GOVERNMENT OF MEGHALAYA
FINANCE (PAY REVISION) DEPARTMENT
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No. F(PR)–76/2009/54 **Dated Shillong, the 22nd February 2010.**

OFFICE MEMORANDUM

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

The Fourth Meghalaya Pay Commission, in Para.10.3.of its Report, has recommended introduction of a new scheme to deal with the problem of genuine stagnation and hardship faced by the State Government employees due to lack of adequate promotional avenues, especially those belonging to services or holding posts generally classified as common categories and isolated posts. As per the recommendations, career progression benefit will be available to a government employee who stagnate in service for a continuous and specified period of time in the form of financial up-gradations, to be allowed twice in his service career subject to fulfillment of certain conditions. The Government has considered the recommendations of the Pay Commission vis-à-vis the Government of India's existing scheme of this nature and has accepted the same.

2. In pursuance thereof, the undersigned is directed to say that the Governor of Meghalaya is pleased to order introduction of the scheme under the title and guidelines specified below:-

1) The Scheme shall be known as ***"ASSURED CAREER PROGRESSION SCHEME (ACPS) FOR THE STATE GOVERNMENT EMPLOYEES".***

2) The benefit under the Scheme shall be available to all posts in Group 'B', 'C' and 'D' and also to all posts belonging to Group 'A' whether isolated or not. However, organized Group 'A' services shall not be covered under the scheme.

3) Casual workers (including those with temporary status or those conferred with Regular Casual Worker status) and employees appointed under ad hoc basis, Regulation 3 (f) and contract service shall not be eligible for the benefits under the Scheme.

4) The Scheme envisages merely placement in the next higher pay scale/grant of financial benefits (through financial up-gradation) to the government employee purely on personal basis and shall, therefore, have no relevance to his seniority position. Neither shall it amount to functional/regular promotion nor require creation of new posts for the purpose. As such, there shall be no stepping up of pay for the senior employees on the ground that the junior employee in the cadre has got higher pay under the ACP Scheme.

N.I.C Department

5) The Scheme shall, in no case, affect the normal or regular promotional avenues available to employees on the basis of vacancies. Attempts needed to improve promotion prospects in cadres on functional grounds by way of organizational study, cadre review, etc. as per prescribed norms should not however, be given up on the ground that the ACP Scheme has been introduced.

6) Each Department shall constitute a Screening Committee, both at the levels of Administrative Departments and Heads of Departments with a Chairperson and two Members each. The members of the Committee shall comprise of officers holding the post which are at least one level above the grade in which the ACP is to be considered and not below the rank of Under Secretary at the level of Administrative Departments and Assistant Director at the level of Heads of Departments, with the Chairperson generally from a grade above the Members of the Screening Committee.

7) The recommendations of the Screening Committee shall be placed before the Principal Secretary/Commissioner & Secretary in case where the Committee is constituted at the Administrative Department level and before the Head of Department in the other cases for approval.

8) The Screening Committee shall follow a time-schedule and meet twice in a financial year – preferably in the first week of January and the 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 to September) of a particular financial year shall be taken up for consideration by the Screening Committee in the first week of January. Similarly, the Screening Committee shall process cases that would be maturing during the second-half (October to March) in the first week of July of the same financial year.

3. To make the Scheme operational, the Administrative Department(s) and/or the Head(s) of Department(s), as the case may be, shall constitute the first Screening Committee within a month from the date of issue of these orders to consider the cases of employees that have already matured or would be maturing up-to 31th March, 2010 for grant of financial up-gradation. The next Screening Committee shall be constituted as per the time-schedule indicated above.

4. The Assured Career Progression Scheme (ACPS) shall become operational from the date of issue of this Office Memorandum.

5. If any question arises as to the scope and meaning of the provisions of the Scheme, it shall be referred to the Government in the Finance Department whose decision thereon shall be final.

6. The details of the ACP scheme and the conditions for grant of the financial up-gradations under the Scheme are 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/ 54(A). Dated Shillong, the 22nd February 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

CONDITIONS FOR GRANT OF FINANCIAL UP-GRADATIONS UNDER THE ASSURED CAREER PROGRESSION SCHEME (ACPS).

1. There shall be two financial up-gradations under the Scheme, counted from the direct entry of a government employee into regular service on completion of 12 and 24 years service respectively. The first financial up-gradation shall be allowed in the next higher scale of pay after an employee has completed 12 years regular service in a scale of pay and the second up-gradation after 12 years of regular service from the date of the first financial up-gradation. If the first financial up-gradation gets postponed due to the reason that an employee is found unfit or due to departmental proceedings, etc., it shall have consequential effect and the second up-gradation will get deferred accordingly.

2. The placement shall be in the hierarchy of the Standard Scales of pay as given in Part – A of the First Schedule of the Meghalaya Services (Revision of Pay) Rules, 2009 and shall be available up-to the scale of pay of 26700-800-33100-1000-42100.

3. Counting of regular service for the purpose of the ACP Scheme 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 an ad hoc/Regulation 3 (f)/contract basis before regular appointment or pre-appointment training/probation shall not be taken into reckoning. However, past continuous service in another Department of the Government of Meghalaya in a post carrying identical scale of pay prior to regular appointment through proper channel in a new Department, without break, shall also be counted towards qualifying regular service for the purpose of the Scheme only (and not for regular promotions).

4. **Regular service** in a post shall include all periods spent on deputation/foreign service, officiating in a higher post, study leave and all other kinds of leave, duly sanctioned by the competent authority.

5. **Past service** rendered by an employee in another State Government/ Statutory body/Autonomous body/Public Sector organization before appointment in any Department of the Government of Meghalaya shall not be counted towards regular service.

6. The benefits of the Scheme shall also apply to work-charged employees if their service conditions are comparable with the employees of regular establishment.

Under Secretary
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Finance (PR) Department

7. Two financial up-gradations under the Scheme in the entire career of a government employee shall be counted against regular promotions availed from the grade in which an employee was appointed as a direct recruit. If the first financial up-gradation under the Scheme is followed by regular promotion, the second financial up-gradation shall not be admissible to the employee concerned but this shall not debar him from further regular promotion(s) when vacancy in the higher grade(s) arises. If an employee has already got one regular promotion, he shall qualify for the second financial up-gradation only on completion of 12 years of regular service in that same post and same scale of pay from the date of such promotion. In case two prior promotions on regular basis have already been received by an employee, no benefit under the Scheme shall be available to him.

8. The benefit of fixation of pay available at the time of regular promotion shall also be allowed at the time of financial up-gradation under the Scheme. Therefore, the pay of an employee on financial up-gradation shall be fixed under the provisions of F.R. 23 (i) of the Meghalaya Fundamental Rules & Subsidiary Rules, 1984 and the next increment shall be admissible only after completion of twelve months' service from the date of placement in the higher scale of pay under the Scheme. The aforesaid financial benefit of pay fixation allowed under the Scheme shall be final and there shall be no further fixation of pay at the time of regular promotion of the employee in the hierarchy of his cadre if it is in the identical scale of pay already available under the Scheme. However, at the time of actual promotion if it happens to be in a post/grade carrying higher scale of pay than what is drawn by the employee under the Scheme, the benefit of F.R.23 (i) may be allowed.

9. Grant of higher scale of pay under the Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently.

10. If the first financial up-gradation under the ACP Scheme is deferred and not allowed after 12 years due to the reason of the employee being unfit or due to departmental proceedings, etc. it shall have consequential effect on the second financial up-gradation which shall also get deferred to the extent of delay in grant of first financial up-gradation.

11. On grant of financial up-gradation 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 loans and advances, allotment of government accommodation, provident fund contribution and withdrawals, travel expenses, etc. may be permitted.

Under Secretary
Govt. of Meghalaya
Finance (PR) Department

12. The financial up-gradation shall be on non-functional basis and subject to fitness. In the matter of disciplinary/penalty proceedings, grant of the benefit under the Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the Discipline & Appeal Rules of the State Government.

13. If, at the time of implementation of the Scheme, an employee has completed 24 years of regular service in the same post/cadre without a promotion, he shall be entitled directly to the second financial up-gradation.

14. If a regular promotion has been offered but was refused by an employee before becoming entitled to a financial up-gradation, no financial up-gradation shall be allowed to him as such employee has not been stagnated due to lack of opportunities. If, however, financial up-gradation has been allowed due to stagnation and the employee subsequently refuses to accept the promotion, it shall not be a ground to withdraw the financial up-gradation allowed to him. Such employee shall not, however, be eligible to be considered for the second financial up-gradation till he agrees to be considered for promotion again and the second up-gradation under the Scheme shall be deferred to the extent of the period of debarment due to the refusal.

15. Employees on deputation/foreign service need not revert to the parent department for availing the benefit of financial up-gradation under the ACP Scheme. When they qualify for the financial up-gradation they may be allowed to exercise a fresh option to draw pay either in the scale of pay of the post held by them on deputation/foreign service or the scale of pay available to them through financial up-gradation under the ACP Scheme, whichever is beneficial.

16. Pay drawn in the time scale of pay allowed under the ACP Scheme shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.

17. The existing time-bound schemes of promotion, such as those of the drivers and the typists cadres, may continue to be operational for the categories of employees concerned if it is decided by the administrative authorities to retain such schemes, after necessary consultation, or they may switch over to the ACP Scheme. However, such schemes shall not be allowed to run concurrently with the ACP Scheme.

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

Under Secretary
Govt. of Meghalaya
Finance (PR) Department

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