

**GOVERNMENT OF MEGHALAYA  
FINANCE (PAY REVISION) DEPARTMENT**

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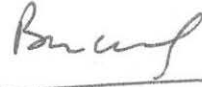
No. F(PR)-76/2009/65

Dated Shillong, the 24<sup>th</sup> August, 2010.

**OFFICE MEMORANDUM**

**Subject:** *ASSURED CAREER PROGRESSION SCHEME (ACPS) FOR THE STATE GOVERNMENT EMPLOYEES- clarifications regarding.*

The undersigned is directed to invite reference to this Office Memorandum No.F(PR)-76/2009/54 Dated 22<sup>nd</sup> February, 2010 regarding the Assured Career Progression Scheme (ACPS). Consequent upon introduction of the Scheme, clarifications have been sought by various Departments/Offices about certain issues in connection with implementation of the ACPS. The doubts raised by various quarters have been duly examined and point-wise clarifications are accordingly given in the Annexure.



(B.K. Dev Varma)

Principal Secretary to the Government of Meghalaya,  
Finance Department.

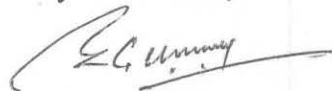
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**Memo No.F(PR)-76/2009/65(A). Dated Shillong, the 24<sup>th</sup> August, 2010.**

**Copy to :-**

1. The Accountant General (A&E) Meghalaya, etc., Shillong for information and necessary action (25 copies).
2. The Principal Accountant General (Audit) Meghalaya, etc., Shillong.
3. All Administrative Departments.
4. All Heads of Departments.
5. All Deputy Commissioners/Sub-Divisional Officers (Civil).
6. All Financial Advisers/ Finance & Accounts Officers/Treasury Officers.
7. The Principal Secretary, Meghalaya Legislative Assembly, Shillong.
8. The Secretary, Meghalaya Public Service Commission, Shillong.
9. The State Informatics Officer, NIC, Shillong for favour of placing the contents of this Office Memorandum in the website of the Government of Meghalaya.
10. The Director, Printing & Stationery for publication in the next issue of the Meghalaya Gazette and supply of 1500 printed copies of the Office Memorandum.

By order etc.,



Under Secretary to the Government of Meghalaya,  
Finance (Pay Revision) Department.

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ANNEXURE

Point of doubt	Clarification
<p>1. Whether financial upgradation to be given to an employee on completion of 12 years in a post, in a scale of pay or in a direct entry post only?</p>	<p>Financial upgradation(s) under the Assured Career Progression Scheme is admissible to an employee on completion of 12/24 years service to be counted from the date of entry into regular service.</p>
<p>2. In the case of an employee appointed on ad hoc basis and who is subsequently regularized whether the ad hoc service can be counted for grant of financial upgradation under the Assured Career Progression Scheme also?</p>	<p>Ad hoc service, though allowed to count for increments, pension, leave, etc., will not be counted for the purpose of financial upgradation under Assured Career Progression Scheme.</p>
<p>3. An employee gets first promotion after 20 years of regular service. Whether financial upgradation to be allowed on completion of 24 years of service from direct recruitment i.e., 4 years after the promotion or after 12 years from the date of promotion?</p>	<p>The main aim of the ACP Scheme is to tackle the problem of stagnation and to ensure that an employee should get at least two financial upgradations in his entire service career.</p> <p>Upgradations under the scheme are to be allowed on completion of 12/24 years of service counted from direct entry in the Government employment. If an employee gets first regular promotion on completion of 20 years of service, he will be entitled to second financial upgradation under Assured Career Progression Scheme on completion of 4 years of service after such first regular promotion, though the Recruitment/Service Rules may prescribe higher length of regular service in that grade/post for next promotion.</p>
<p>4. An employee who may have completed 26 years of service shall be entitled for two financial upgradations along with other employees who may have completed 24 years of service on the date the scheme was implemented. Can upgradation be allowed notionally from the date of completion of 12/24 years of regular service and actual financial benefit be given from the date of meeting of the Screening Committee?</p>	<p>Since the Assured Career Progression Scheme can have only prospective application, it is not permissible to allow notional benefit with retrospective effect. This would not lead to anomaly in as much as an employee having longer years of service would get his pay fixed at a higher/same stage vis-a-vis an employee having lesser length of service.</p>

<p>5. An employee who has completed 24 years of service is to be allowed the second financial upgradation directly. What will be the mode of fixation of pay of the employee?</p>	<p>An employee who has completed 24 years of regular service without promotion say in the scale of pay S2: Rs.7100 – 13840 shall be allowed two upgradations i.e., to S3: Rs.7700 – 15020 and S4: Rs.8300 – 16270. His pay shall first be fixed notionally in S3: Rs.7700 – 15020 and then in S4: Rs.8300 – 16270 under F.R.23(i) of the Meghalaya Fundamental Rules &amp; Subsidiary Rules, 1984. Pay fixation directly from S2 to S4 shall not be allowed.</p>
<p>6. Can an employee be given second upgradation under Assured Career Progression Scheme as soon as he completes 12 years of regular service from the date of his earlier promotion or as soon as he completes 24 years of regular service, whichever is earlier?</p>	<p>The periodicity of 12/24 years of regular service for grant of upgradations under ACPS cannot be relaxed. Grant of the first regular promotion prior to completion of 12 years of regular service from the direct entry grade shall have no bearing on the periodicity of the second upgradation under ACPS, which shall be granted only after completion of 24 years of regular service and only if the second regular promotion has not been earned in between.</p> <p>Suppose an LDA is promoted as UDA after 10 years of regular service, he will get the second financial upgradation only after 14 years from the date of promotion i.e., on completion of 24 years of regular service.</p> <p>Further, if an LDA is promoted as UDA after 16 years of regular service, he shall be eligible for the second financial upgradation on completion of 8 years as UDA i.e., after completion of 24 years of regular service.</p>
<p>7. Can all retirement and other terminal benefits be granted on the basis of actual pay drawn under the Assured Career Progression Scheme?</p>	<p>Yes, all retirement and other terminal benefits shall be on the basis of actual pay drawn under the Assured Career Progression Scheme.</p>
<p>8. An employee has superannuated after 22.02.10 i.e., the date from which Assured Career Progression Scheme was introduced. He had completed the required eligibility service as on 22.2.2010 for grant of financial upgradation but he retired on superannuation before the Screening Committee could meet to</p>	<p>The financial benefit under the ACP Scheme shall be granted from the date of the eligibility service prescribed under the Scheme or from the date of issue of the Office Memorandum No.F(PR)-76/2009/54 dated 22<sup>nd</sup> February, 2010 whichever is later. Therefore, employees who had completed eligibility service as on 22.02.10 but retired prior to the meeting of the first Screening Committee may be allowed the benefit from their due dates provided their cases were considered and recommended by the Screening Committee and approved by the Head of the Department.</p>

<p>assess his suitability for grant of benefits under Assured Career Progression Scheme. Will he be entitled for financial upgradation under Assured Career Progression Scheme?</p>	<p>This will be applicable only to employees who had retired after 22/02/10</p>
<p>9. A person has refused a promotion offered to him prior to his becoming eligible for financial upgradation under ACPS. He has since completed 12/24 years of regular service. Will he be entitled to financial upgradation/upgradation(s)?</p>	<p>The Assured Career Progression Scheme has been introduced to provide relief in cases of acute stagnation where the employees, despite being eligible for promotion in all respects, are deprived of regular promotion for long periods due to non-availability of vacancies in the higher grade. Cases of holders of isolated posts have also been covered under ACPS, as they do not have any promotional avenues. However, where a promotion has been offered before the employee could be considered for grant of benefit under Assured Career Progression Scheme but he refuses to accept such promotion, then he cannot be said to be stagnating as he has opted to remain in the existing grade on his own volition. As such, there is no case for grant of ACPS in such cases. The official can be considered for regular promotion again after the necessary debarment period.</p>
<p>10.(a) Whether any period(s) of break in service will have adverse effect on an employee getting financial upgradation under the Assured Career Progression Scheme?</p> <p>(b) Whether EOL without medical certificate will count for computing regular service under Assured Career Progression Scheme?</p>	<p>(a) Break in service/dies-non period shall be treated as non-qualifying service for the purpose of computing 12/24 years service under ACPS.</p> <p>(b) EOL, without Medical Certificate, but sanctioned by the competent authority, will count for computing regular service under ACPS.</p>
<p>11. Whether an employee who has not been recommended for grant of financial upgradation under Assured Career Progression Scheme by a Screening Committee can be considered by the next Screening Committee to be held in the other half of the year or one held only on expiry of one year?</p>	<p>The Screening Committee is scheduled to meet twice in a financial year. Normally, a case, once considered, should be reviewed only in the Screening Committee to be held after one year. However, if an additional ACR report has become available in respect of such an employee before cases are processed for placing the other cases before the Screening Committee to be held in the second half, or if there is any other development which makes a material change in the matter of assessment from the position obtaining when the case was considered earlier by the Screening</p>

	<p>Committee, the case of such employee may be considered in the subsequent Screening Committee to be held in the other half of the year.</p>
<p><b>12. Can financial upgradation be allowed to an employee who has rendered 12 years service in different posts carrying the same scale of pay?</b></p>	<p>Yes, financial upgradation should be given to an employee who has rendered 12/24 years service in different posts carrying the same scale of pay.</p>
<p><b>13. An employee has been granted the benefit of the Extended Scale. Is he eligible for financial upgradation under the ACP Scheme?</b></p>	<p>An employee who has been granted the benefit of Extended Scale on completion of 15 years of service in terms of O.M.No.F(PR)-31/89/1 dated 5-4-1989 would be eligible only to 1(one) financial upgradation under ACPS on rendering 24 years of service to be counted from the date of entry into regular service.</p>
<p><b>14. A group 'D' employee having been granted one or two financial upgradations under the scheme is presumed to be reclassified as Group 'C' employee. Whether such employee will retire at the age of 58 years.</b></p>	<p>Para 11 of the Annexure to this Department's O.M.NO.F(PR)-76/2009/54 dated 22.2.2010 provides that grant of financial upgradation under the scheme shall have no change in the designation/classification or higher status. In view thereof, a group 'D' employee having been granted one or two financial upgradations under ACPS shall continue to be Group D employee and hence shall retire on attaining the age of 60 years.</p>