms are required to be fulfilled while granting the benefits under MACPS	<p>The financial upgradation would be on <u>non-functional basis</u> subject to fitness in the hierarchy of pay band and grade pay within PB-1. Thereafter, only the benchmark of 'Good' would be applicable till the grade pay of Rs.6600 in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs.7600 and above. However, where the financial upgradation under the MACPS also happen to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefits under MACPS as mentioned in para 17 of the Scheme, the benchmark for promotion shall apply to MACP also.</p> <p>OM.No.35034/3/2008-Estt(D) dated 01/11/2010</p>
5.	Whether Pay Band would be changed at the time of grant of financial upgradation under MACPS	<p>Yes.</p> <p>OM.No.35034/3/2008-Estt.(D) dated 09/09/2010</p>
6.	Whether the promotions in same grade would be counted for the purpose of MACPS?	<p>The financial up-gradation under the MACPS is in the immediate next higher grade pay in the hierarchy of recommended revised pay bands and grade pay as given in CCS (Revised Pay) Rules, 2008. However if the promotional hierarchy as per recruitment rules is such that promotions are earned in the same grade pay, then the same shall be counted for the purpose of MACPS.</p>
7.	How will the benefits of ACP be granted if due between 01.01.2006 and 31.08.2008	<p>The revised pay structure has been changed w.e.f. 01.01.2006 and the benefits of ACP have been allowed till 31.08.2008. Hence, the benefits of revised pay structure would be allowed for the purpose of ACP. (OM No.35034/3/2008-Estt. dated 9.9.2010).</p>

(d) when promotions are given on non-selection basis (i.e. sensitivity - cum - fitness basis), the prescribed benchmark shall not apply for the purpose of grant of financial upgradation under MACP scheme.

[D.O. No. dated 04/10/2012]

8.	Whether appointment would be counted towards qualifying service for MACPS	No. Only continuous regular service is counted towards qualifying service for the purpose of MACPS. The regular service shall commence from the date of joining of a post in direct entry grade on a regular basis. (Para 9 of the MACPS)
9.	Whether State Government service shall be reckoned for the purpose of MACPS	No. Only regular service rendered in the Central Government's Department/Office is to be counted for the purpose of MACPS, as the Scheme is applicable to the Central Government Civilian Employees only. (MACPS , Para 10)
10.	What are the periods included in the regular service?	All period spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority shall be included in the regular service. (Para 11, MACPS)
11.	How is the MACPS to be extended to the staff of Autonomous and Statutory Bodies.	Procedure prescribed in OM No.35034/3/2010-Estt(D), Dated 03/08/2010 would be followed by the administrative Ministries/Departments concerned for extension of the MACPS to the employees of Autonomous and Statutory Bodies under their control.
12.	Whether the cases of grant of financial upgradation allowed under the ACPS between 01.09.2008 and 19.05.2009, the date of issue of the Scheme are be reviewed?	Yes. Since the benefits of ACPS have been discontinued w.e.f. 01.09.2008, the cases settled between 01.09.2008 and 19.05.2009, in terms of previous ACP Scheme shall be reviewed.
13.	Whether the past continuous regular service in another Govt. Deptt. in a post carrying same grade pay prior to regular appointment in a new Deptt. without a break shall be counted towards qualifying regular service for the purpose of MACPS.	Yes. (Para 9, MACPS)

14.	Upto what grade pay the benefits under the MACPS is allowed?	The benefits of MACPS are being up-to HAG scale of Rs.67000-79000/. (DOPT's O.M.No.35034/3/2008-Estt.(D) dated 24.12.2010)
15.	How the cases of pre-revised pay scales (Rs.5000-8000 & Rs.5500-9000 and Rs.6500-10500 & Rs.7450-11500) merged w.e.f. 01.01.2008 are to be decided under MACPS?	The cases would be regulated in accordance with para 5 of Annexure-I of MACPS. The Ministries/ Departments are expected to re-organise cadres and frame common RRs for the post in merged scales.
16.	Whether 'Non-functional Scale' of Rs.8000-13500 (revised to grade pay of Rs.5400 in PB-3) would be viewed as one financial upgradation for the purpose of MACPS.	Yes, in terms of para 8.1 of Annexure-I of MACPS dated 19.05.2009.
17.	Whether 'time bound promotion' scheme can run concurrently with MACPS.	No. (Para 13 of MACPS)
18.	Whether Staff Car Driver Scheme can run concurrently with MACPS	DOPT vide O.M. No.35011/03/2008-Estt.(D),30/07/2010 has extended the benefits of MACPS to Staff Car Drivers as a fall back option.
19.	Whether the placement of erstwhile Gr. D employees as Staff Car Driver, ordinary grade, would count as a promotion?	No. The model RRs for Staff Car Drivers provide deputation/ absorption as a method of appointment for erstwhile Gr. D employees. The placement as staff Car Driver is not in the hierarchy hence the same would not be counted as promotion under MACPS. The regular service for the MACPS would be from the date of appointment as Staff Car Driver.

20.	Whether designation, classification or higher status would change on account of financial upgradation under MACPS	There shall be no change in the designation, classification or higher status on grant of financial upgradation under MACPS, as the upgradation under the Scheme is purely personal and merely placement in the next higher grade pay. (Para 16 of Annexure-I of MACPS refers)
21	If a financial upgradation under the MACPS is deferred due to the reason of the employees being 'unfit' or due to departmental proceedings, etc, whether this would have consequential effect on the subsequent financial upgradation.	Yes, this would have consequential effect on the subsequent financial upgradation, which would also get deferred to the extent of delay in grant of financial upgradation. (MACPS, Para 15)
22.	Whether the stepping up of pay would be admissible if a junior is getting more pay than the senior on account of upgradation under MACPS.	No stepping up of pay in the band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACPS. (Para 10 of OM dated 19/5/2009)
23.	Whether the regular service rendered by an employee if declared surplus in his/her organisation and appointed in the same grade pay or lower grade pay shall be counted towards the regular service in a new organization for the purpose of MACPS.	Yes. (refer para 23 of Annexure-I of MACPS).
24.	In case of transfer including unilateral transfer own request, whether regular service rendered in previous organisation/office shall be counted alongwith the regular service in the new organization for the purpose of MACPS.	Yes. OM No.35034/3/2008-Estt(D) dated 01/11/2010

25.	<p>If a regular promotion has been offered but was refused by the employees before becoming entitled to a financial upgradation under the MACPS, whether financial upgradation shall be allowed to such a Government servant</p> <p>If a regular promotion has been offered but was refused by the Government employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed and as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employee subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal. (Para 25 of MACPS)</p>
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**Department of Personnel & Training
Establishment D Section**

Frequently Asked Questions (FAQs) on Modified Assured Career Progression Scheme (MACPS)

Sl.No.	Doubts	Clarification
26	Whether the benefits of ACPs would be allowed in respect of isolated cases due between 01.01.2006 and 31.08.2008 where the pre-revised pay scales of Rs.5000-8000 & Rs.5500-9000 and Rs.6500-10500 & Rs.7450-11500 have been merged into single grade pay of Rs.4200 and Rs.4600 respectively w.e.f. 01.01.2006?	Yes. Since the pre-revised Rs.5000-8000 & Rs.5500-9000 and Rs.6500-10500 & Rs.7450-11500 (isolated cases) have been merged into single grade pay of Rs.4200 and Rs.4600 respectively w.e.f. 01.01.2006, the benefits of 1st and 2nd financial upgradations under the ACPs should be considered/allowed in the grade pays of Rs.4600 and Rs.4800 in PB-2, as the case may be, due between 01.01.2006 and 31.08.2008 in respect of isolated cases in terms of para 5 of Annexure-I of MACPS dated 10.05.2000.
27	<p>In a hypothetical situation cadre hierarchy was as follows:</p> <p>Rs.5000-8000 (revised GP 4200) Rs.5500-9000 (revised GP 4200) Rs.6500-10500 (revised GP 4600) Rs.7450-11500 (revised GP 4600) Rs.10000-15200 (revised GP 6600)</p> <p>(i) What would be the 1st financial upgradation under the ACPs for a Government employee recruited in pre-revised pay scale of Rs.5000-8000, who has completed his 12 years of regular service on 12.04.2007 (between 1.1.2006 and 31.8.2008);</p>	<p>In terms of clarification given on point of doubt no.3 issued vide DOPT's O.M. No.35034/3/2008-Estt.(D) dated 9.9.2010, the benefits of ACPs would be applicable in the new pay structure adopted w.e.f. 1.1.2006 in the promotional hierarchy.</p> <p>(i): Since the pre-revised pay scales Rs.5000-8000 & Rs.5500-9000 have been merged and placed in PB-2 with grade pay of Rs.4200, 1st financial upgradation would be allowed in the grade pays of Rs.4600, subject to fulfillment of promotional norms as stipulated in condition no.6 of Annexure-I ACPs dated 9.8.1999, in terms of clarification given on point of doubt no.1 of ACPs dated 10.02.2000.</p>

(ii)	What would be 2 nd financial upgradation for employee recruited in 5000-8000, who has completed 24 years of regular service on 12.04.2007 (between 1.1.2006 and 31.8.2008)	Since the pre-revised pay scales Rs.6500-10500 & Rs.7450-11500 have been merged and placed in PB-2 with grade pay of Rs.4600, 2 nd financial upgradation would be allowed in the grade pay of Rs.6600, subject to fulfilment of promotional norms (after framing of RRs post merger) as stipulated in condition no.6 of Annexure-I ACPS dated 9.8.1999, in terms of clarification given on point of doubt no.1 of ACPS dated 10.02.2000.
(iii)	If a Government servant recruited in the pre-revised pay scale of Rs.5000-8000 has been promoted in the promotional hierarchy in the pre-revised pay scale of Rs.5500-9000 prior to 1.1.2006 (and he has put in 14 years of regular service) then would there be any claim for financial upgradation under ACPS	(iii): The pre-revised pay scales Rs.5000-8000 & Rs.5500-9000 have been merged and placed in PB-2 with grade pays of Rs.4200 w.e.f. 1.1.2006. Hence, the promotion would be ignored as he has completed his 12 years of regular service and the benefit of 1 st ACP would accordingly be allowed in the promotional hierarchy i.e. in the grade pay of Rs.4600 w.e.f. 01.01.2006.
(iv)	If the above Government servant had put in 22 years as on 31.08.2008, then what would be the entitlement in MACP	(iv): As given above, the 1 st ACP would be in PB-2 grade pay of Rs.4600 after ignoring the previous promotion. Thereafter, since employee has completed more than 20 years of regular service on 01.09.2008, he would be entitled for 2 nd financial upgradation under the MACPS in the immediate next higher grade pay of Rs.4800 in PB-2 subject to fulfilment of condition as stipulated in para 17 of Annexure-I of MACPS dated 19.05.2009.

F.No. 35034/3/2008-Estt.(D)

No. AB 14017/68/2008-Estt RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
New Delhi

Dated the 9th March, 2009

OFFICE MEMORANDUM

Subject: - Criteria for assessing suitability of officers where there is revision/upgradation/merger of pay scales.

The undersigned is directed to invite reference to the Department of Personnel & Training OM No. 22011/10/84 - Estt.(D) dated 04.02.1992 wherein the criteria to be adopted for assessing the suitability of incumbents of posts and the date of appointment to the upgraded post, wherever there is a revision of pay scale/upgradation of post, have been laid down.

2 There has been merger of a number of pre-revised scales without any pre-condition for possession of higher qualifications for placement of incumbents in the higher/upgraded scale, in the revised pay structure recommended by the 6th CPC and accepted by the Government. In this context, the instructions of 4.2.92 have been reviewed and it has been decided in consultation with Ministry of Finance (Department of Expenditure) who have issued certain instructions in this regard under OM No. 1/1/2008-IC dated 13.09.2008, and the UPSC that the procedure for assessment of suitability in such cases may be as follows for placement in a higher merged grade:

- (i) Where all posts in one or more pre-revised scales are merged with a higher pre-revised scale and given a common replacement scale/grade pay /pay scale, the suitability of the incumbents need not be assessed for granting them the higher replacement scale/grade pay/pay scale. There is also no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. There will be no change in the inter se seniority of the incumbents in the merged grade which shall be decided based on the general instructions on the subject, and
- (ii) Where all posts in a particular grade have been granted a higher replacement pay scale/grade pay, as per upgradation recommended by the 6th CPC, suitability of the incumbents need not be assessed for granting them the higher replacement scale/grade pay. Here also there is no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay and
- (iii) Where there is a change in the Group (that is classification of the post) consequent upon the merger or upgradation and where there is no higher responsibility or higher qualification involved, assessment of the suitability will not be necessary before the revised grade is allowed. There will also be no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. However suitability of the officer who has been placed in a upgraded / replacement pay scale which fall in Group 'A' by recommendation award of the Pay Commission will continue to be assessed.

3. Assessment of suitability will continue to be necessary in the following situations arising out of cadre reviews, restructuring etc., not covered in the recommendations of the 6th CPC:

where the upgradation involves higher responsibilities and higher eligibility service;

(ii) Where the upgradation or merger is part; where the upgraded post will be the promotion grade for the posts left in the lower grade and the normal DPC procedure will apply.

4. Hindi version will follow.

(S.J.Kumar)
Deputy Secretary to the Government of India
Tel 2309 4504

To

- 1 All Ministries/Departments of Government of India
- 2 Chief Secretaries of All State Governments
- 3 The President's Secretariat, New Delhi
- 4 The Minister's Office
- 5 The Cabinet Secretariat, New Delhi
- 6 The Rajya Sabha Secretariat, New Delhi
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- 9 The Union Public Service Commission, New Delhi

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- 4 Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshahi Road, New Delhi
- 5 All Staff Members of National Council (JCM)
- 5 All Staff Members of the Departmental Council (JCM) Ministry of Personnel, PG and Pensions
- 7 Establishment (RR Division) (200 copies)

(S. J. Kuma)
Deputy Secretary to the Government of India

No. AB.14017/61/2008-Eett. (RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
New Delhi

Dated the 24th March, 2009

OFFICE MEMORANDUM

Subject:- Sixth Central Pay Commission's recommendations -
revision of pay scales- amendment of Service
Rules/Recruitment Rules

The recommendations of 6th CPC have been considered by the Government and the CCS (Revised Pay) Rules 2008 have since been notified on 20th March, 2008. Consequently, in place of the pre-revised pay scales, the revised pay structure comprising the Pay Band and Grade Pay/Pay Scale has come into effect. Some of the pre-revised pay scales have been merged and some others are upgraded/likely to be upgraded. In the light of these, it has been decided that the following consequential steps to amend the existing Service Rules/Recruitment Rules shall be undertaken on a priority basis:

- (i) Substituting the existing scales by the Grade Pay alongwith the Pay Band

The existing pay scales have to be substituted by the new pay structure (Pay Band and Grade Pay/Pay Scale) straightaway without making a reference to the Department of Personnel and Training (DOP&T)/Union Public Service Commission (UPSC). The heading of column No.4 of the Schedule on RR§ may be modified to "Pay Band and Grade Pay/Pay Scale". In cases where deputation is also one of the methods of recruitment, the field of selection for deputation, which might include various grades, should also reflect the corresponding Grade Pay alongwith the Pay Band/Pay Scale, and the minimum eligibility service as per the revised guidelines, as enclosed in Annexure.

(ii) Where there is an upgradation of posts

The instructions issued by Department of Expenditure under OM No. 1/1/2008-IC dated 13th September, 2008 and DoPT O.M. No. AB-14017/66/08-Estt (RR) dated 9th March, 2009 may be applied in such cases.

However, for each of the merged grades, a single set of Recruitment Rules may be formulated and notified.

(iii) Consequential changes

It is necessary to make consequential changes in the Recruitment Rules/Service Rules so as to prescribe eligibility conditions with reference to the revised Grade Pay/Pay scale. It is also necessary to review other columns of the Recruitment Rules /Service Rules, where some minimum service in a particular scale/grade is prescribed for consideration for appointment on deputation/absorption etc., keeping in view particularly the merger of a number of pre-revised scales, upgradation of some scales and the consequential changes in the minimum eligibility service in a grade.

(iv) Department Promotion Committee (DPC)

Where two or more scales have been merged, the existing DPC for the higher/highest grade will be the DPC for the merged grade.

(v) Regulation of regular service rendered in the pre-revised scales

The revised pay structure approved includes a number of 'merged grades' with a common grade pay and the concept of pay bands with grade pay introduced effective from 1.1.2006. Insofar as the issue of regulation of service rendered prior to 1.1.2006 is concerned, while the general rule may be that such regular service be deemed to be service rendered in the corresponding grade pay/pay scale approved effective from 1.1.2006 or from a subsequent date, as the case may be, this formulation cannot apply in cases where there has been merger of more than one grade into one with a single grade pay/pay scale. Since the merger is effective from 1.1.06 only, even notional benefits of the merger cannot be extended for periods falling prior to 1.1.06. A Note to the following effect may, therefore, be inserted under col.12 of the Schedule on RRs, and under relevant provisions in Service Rules, to take care of the requirements:

Note:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

2. The Recruitment Rules/Service Rules are of statutory nature. Therefore, the changes brought out by other relevant instructions have to be incorporated in the Recruitment Rules/Service Rules by suitable amendments so that the necessary steps like holding of DPC etc. are taken to fill the post carrying the revised Grade Pay/Pay Scale on regular basis. All the Ministries/Departments are, therefore, requested to effect necessary amendments to the Recruitment Rules/Service Rules notified by them after following the normal procedure of furnishing proposals to the Department of Personnel and Training and the UPSC in the format prescribed in the general guidelines on Recruitment Rules circulated by the DOPT OM No. 14017/12/87-Estt. (RR) dated 18.3.1988, and also in consultation with the Legislative Department.

3. Ministries/Departments may initiate action to complete the review in this regard and furnish necessary amendment proposals to the DOPT and the UPSC in the case of Group A and Group B posts within six months from the date of issue of this Office Memorandum. They may also, simultaneously, take similar action in respect of Recruitment Rules for Group C and D posts, which are within their delegated powers. Appropriate action to update the Service Rules for organized Group A, B Services, etc. shall also be taken up with DOPT/UPSC within a period of six months.

4. Hindi version will follow.

— / 3 —

(S.J. Kumar)
Deputy Secretary to the Government of India

To

All Ministries/Departments of Government of India, etc.,
(as per standard mailing list)

Copy to:

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Annexure

Sl.No.	Grade Pay		Minimum qualifying service for promotion
	From	To	
1	1800	1900	Placement as per 6 th CPC recommendations
2	1900	2000	3 years
3	1900	2400	8 years
4	2000	2400	5 years
5	2400	2800	5 years
6	2400	4200	10 years
7	2800	4200	6 years
8	4200	4600	5 years
9	4200	4600	0 years
10	4200	5400	8 years
11	4200	6600	10 years
12	4600	4800	2 years
13	4600	5400	3 years
14	4600	6600	7 years
15	4800	5400	2 years
16	4800	6600	6 years
17	5400	6600	5 years
18	6600	7600	5 years
19	6600	8700	10 years
20	7600	8700	5 years
21	7600	8900	6 years
22	8700	8900	2 years
23	8700	10000	3 years
24	8900	10000	2 years
25	10000	12000	3 years
26	12000	HAG+ Scale	1 year
27	12000	Apex scale	2 years
28	HAG+ Scale	Apex scale	1 year

New Delhi 110001
16th November, 2009

OFFICE MEMORANDUM

SUBJECT:- MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES - CLARIFICATIONS REGARDING.

Reference is invited to the Department of Personnel and Training (DOPT)'s Office Memorandum of even number dated the 19th May, 2009 regarding the Modified Assured Career Progression Scheme (MACPS). Consequent upon the implementation of Sixth Pay Commissions recommendations, the four pre-revised Group 'D' pay scales viz., Rs.2550-3200, Rs.2610-3540, Rs.2610-4000 and Rs.2650-4000 have been upgraded and replaced by the revised pay structure of grade pay of Rs.1800 in the pay band PB-1. As per the recommendations of Sixth CPC, Government servants in these four pre-revised Group 'D' scales have been granted the Group 'C' revised pay structure of grade pay of Rs.1800 in the pay band PB-1. It has been decided on the analogy of point-5 of Annexure-I of MACPS dated 19.05.2009 that promotions earned or upgradations granted under ACP Scheme of August, 1999 in the past to the four pay scales mentioned above, which now carry the grade pay of Rs.1800/- shall be ignored for the purpose of MACPS. However, promotions/financial upgradations earned by existing Group 'D' employees to grade pay of Rs.1900 (pre-revised scale of Rs.3050-75-3590-80-4590) shall be counted for the purpose of MACPS.

2. Hindi version would follow.


(Alok Ranjan)
Director (Establishment)

To

1. All Ministries/Departments of the Government of India (As per standard list).

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Alok Ranjith
(Alok Ranjith)
Director (Establishment)

No.35034/3/2010-Estt (D)

भारत सरकार

Government of India

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

Ministry of Personnel, Public Grievances and Pensions

(कार्मिक और प्रशिक्षण विभाग)

(Department of Personnel & Training)

स्थापना (घ)/Establishment (D)

नॉर्थ ब्लॉक, नई दिल्ली

North Block, New Delhi

Dated: 3rd August, 2010

OFFICE MEMORANDUM

Subject: Modified Assured Career Progression Scheme for the central Government civilian employees – Clarification regarding.

The undersigned is directed to invite reference to the Department of Personnel & Training (DOP&T)'s Office Memorandum of even number dated the 19th May, 2009 on the subject cited above. Consequent upon introduction of the Modified Assured Career Progression Scheme (MACPS), in view of para 14 of the Annexure-I of the Scheme, a number of proposals/referances seeking extension of the benefits to Central Autonomous/Statutory Bodies under various Ministries/Departments have been received by the Department of Expenditure. The Department of Expenditure has felt that keeping the large number of Central Autonomous/Statutory Bodies in view, it would be appropriate to delegate the power the approving such proposals to the administrative Ministries/Departments concerned. The Department of Expenditure has accordingly approved for extending the benefits of the MACPS to the Central Autonomous/Statutory Bodies under various Ministries/Departments subject to them satisfying the following four conditions:

- (i) The earlier ACP Scheme was also implemented/adopted by the said Autonomous/Statutory Body.
- (ii) The proposal to adopt MACP Scheme has been approved by the Governing Body/Board of Directors.
- (iii) The Administrative Ministry/Financial Adviser of the Ministry has concurred with the proposal.
- (iv) The financial implications of adoption of MACP Scheme have been taken into account by the Organisation/Body and the additional financial implications can be met by it within the existing Budget Grants.

2. As per the revised arrangement, the proposal shall be processed by the Financial Advisor concerned in the first instance and subject to it meeting the requirements spelt out at (i), (ii) and (iv) above, he would obtain the orders of the administrative Head/Secretary concerned for approving the extension of MACPS to such a body.

Contd 2/-

2

3. It is brought to the notice of all concerned Ministry/Department in continuation of para 14 of Annexure-I of MACPS dated 19.05.2009.

4. Hindi version will follow.


(A.K. Srivastava)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Government of India
2. President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Supreme Court/Rajya Sabha Secretariat/Lok Sabha Secretariat/Cabinet Secretariat/ UPSC/CVC/C&AG/Central Administrative Tribunal (Principal Bench), New Delhi
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4. Secretary, National Commission for Minorities.
5. Secretary, National Commission for Scheduled Castes/Scheduled Tribes.
6. Secretary, Staff Side, National Council (JCM). 13-C, Ferozeshah Road, New Delhi.
7. All Staff Side Members of the National Council (JCM).
8. Ministry of Finance, Department of Expenditure [E III (A) Branch] w.r.t. their I.D. No. 7/13/2010-E.III (A) dated 18.06.2010.
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(A.K. Srivastava)

Under Secretary to the Government of India

Immediate

No.35034/3/2008-Estt.(D)

भारत सरकार

Government of India

कर्मिक, लोक शिकायत तथा पेंशन मंत्रालय

Ministry of Personnel, Public Grievances and Pensions

(कर्मिक और प्रशिक्षण विभाग)

(Department of Personnel & Training)

स्थापना (घ)/Establishment (D)

नॉर्थ ब्लॉक, नई दिल्ली

North Block, New Delhi

Dated: 9th September, 2010

OFFICE MEMORANDUM

**SUBJECT:- MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)
FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES -
CLARIFICATIONS REGARDING**

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated the 19th May, 2009 regarding the Modified Assured Career Progression Scheme (MACPS). Consequent upon introduction of the Scheme, clarifications have been sought by various Ministries/Departments about certain issues in connection with implementation of the MACPS. The doubts raised by various quarters have been duly examined and point-wise clarifications have accordingly been indicated in the Annexure.

2. The MACPS should strictly be implemented in keeping with the Department of Personnel and Training Office Memorandum of even number dated 19.05 2009 read with the aforesaid clarifications (Annexure).
3. All Ministries/Departments may give wide circulation to the contents of this O.M. for general guidance and appropriate action in the matter.
4. Hindi version would follow.


(Smita Kumar)
Director (Estt I)
Tel.No.23092479

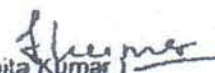
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(Smita Kumar)
Director (Estt.I)
Tel.No.23092479

[Reference:- Office Memorandum No.35034/3/2008-Estt.(D) dated 09.09.2010]

S No.	Point of doubt	Clarification
1	Whether the Pay Band would change in the hierarchy of Pay Bands & Grade Pay on grant of the benefits under MACPS?	Yes. The upgradations under MACPS is to be granted in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay as prescribed in the CCS (RP) Rules, 2008.
2	Whether the benefits of MACPS would be allowed to the Government servants who have been later on inducted in the Organized Group 'A' Service	No. The benefits under MACPS is not applicable to Group 'A' officer of Organized Group 'A' Services, as the officer under Organized Group 'A' Services have already been allowed parity of two years on non-functional basis with the officers of Indian Administrative Service (IAS)
3.	How will the benefits of ACP be granted if due between 01.01.2006 and 31.08.2008?	<p>The new MACPS has come into existence w.e.f 01.09.2008. However, the pay structure has been changed w.e.f. 01.01.2006. Therefore the previous ACPS would be applicable in the new pay structure adopted w.e.f 01.01.2006. Para 6.1 of Annexure-I of MACPS is only for exercising option for coming over to the revised pay structure and not for grant of benefits under MACPS. The following illustrations would explain the position:</p> <p><u>(A) In the case of isolated post:</u></p> <p>Date of appointment in entry Grade in the pre-revised pay scale of Rs.4000-6000: 01.10.1982</p> <p>1st ACP granted on 09.08.1999 :Rs.4500-7000 (pre-revised)</p> <p>2nd ACP due on 01.10.2006 :Rs.5000-8000 (pre-revised) [revised PB-2 Grade Pay of Rs.4200]</p> <p>3rd financial upgradation under the MACPS would be due on 01.10.2012 (on completion of 30 years of continuous regular service) in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay i.e. Grade Pay of Rs.4600 in PB-2</p>

		<p>(B) In the case of normal promotional hierarchy:</p> <p>Date of appointment in entry Grade in the pre-revised pay scale of Rs.5500-9000: 01.10.1982</p> <p>1st ACP granted on 09.08.1999 :Rs.6500-10500 (pre-revised)</p> <p>2nd ACP due on 01.10.2006 (as per the existing hierarchy) :Rs.10000-16200 (pre-revised).</p> <p>Therefore, 2nd ACP would be in PB-3 with Grade Pay of Rs.6800 (in terms of hierarchy available):</p> <p>3rd financial upgradation under MACPS would be due on 01.10.2012 in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay of Rs.7600</p>
4	Whether the benefits of MACPS would be granted from the date of entry grade or from the date of their regular service/approved service counted under various service rules.	The benefits under MACPS would be available from the <u>date of actual joining</u> of the post in the entry grade
5	In a case where a person is appointed to an ex-cadre post in higher scale on deputation followed by absorption, whether the period spent on deputation period would be counted as continuous service in the grade or not for the purpose of MACPS.	<p>(i) Where a person is appointed on direct recruitment/deputation basis from another post in the same grade, then past regular service as well as past promotions/ACP, in the earlier post, will be counted for computing regular service for the purpose of MACPS in the new hierarchy.</p> <p>(ii) However, where a person is appointed to an ex-cadre post in higher scale initially on deputation followed by absorption, while the service rendered in the earlier post, which was in a lower scale cannot be counted, there is no objection to the period spent initially on deputation in the ex-cadre post prior to absorption being counted towards regular service for the purposes of grant of financial upgradation under MACPS, as it is in the same Pay band/grade pay of the post</p>

6	Whether the pay scale/grade pay of substantive post would be taken into account for appointment/selection to a higher post on deputation basis or the pay scale/grade pay carrying by a Government servant on account of financial upgradation(s) under ACP/MACP Scheme.	The pay scale/grade pay of substantive post would only be taken into account for deciding the eligibility for appointment/selection to a higher post on deputation basis.
7	In a case where 1 st /2 nd financial upgradations are postponed on account of the employees not found fit or due to departmental proceedings, etc. whether this would have consequential effect on the 2 nd /3 rd financial upgradation or not	Yes. If a financial upgradation has been deferred/postponed on account of the employee not found fit or due to departmental proceedings, etc., the 2 nd /3 rd financial upgradations under MACPS would have consequential effect. (Para 16 of Annexure-I of MACPS referred).
8	In a case where the Government servant have already earned three promotions and still stagnated in one grade for more than 10 years, whether he would be entitle for any further upgradation under MACPS.	No. Since the Government servant has already earned three promotions, he would not be entitled for any further financial upgradation under MACPS.
9	Whether the pre-revised pay scale of Rs.2750-4400 in respect of Group 'D' non-matriculate employees, would also be taken as merged to grade pay of Rs.1800 for the purpose of MACPS in view of merger of pre-revised pay scales of Rs.2550-3200, Rs.2610-3540, Rs.2610-4000 and Rs.2650-4000, which have been upgraded and replaced by the revised pay structure of grade pay of Rs.1800 in the pay band PB-1.	Yes.

10	If a Govt. Servant on deputation earns upgradation under MACPS in the parent cadre, whether he would be entitled for deputation (duty) allowance on the pay and emoluments granted under the MACPS or not?	No. While eligibility of an employee for appointment against ex-cadre posts in terms of the provisions of the RRs of the ex-cadre post will continue to be determined with reference to the post/pay scale of the post held in the parent cadre on regular basis (and not with reference to the higher scale granted under ACPS/MACPS). such an officer, in the event of his selection, may be allowed to opt to draw the pay in the higher scale under ACP/MACP Scheme <u>without</u> deputation allowance during the period of deputation, if it is more beneficial than the normal entitlements under the existing general order regulating pay on appointment on deputation basis.
11	Since the pay scales of Group "D" employees have been merged and placed in the Grade Pay of Rs.1800, whether they are entitled for grant of increment @ 3% during pay fixation at every stage	Yes, On the analogy of point 22 of Annexure-I of MACPS, the pay of such Group "D" employees who have been placed in the Grade Pay of Rs.1800 w.e.f. 01.01.2006 shall be fixed successively in the next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage.

नॉर्थ ब्लॉक, नई दिल्ली

North Block, New Delhi the 1st November, 2010

OFFICE MEMORANDUM

**Subject: Modified Assured Career Progression Scheme for the Central Government
Civilian Employees – Clarification regarding.**

A Joint Committee is set up to examine the anomalies pertaining to the Modified Assured Career Progression Scheme (MACPS) vide Department of Personnel & Training O.M. No.11/1/2010-JCA dated 03.05.2010.

2. During the joint committee meeting it was pointed out by the Staff Side that the word 'new organization' of the last line of para 24 of Annexure-I of MACPS dated 19.05.2009 was not in consonance with the spirit of the Scheme. The issue has been examined and it is clarified that in case of transfer 'including unilateral transfer on request, regular service rendered in previous organisation/office shall be counted alongwith the regular service in the new organisation/office for the purposes of getting financial upgradations under the MACPS. However, financial upgradation under the MACPS shall be allowed in the immediate next higher grade pay in the hierarchy of revised pay bands as given in CCS (Revised Pay) Rules, 2008. Para 24 of MACPS stands amended to this extent.

3. The Staff Side also raised an issue on the 'benchmark' for MACP as given in para 17 of Annexure-I of MACPS dated 19.05.2009, which provides that the financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS, the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs.7600 and above. It was pointed out that in some cases the promotion to the next higher grade was made on the basis of 'fitness' as the method of promotion as specified in the relevant recruitment rules, was 'non-selection'. Therefore, in such cases benchmarks should not be insisted upon under the MACPS. The issue has been examined and it is clarified that where the financial upgradation under MACPS also happen to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefits under MACPS as mentioned in para 17 ibid, the benchmark for promotion shall apply to MACP also.

4. All Ministries/Departments may give wide circulation to the contents of this O.M. for general guidance and appropriate action in the matter.

5. Hindi version will follow.

Smita Kumar
(Smita Kumar)
Director (Estt.I)
Tel.No.23092479

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5. Secretary, Staff Side, National Council (JCM), 13C, Ferozshah Road, New Delhi.
6. All Staff Side Members of the National Council (JCM), 13-C, Ferozshah Road, New Delhi.
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A.K. Singh
A.K. SINGH
Under Secretary (Gen. Secy.)

No.35034/3/2008-Estt (D)
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Government of India
व्यक्ति, लोक शिकायत तथा पेंशन मंत्रालय
Ministry of Personnel, Public Grievances and Pensions
(व्यक्ति और प्रशिक्षण विभाग)
(Department of Personnel & Training)
स्थापना (घ)/Establishment (D)

नॉर्थ ब्लॉक, नई दिल्ली
North Block, New Delhi
Dated: 24th December, 2010


OFFICE MEMORANDUM

Subject: Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees - Extension of the benefits to Officers of HAG Scale of ₹67,000-79,000/-

Reference is invited to the Department of Personnel & Training's O.M. of even number dated the 19th May, 2009, wherein the financial upgradation under the Modified Assured Career Progression Scheme (MACPS) has been allowed upto the highest grade pay of ₹12000 in the Pay Band -4. Consequent upon introduction of the new HAG scale of ₹67,000-79,000 in replacement of ₹37,400-67000 with grade pay of ₹12000 in PB-4, it is clarified that the benefits of financial upgradation under the MACPS shall be available to aforementioned HAG scale also

2. All Ministries/Departments may give wide circulation to the contents of this O.M. for general guidance and appropriate action in the matter.

3. Hindi version would follow.


(Smita Kumar)
Director (Estt I)
Tel.No.23092479

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- 3 Secretary, National Commission for Minorities
- 4 Secretary, National Commission for Scheduled Castes/Scheduled Tribes.
- 5 Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
- 6 Ministry of Finance (Department of Expenditure) with U.O. No.889273/JS(Pers)/2010 dated 23.12.2010
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Smita Kumar
Director (Estt.)
Tel No. 23092479

No.35034/9/2010-Estt.(D)

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Government of India

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

Ministry of Personnel, Public Grievances and Pensions

(कार्मिक और प्रशिक्षण विभाग)

(Department of Personnel & Training)

स्थापना (घ)/Establishment (D)

नॉर्थ ब्लॉक, नई दिल्ली

North Block, New Delhi

Dated: 10th February, 2011

OFFICE MEMORANDUM

Subject: Review of Cadre structuring - Regarding.

In pursuance of the decision taken in the 2nd meeting of the National Anomaly Committee held on 27.03.2010, a Joint Committee to examine the anomalies pertaining to the Modified Assured Career Progression Scheme (MACPS) was constituted vide Department of Personnel & Training (DOPT)'s O.M. No.11/1/2010-JCA dated 03.05.2010.

2. The issue of providing an option to organisations/cadres to have a choice for the benefits under the earlier ACPS or the MACPS was also discussed in the meeting of the Joint Committee. While the issue would require further deliberations, it is reiterated that MACPS (as was the case with the ACPS) is a fall back option in the event of promotions not taking place. Cadre structure needs to be reviewed periodically to harmonise the functional needs of the organisation and career progression of employees. Accordingly, all concerned are advised to review the cadre structure in a time bound manner with a view to mitigate problem of stagnation.

3. All Ministries/Departments may give wide circulation to the contents of this O.M. for guidance and appropriate action in the matter.

4. Hindi version will follow.


(Smita Kumar)
Director (Estt.I)
Tel.No.23092479

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4. Secretary, National Commission for Scheduled Castes/Scheduled Tribes.
5. Secretary, Staff Side, National Council (JCM), 13C, Ferozshah Road, New Delhi.
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(Smita Kumar)
Director (Estt.I)
Tel.No.23092479

No.35034/10/2011-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)
Establishment (D)

North Block, New Delhi

Dated: 13th June, 2012


OFFICE MEMORANDUM

Subject: Modified Assured Career Progression Scheme for the Central Government Civilian Employees – Clarification regarding grant of benefits of MACPS to officers who have later on inducted into Organized Group A Services -

In terms of clarification given on point of doubt no. 2 of Annexure of this Department's O.M. dated 09.09.2010, no benefits under the MACPS would be applicable to Group A officers of Organised Group A Services, as the officer under organized Group 'A' Services have already been allowed parity of two years on non-functional basis with the officers of the Indian Administrative Service (IAS). In this regard, this Department is in receipt of a number of references from various Departments in respect of officers who are deprived of the benefits of MACPS due to their induction into the organised Group A Services at a later stage of their service.

2. The issue has been considered by this Department in consultation with Department of Expenditure. It has been decided to allow grant of financial up-gradations under MACPS with effect from the due date to those officers who are inducted to the Organized Group 'A' Services when they are nearing retirement subject to the condition that only at the time of retirement an evaluation of up-gradations/promotions earned by the officer would be made. In case such officers have already attained three financial upgradations under MACP Scheme, they shall not be entitled for NFU to the same grade from a later date.

3. Hindi version will follow.


(Mukta Goel)
Director (Estt.I)
Tel.No.23092479

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(Mukta Goel)
Director (Estt.I)
Tel.No.23092479

No. 35034/3/2008-Estt.(D) (Vol.II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)
Establishment (D)

North Block, New Delhi
Dated: 4th October, 2012

OFFICE MEMORANDUM

Subject: Modified Assured Career Progression Scheme for the Central Government Civilian Employees – Clarification regarding

Reference is invited to the Department of Personnel & Training OM No. 35034/3/2008-Estt.(D) dated 19.05.2009 with regard to Modified Assured Career Progression Scheme (MACPS). Pursuant to the discussions in the meeting of National Advisory Committee held on 17.7.2012 and subsequent meeting on 27.07.2012 held with the Staff Side and in continuation to clarifications issued vide this Department's O.M. No. 35034/3/2008-Estt.(D) (Vol.II) dated 01.11.2010, it is further clarified as under:

2.(i) Financial upgradation under MACPS in the case of staff who joined another unit/organisation on request:

This Department's OM No. 35034/3/2008-Estt.(D) (Vol.II) dated 01.11.2010 provides that in case of transfer 'including unilateral transfer on request', regular service rendered in previous organisation/office shall be counted along with the regular service in the new organisation/office for the purpose of getting financial upgradations under the MACPS. However, financial upgradation under the MACPS shall be allowed in the immediate next higher grade pay in the hierarchy of revised pay bands as given in CCS (Revised Pay) Rules, 2008. It is now further clarified that wherever an official, in accordance with terms and conditions of transfer on own volition to a lower post, is reverted to the lower Post/Grade from the promoted Post/Grade before being relieved for the new organisation/office, such past promotion in the previous organisation/office will be ignored for the purpose of MACPS in the new organisation/office.

2.(ii) Benchmark for MACP Scheme:

Para 17 of Annexure-I of the MACP Scheme provide that the financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS, the benchmark of 'good' would be applicable till the grade pay of Rs. 6800/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above. This Department's OM No. 35034/3/2008-Estt.(D) (Vol.II) dated 01.11.2010 provides that where the financial upgradation under MACPS also happens to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefit under MACPS as mentioned in para 17 ibid, the benchmark for promotion shall apply to MACP also. It is now further clarified that wherever promotions are given on non-selection basis (i.e. on seniority cum - fitness basis), the prescribed benchmark as mentioned in para 17 of Annexure - I of MACP Scheme dated 19.05.2009 shall not apply for the purpose of grant of financial upgradation under MACP Scheme.

....2-

3. The MACP Scheme issued by this Department vide OM No. 35034/3/2008-Estt.(D) dated 19th May, 2009 stands modified to the above extent.

4. Hindi version will follow.



(Mukta Goel)
Director (Estt.I)
Tel.No.23092479

To

All Ministries/Departments of the Government of India (As per standard list).

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4. Secretary, National Commission for Scheduled Castes/Scheduled Tribes.
5. Secretary, Staff Side, National Council (JCM), 13C, Ferozeshah Road, New Delhi.
6. All Staff Side Members of the National Council (JCM), 13-C, Ferozeshah Road, N.Delhi.
7. Department of Expenditure.
8. Facilitation Centre, DoP&T (20 copies).
9. NIC (DOP&T Branch) for placing this Office Memorandum on the website of DOP&T.
10. Establishment (D) Section, DoP&T (10 copies).
11. Hindi Section, DOPT for Hindi version.



(Mukta Goel)
Director (Estt.I)
Tel.No.23092479

NO.35034/3/2008-Estt(D) (Vol. II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi 110001
Dated the 10th December, 2014

OFFICE MEMORANDUM

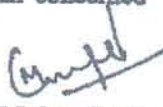
Subject:- Modified Assured Career Progression Scheme for the Central Government Employee-Clarification regarding.

The undersigned is directed to invite reference to the Para 5 of the Modified Assured Career Progression Scheme issued vide the Department of Personnel and Training Office Memorandum No. 35034/3/2008-Estt.(D) dated May 19, 2009 providing that the recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organisation/competent authority in other cases for approval.

2. References have been received from various Ministries/Departments with regard to delegation of powers of Secretary to a Joint Secretary level officer as a large number of files on various matters are referred to the Secretary for approval and it is an administrative matter of routine nature which can be disposed of at the level of Joint Secretary.

3. The matter has been considered in this Department and it has been decided that the recommendations of the Screening Committee henceforth be placed before the Appointing Authority of the post in both cases where the Committee is constituted in the Ministry/Department or in other cases for approval with regard to grant of financial upgradation under MACP Scheme.

4. Ministries/Departments are requested to bring these instructions to the notice of all concerned including their attached and subordinate offices.


(Mukta Goel)
Director(E-I)

Tele. No. 23092479

All Ministries/Departments of the Government of India.

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Vice-president's Sectt, New Delhi
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat, New Delhi.
6. The Lok Sabha Secretariat, New Delhi.
7. The Comptroller and Audit General of India, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi
9. The Staff Selection Commission, New Delhi.
- 10 All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Department of Personnel and Training.
12. Establishment(D) Section, DoP&T (10 copies)
13. NIC for updation on the website.

No.35034/3/2008-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, the 18th February, 2015

OFFICE MEMORANDUM
Subject-MODIFIED ASSURED CAREER PROGRESSION SCHEME FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES-Instructions regarding.

This Department on the recommendation of Sixth Central Pay Commission in Para 6.1.15 of its report and in supersession of previous Assured Career Progression Scheme, vide O.M. No. 35034/3/2008-Estt.(D) dated 19.05.2009 introduced the Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees which is operational w.e.f. 01.09.2008. MACP Scheme envisages the three financial upgradations at intervals of 10, 20 and 30 years of continuous regular service to all regularly appointed Group "A", "B", and "C" Central Government Civilian Employees.

2. As per para 6 of DOPT's O.M. No. 35034/3/2008-Estt.(D) dated 19.05.2009, the Screening Committee would follow a time-schedule and meet twice in a financial year - preferably in the first week of *January* and first week of *July* of a year for advance processing of the cases maturing in that half. Accordingly, cases maturing during the first-half (April-September) of a particular financial year would 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 would process the cases that would be maturing during the second-half (October-March) of the same financial year.

3. It has come to notice of this Department that the benefits of MACPS are not being granted as per the schedule/provisions in the MACP Scheme leading to dissatisfaction and grievances among the employees. Therefore, Ministries/Departments are advised to ensure strict compliance to the time limits indicated in MACPS for grant of benefits under this scheme as and when the employees become eligible for such benefits.


(Mukta Goel)
Director(E-1)
Tele. No. 23092479

All Ministries/Departments of the Government of India.

Copy to:-

1. President's Secretariat, New Delhi.
2. Vice President's Secretariat, New Delhi.
3. Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat, New Delhi.
6. Lok Sabha Secretariat, New Delhi.
7. Comptroller and Audit General of India, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi.
9. The Staff Selection Commission, New Delhi.
10. All attached/subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.
11. Establishment (D) Section, DOP&T (10 Copies).
12. NIC, DOPT for updating on website.

F.No.1/1/2008-IC
Government of India
Ministry of Finance
Department of Expenditure
Implementation Cell

New Delhi, dated the 18th November, 2009.

OFFICE MEMORANDUM

Subject: Revised pay structure of the common category posts of Pharmacists Cadre - implementation of Fast Track Committee's recommendation regarding.

While approving the Report of the Sixth Central Pay Commission, the Government referred the matter related to the demands made in regard to pay scales of certain common category posts to a Fast Track Committee. The pay scales of the common category posts of Pharmacists was one of the items referred to the Committee. The recommendation of the Fast Track Committee regarding the pay scales of the common category posts of Pharmacists has since been received. The Committee has recommended that the entry grade of Pharmacists in Central Government should remain at grade pay of Rs.2800 in the pay band PB-1. However, on completion of 2 years service in the entry grade, all the incumbents should be granted non-functional upgradation to the next higher grade having grade pay of Rs.4200 in the pay band PB-2.

2. The recommendation of the Fast Track Committee regarding the pay scale of Pharmacists has been considered by the Government and it has been decided to accept the same. Accordingly, the following pay structure is approved for the common category posts of Pharmacists cadre w.e.f. 1.1.2006: -

(in Rs.)

Designation	Pre-revised pay scale	Pay structure approved on the recommendation of Fast Track Committee	Remarks
Pharmacist (Entry Grade)	4500-7000	Grade pay of 2800 in PB-1.	Entry grade for Pharmacist Cadre: Essential minimum educational qualifications of 10+2 plus 2 years Diploma in Pharmacy and Registration with State Pharmacy Council.
Pharmacist II	5000-8000	Grade pay of 4200 in PB-2.	Pharmacist Gr.II and I will be merged and designated as Pharmacist (Non-Functional Grade). This grade to be granted to Pharmacist (Entry Grade) on non-functional basis after 2 years of service in the grade pay of Rs.2800.
Pharmacist I	5500-9000		

3. Consequent upon the implementation of the above pay structure, promotion from Pharmacist (Entry Grade) to the next higher grade of Pharmacist (Non-Functional Grade) having grade pay of Rs.4200 will be delinked from vacancies and will become non-functional and time-bound. In the case of Organizations like the Ordnance Factory Board, where all the Pharmacists posts are presently in the grade pay of Rs.2800 in the pay band PB-1, the implementation of the above pay structure will result in the introduction of the new Non-Functional Grade having grade pay of Rs.4200 in the pay band PB-2.

4. All administrative ministries may initiate action to implement the above revised pay structure in respect of the common category post of Pharmacist Cadre.

5. Hindi version will follow.


(ALOK SAXENA)
DIRECTOR

To:

All Ministries/Departments of Government of India and others (as per standard list).

New Delhi, the 12th August, 1987.

Chief Secretary,
Administration,
P.O.

Chief Commissioner,
Daman and Nicobar Administration,
Blair,

Administrator,
Territory of Lakshadweep,
KATTI.

Chief Secretary,
of Pondicherry,
PONDICHERRY.

Administrator,
Territory of Daman and Diu,
DIU (GOA)

Administrator,
and Nagar Haveli Administration,
MSSA.

SUBJECT: Revision of pay scales of School Teachers.

I am directed to say that the National Commission on the Chairmanship of Prof. D.P. Chattopadhyaya, has various recommendations concerning pay and service of teachers at school level. Pending Government's decision on the report of National Commission on Teachers, the Central Pay Commission only recommended the present scales for the school teachers. Accordingly, those scales were implemented vide Ministry of Finance (Department of Expenditure) Notifications No. F.15(1)-IC/86 dated 13th September, 1986 and 22nd September, 1986. Subsequently it was decided that the revised scales of pay for different teachers are based only on the recommendations of the Central Pay Commission, that decision on the recommendations of National Commission on Teachers-I is yet to be taken and that it would be done as soon as possible.

In partial modification of Finance Ministry's Notification No. F.15(1)-IC/86 dated 13th September, 1986 and 22nd September, 1986 by which replacement scales were given to school teachers, it has now been decided that the revised pay scales for school teachers in all Union Territories (Except Jammu and Kashmir) including Government aided schools and organisations including Kendriya Vidyalaya Sangathan and Central Tibetan Administration etc. will be as under:-

Category of School Teachers Revised Pay Scales.

Primary School Teachers

Rs. 1200-30-1300-EB-30-1560-
EB-40-1800-EB-40-2040.

Senior Scale (After 12 years)

Rs. 1400-40-1600-50-1650-EB-50-
1950-EB-50-2250-EB-50-2300-
60-2600.

Selection Scale (After 12 years in Senior Scale and attainment of qualifications laid down for TTS.)

Rs. 1640-60-2000-EB-60-2360-EB-
60-2600-75-2750-EB-75-2900.

Trained Graduate Teachers/ Headmasters of Primary School.

Rs. 1400-40-1600-50-1650-EB-
50-1950-EB-50-2250-EB-50-
2300-60-2600.

Senior Scale (after 12 years)

Rs. 1640-60-2000-EB-60-2360-
EB-60-2600-75-2750-EB-75-
2900.

Selection Scale (After 12 years in Senior Scale and attainment of qualifications laid down for TTS.)

Rs. 2000-60-2300-75-2375-EB-
75-2825-EB-75-3200-100-
3300-EB-100-3500.

Post Graduate Teachers/ Headmasters of Middle School.

Rs. 1640-60-2000-EB-60-2360-
EB-60-2600-75-2750-EB-75-
2900.

Senior Scale (After 12 years.)

Rs. 2000-60-2300-75-2375-EB-
75-2825-EB-75-3200-100-3300-
EB-100-3500.

Selection Scale (After 12 years in Senior Scale.)

Rs. 2200-75-2650-EB-75-2800-
100-3200-EB-100-3500-EB-
100-4000.

Vice Principal/Headmasters of Secondary School.

Rs. 2000-60-2300-75-2375-EB-75-
2825-EB-75-3200-100-3300-
EB-100-3500.

Senior Scale (After 12 years)

Rs. 2200-75-2650-EB-75-2800-
100-3200-EB-100-3500-EB-
100-4000.

It has also been decided to grant Teaching Allowance
Rs. 100/- p.m. to Primary School Teachers, Head Masters of
Primary Schools; Trained Graduate Teachers, Headmasters of
Middle School and Post Graduate Teachers. Special Allowance
Rs. 150/- p.m. will be payable to Vice Principal and Princi-
pal of Secondary Schools and Headmasters of Secondary

3
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3. The revised Pay Scales will be applicable subject to the following conditions:

- i) While Senior Scale will be granted after 12 years to Primary School Teachers, Trained Graduate Teachers/Headmasters of Primary Schools and Post Graduate Teachers/Headmasters of Middle Schools, the Selection Scale will be granted after 12 years service in the Senior Scale of the respective cadre. For the Vice-Principals/Headmasters of Secondary Schools, there will be only Senior Scale after 12 years and no Selection Scale.
- ii) The number of posts in the Selection Scale for Primary School Teacher, Trained Graduate Teacher/Headmasters of Primary School, Post Graduate Teacher/Headmasters of Middle School will be restricted to 20% of the number of posts in the Senior Scale of the respective cadre.
- iii) The Senior Scale and Selection Scale will be given after screening regarding their satisfactory performance by an appropriate DPO.
- iv) Every teacher would be required to participate in and in-service training programme of at least three weeks duration before he/she crosses on EB or is promoted to Senior Scale or Selection Scale i.e. once in every six years; provided that where arrangements for such training cannot be made the appointing authority may exempt category of teachers for a specific period of time.

Although for purpose of grant of Selection Scale Primary School Teachers and Trained Graduate Teachers will be required to obtain higher qualifications, they will not be required to shift to an institution of higher level.

Appointment to the post of Principals, Vice Principals and Headmasters will be made in all schools on the basis of merit.

The revised pay scales, teaching allowance and special allowance will be applicable with effect from 1.1.1986. The arrears of pay for the period 1.1.1986 to 31.3.1986, which will accrue over and above the arrears of pay consequent to the revision of pay scales on the recommendations of Pay Commission vide Ministry of Finance Notification 11-15/86 dated 13.9.1986 and 22.9.1986 will have to be paid in Provident Fund Account.

The above pay scales will be applicable to School of the categories mentioned above and to the incumbents in teaching posts as are analogous to the above mentioned posts of teachers working in schools in all

... 1/-

1. The Government of India, Ministry of Education, New Delhi, is directed to issue the following instructions to all the States and Union Territories (except Chandigarh) including Government schools and organisations like Kendriya Vidyalaya, etc. (Schools), Central Tibetan School Administration etc.

6. The Amendment to the Central Civil Services (Revised Pay) Rules, 1986 will be issued separately by the Ministry of Finance.

7. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide its U.O.No.4183/B.III/87 dated 10.8.1987.

2. Department of Personnel and Training, New Delhi.
3. Joint Director (R&A) Railway Board, New Delhi.
4. Education Officer, M.C.D. Kashmir Gate, Old Hindu College Building, Delhi-6.
5. Education Officer, N.D.M.C. Palika Kendra, New Delhi.
6. Executive Officer, Cantonment Board, New Delhi.
7. Commissioner, Kendriya Vidyalaya Sangathan, J.N.U. Campus, New Mehrauli Road, New Delhi - 67.
8. Secretary, Central Tibetan School Administration, Pratap Bhavan, New Delhi.
9. I.F.D. Deptt. of Education, New Delhi.
10. Guard File.
11. Deputy Secretary-in-charge, Sainik School Society, New Delhi.

Sd/-
(S.K.M.Y.)

DEPUTY SECRETARY TO THE GOVT. OF INDIA.

EST/261187. No. A-1019/23/EDM/
Silvassa, Dtd: 26/11/87.

Fd. to all Higher//High Schools and Central Primary Schools, & Sub-Primary Centre School.

Education Officer,
Board and Nagar Council, Silvassa.

File No.
A-1019/11-EDM
Vol. II

4561

Ministry of Human Resource Development
Department of Education
A.2/1321, Curzon Road Barracks

New Delhi, the 7th August, 1990

To

1. The Chief Secretary, Government of NCT of Delhi, Directorate of Education, Old Secretariat, Delhi-110054.
2. The Administrator, Andaman & Nicobar Administration, PORT BLAIR.
3. The Administrator, Union Territory of Jharkhand, KAVARATI.
4. The Chief Secretary, Government of Pondicherry, PONDICHERRY.
5. The Administrator, Union Territory of Jammu & Kashmir, NOTI DAM.
6. The Administrator, Dadra and Nagar Haveli Administration, SILVASSA.

SUBJECT: Revision of pay scales of school teachers

The Ministry of Finance, Department of Expenditure vide Notification G.S. No. 1569 dated 30.9.97 have provided the upgraded scales for Teachers, Trained Graduate Teachers, Post Graduate Teachers, Vice Principals and Librarians as given in the Notification. These upgraded pay scales are subject to the provisions/conditions given in the provisions of the Notification. The Senior Scale for Vice Principal/Head of the School and pay scale of Principals will be as per the scales as given in Part A of the Notification. The revised

...2/-

scales for teachers are as under:-

(a) Primary School Teachers

	<u>Present Scale</u>	<u>Revised Scale</u>
Entry Scale	Rs. 200-30-1500-40-240	Rs. 4500-125-7000
Senior Scale	Rs. 500-40-1600-50-2600-60-2600	Rs. 5000-150-8000
Selection Scale	Rs. 700-40-60-2600-70-2600	Rs. 5500-175-9000

(b) Trained Graduate Teacher/Head Master Primary School

Entry Scale	Rs. 500-40-1600-50-2600-60-2600	Rs. 5500-175-9000
Senior Scale	Rs. 750-40-60-2600-75-2600	Rs. 6500-200-10500
Selection Scale	Rs. 1000-60-2300-75-2200-100-3500	Rs. 7500-250-12000

(c) Post Graduate Teacher/Head Master, Middle School

Entry Scale	Rs. 750-60-2600-75-2600	Rs. 6500-200-10500
Senior Scale	Rs. 1000-60-2300-75-2200-100-3500	Rs. 7500-250-12000
Selection Scale	Rs. 1200-75-2000-100-3500	Rs. 8000-275-13500

(d) Vice Principal/Head Master, Secondary School

Entry Scale	Rs. 2000-60-2300-75-2200-100-3500	Rs. 7500-250-12000
Senior Scale	Rs. 2200-75-2800-100-3500	Rs. 8000-275-13500

(e) Principal

	Rs. 7000-100-3500-125-15200	Rs. 10000-325-15200
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...3/-

LIBRARIANS

(a) Librarian Entry Scale	Rs. 1400-2000-2600- 2300-2600-2600	Rs. 5500-175-9000
(b) Librarian Senior Scale	Rs. 1640-2000-2600- 2300-2600-2600	Rs. 6500-200-10500
(c) Librarian Selection Scale	Rs. 2000-2600-2600- 2300-2600-2600	Rs. 7500-250-12000

2. In continuation of the above, following points are made in order to ensure that there is no wrong interpretation or mis-interpretation of the decisions of the Government on recommendations of the 4th Central Pay Commission:-

(i) Teaching Allowance/Special Allowance:

In view of the recommendations of the Pay Commission (as accepted by the Government), the teaching allowance stands abolished w.e.f. 1.1.1996. The date of implementation of the revised pay scales. Further, the special allowance admissible to Vice Principal/Head Master, Secondary School also stands abolished w.e.f. 1.1.1996. However, the Principals will continue to draw the special allowance of Rs.150/- p.m. pending decision of the Government on the recommendation of the Pay Commission to enhance this allowance to Rs.300/- p.m.

(ii) Residency period:

The proposed improvement in the residency period in the entry and senior scales for school teachers has been made by the Pay Commission in the context of a general Assured Career Progression (ACP) Scheme recommended for Central Government employees. The Government is still examining the proposed ACP scheme and no decision has been taken with regard to the improvement in the residency period proposed for school teachers. It is clarified that the existing provisions for grant of senior scale and selection scale shall continue pending decision of the Government.

..1/-

- 4 -

(iii) Miscellaneous Teachers:

The revised pay structure for teachers is also applicable to the equivalent categories of miscellaneous teachers to the extent of their existing scales of pay being replaced by revised scales of pay listed above.

3. This issues with the concurrence of Integrated Finance Division of this Ministry.

Yours faithfully,

(Signature)
(D.M. Gaitam)
Director (UT)

Copy for information/necessary action to:-

1. Joint Director, Estt. (P&A), Ministry of Railways, Railway Board, Rail Bhawan, New Delhi-110001.
2. Deputy Secretary (Establishment), Ministry of Defence, Defence Headquarters, Dalhousie Road, New Delhi.
3. Joint Director (P&A), Department of Atomic Energy, Anushakti Bhawan, Mumbai.
4. Director (Education), New Delhi Municipal Council, Falika Kendra, New Delhi.
5. Director (Education), Municipal Corporation of Delhi, Rashtrapati Gate, Old Hindu College Building, Delhi.
6. Executive Officer, Cantonment Board, New Delhi.
7. IED, Deptt. of Education.

(Signature)
(D.M. Gaitam)
Director (UT)

Dated: 26/08/2010.

C I R C U L A R

Sub: Grant of financial upgradation under MACP Scheme to the Drivers.

This Administration of Daman & Diu has adopted the applicability under the Scheme of Staff Car Driver for the purpose of ACP Scheme for Drivers of other Commercial vehicles, hierarchy subject to the passing of the required trade test upto 31/08/2008. The Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), New Delhi vide Office Memorandum No.35034/3/2008-Estt(D) dated 19th May, 2009 has introduced MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP) Scheme in suppression of previous A.C.P. Scheme w.e.f. 01/09/2008. As per the M.A.C.P. Scheme three financial upgradation are available at intervals of 10, 20 and 30 years of continuous regular service.


As per point No.13 of Annexure - I of the O.M. No.35034/3/2008-Estt.(D) dated 19th May, 2009 "Existing time - bound Scheme including in-situ promotion Scheme, Staff Car Driver Scheme or any other kind of promotion Scheme existing for a particular category of employee in a Ministry / Department or its office, may continue to be operational for the concerned category of employees if it is decided by the concerned Administrative authority to retain such Schemes, after necessary consultations or they may switch over to the MACP Scheme. However, these schemes shall not run concurrently with the MACP Scheme"

Therefore, the Drivers of U.T. of Daman & Diu shall be granted financial upgradation under the MACP Scheme in the following manner, subject to passing of the required trade test :-

First Financial Upgradation	Grade Pay Rs.2400	PB-1 Rs.5200-20200
Second Financial Upgradation	Grade Pay Rs.2800	PB-1 Rs.5200-20200
Third Financial Upgradation	Grade Pay Rs.4200	PB-2 Rs.9300-34800

Therefore, all the Head of offices in Daman & Diu are requested to process the cases of MACP Scheme for Drivers as per above pattern.

This is issued with the approval of the Development Commissioner / Special Secretary (Pers.) vide diary No.985 dated 13/08/2010.


(Mohammed A. Abid)
Joint Secretary (Pers.)

To,
All Head of Offices,
Daman / Diu.

Copy to :-

The Deputy Collector, Diu with a request to circulate the same to all Head of offices in Diu District.

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

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	
REGULAR APPOINTMENT		
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 rd / 4 th / 5 th 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 1st ACP / 2nd ACP / 1st MACP / 2nd 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

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

[illegible]

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

- <Name, Designation and Signature of Head of Office>**

ANNEXURE - B

STATEMENT SHOWING ACR GRADING / VIGILANCE / INTERITY

Sr.No	Name of the employee ¹	Present place of posting	Nature of Financial up-gradation proposed (1 st ACP / 2 nd ACP / 1 st MACP / 2 nd MACP / 3 rd MACP)	Due date of ACP/MACP	Vigilance Clearance as on today ² (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 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
(as the case may be) | : Chairman |
| 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
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 19th 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 st MACP/ACP, 2 nd MACP/ACP or 3 rd MACP (as the case may be)	Date of Grant	Pay Scale (Pay Band and Grade Pay) Granted

- The officials concerned may be allowed to exercise their option if any under FR 22 within one month of issuance of the order.
- 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.
- 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.
- 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

MINUTES OF THE MEETING OF THE DEPARTMENTAL SCREENING COMMITTEE HELD ON <DATE> AT <TIME> A.M./ P.M. FOR CONSIDERATION OF CASE OF FINANCIAL UP-GRADATION UNDER THE ASSURED CAREER PROGRESSION (ACP) SCHEME / MODIFIED ASSURED CAREER PROGRESSION (MACP) SCHEME TO EMPLOYEES WORKING IN <NAME OF DEPARTMENT>, DAMAN & DIU.

The Screening Committee consisting of following members met on <DATE> at <TIME> A.M./P.M. to consider the cases for grant of ACP / MACP Scheme in the chamber of Development Commissioner / Finance Secretary.

1. Development Commissioner/ Finance Secretary, DD/DNH : Chairman
2. Senior most DANICS Officer posted in DD/DNH : Member
3. Additional Secretary(Personnel), Daman : Member
4. 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

The Agenda Note was circulated to all the Screening Committee members vide Meeting Notice No.<Mention Number> dated <Mention Date>.

2. 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 Scheme for the Central Government Civilian Employees. Under the ACP Scheme, two financial up-gradations are granted to employees at interval of 12 and 24 years of regular service. Financial up-gradations under ACP Scheme shall be available only if no regular promotions during the prescribed period of 12 and 24 years have been availed by the employee. In case, of isolated posts, in the absence of defined hierarchy, financial up-gradation shall be given in the immediate next higher pay scale as indicated in Annexure-II of OM dated 09.08.1999.

3. 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 19th 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.

4. The Scales of Pay with effect from 01.01.2006 under the Central Civil Services (Revised Pay) Rules, 2008 is as follows.
(in `)

Sr. No.	Pre-Revised		Revised		
	Pay Scale	Pay scale	Pay Band	Corresponding Pay Bands	Grade Pay
1	S-1	2,550-55-2,660-60-3,200	- IS	4,440-7,440	1,300
2	S-2	2,610-60-3,150-65-3,540	- IS	4,440-7,440	1,400
3	S-2-A	2,610-60-2,910-65-3300-70-4000	- IS	4,440-7,440	1,600
4	S-3	2,650-65-3,300-70-4,000	- IS	4,440-7,440	1,650
5	S-4	2750-70-3,800-75-4,400	PB-1	5,200-20,200	1,800
6	S-5	3,050-75-3,950-80-4,590	PB-1	5,200-20,200	1,900
7	S-6	3,200-85,4,900	PB-1	5,200-20,200	2,000
8	S-7	4,000-100-6000	PB-1	5,200-20,200	2,400
9	S-8	4,500-125-7000	PB-1	5,200-20,200	2,800
10	S-9	5,000-150-8000	PB-2	9,300-34,800	4,200

11	S-10	5,500-175-9,000	PB-2	9,300-34,800	4,200
12	S-11	6,500-200-6,900	PB-2	9,300-34,800	4,200
13	S-12	6,500-200-10,500	PB-2	9,300-34,800	4,600
14	S-13	7,450-225-11,500	PB-2	9,300-34,800	4,600
15	S-14	7,500-250-12,000	PB-2	9,300-34,800	4,800
16	S-15	8,000-275-13,500	PB-2	9,300-34,800	5,400
17	New Scale	8,000-275-13,500 (Group 'A' Entry)	PB-3	15600-39,100	5,400
18	S-16	9,000	PB-3	15600-39,100	5,400
19	S-17	9,000-275-9,550	PB-3	15600-39,100	5,400
20	S-18	10,325-325-10,975	PB-3	15600-39,100	6,600
21	S-19	10,000-325-15,200	PB-3	15600-39,100	6,600
22	S-20	10,650-325-15,850	PB-3	15600-39,100	6,600
23	S-21	12,000-375-16,500	PB-3	15600-39,100	7,600
24	S-22	12,750-375-16,500	PB-3	15600-39,100	7,600
25	S-23	12,000-375-18,000	PB-3	15600-39,100	7,600

5. As per para 5 of Annexure-I to O.M. No.35034/3/2008-Estt.(D) dated 19th May, 2009 ibid provides as under:

"Promotions earned/up-gradations granted under the ACP Scheme in the past to these grades which now carry the same grade pay due to merger of Pay scales / up-gradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting up-gradations under Modified ACPS".

6. The Screening Committee accordingly assessed the suitability of employees based on the availability of ACRs and Integrity / Work Performance and Vigilance Clearance Certificates and recommends for grant of financial up-gradation under ACP / MACP Scheme as per **Annexure-I**.

**Head of Office concerned
/ Member**

**Joint Secretary (Finance)
/ Member**

**Additional Secretary (Personnel),
Daman / Member**

**Senior most DANICS posted in DD
and DNH / Member**

**1(One) additional member to be nominated
by the Chairman of Screening Committee**

**Development Commissioner / Finance Secretary
/ Chairman**

ANNEXURE - I

STATEMENT SHOWING THE RECOMMENDED EMPLOYEES FOR GRANT OF FINANCIAL UPGRADATION UNDER ACP / MACP SCHEME.

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

Head of Office concerned
/ Member

Joint Secretary (Finance)
/ Member

Additional Secretary (Personnel),
Daman / Member

Senior most DANICS posted in DD and DNH / Member

1(One) additional member to be nominated
by the Chairman of Screening Committee

Development Commissioner / Finance Secretary
/ Chairman