OFFICE - MEMO

The Vice-Chancellor, in exercise of powers vested in him under section 19(3) of the AMU Amendment Act, 1981 and on behalf of the Executive Council has passed the following orders:


ii) Further approved the constitution of a committee consisting of the following to explore the modalities for the expeditious implementation of ACP scheme in its entirety in all and sundry manner and to ensure that cases of all employees are processed as per guidelines contained in the scheme. The Cadre Review section will prepare the case files of the employees on individual basis giving therein the full facts of the case in detail.

1. Mr. Nazim Husain Jafri, Deputy Registrar (SB&P5)
2. Mr. Noorul Salam, Internal Audit Officer.
3. Mr. Shakeel Ahmad, Deputy Finance Officer (Salary)
4. Mr. M. Salmon Siddique, Asstt. Registrar (Cadre Review) (Convenor)

The action of the Vice-Chancellor shall be reported to the Executive Council at its next meeting.

(Prof. V.K. Abdul Jaleel)
Registrar

Dated: 3rd August, 2010

D.No. 254/CR/2010

Copy to:
1. All Deans of Faculties/DSW.
2. All Chairman of the Department of Studies.
3. All Heads of the Offices/Institutions.
4. All Provosts of the Hall of Residents.
5. Principal of Colleges/Polytechnics/School.
6. University Librarian/University Engineer (Building)/Electrical Engineer.
7. Finance Officer/Internal Audit Officer.
8. Assistant Registrar (Councils) for report to the E.C.
9. P.S. to Vice-Chancellor.
10. P.S. to Registrar/Controller/Finance Officer.
M.S. Yadav
Chief Statistical Officer

The Registrar
Aligarh Muslim University
Aligarh - 202 002.

Sub: Implementation of ACP Scheme of 9.8.1999 for the non-teaching employees of Central Universities, UGC maintained Deemed to be Universities and Delhi Colleges - regarding.

Sir,

This is in continuation to this office letter of even number dated 22nd March, 2010 on the subject mentioned above informing Central Universities, UGC maintained Deemed to be Universities and Delhi Colleges that the detailed guidelines on ACP Scheme are being developed on the basis of the recommendations of the UGC Standing Committee in the past while considering the individual cases from these institutions and enabling Universities to implement the ACP Scheme in respect of the remaining cases on similar lines on their own.

A copy of the guidelines as prepared by the Standing Committee on ACP Scheme and approved by UGC is enclosed herewith for guidance and strict compliance to deal with the remaining individual cases for award of financial upgradations under the ACP Scheme of 9.8.1999. As intimated earlier, the Universities/Colleges need not send any ACP proposal to UGC and will implement on their own the DOPT ACP Scheme 9.8.99 in respect of remaining eligible cases during the period from 9.8.1999 to 31.8.2008 as per the guidelines enclosed.

For any clarification/doubt, if so observed, the matter may be referred to the UGC for clarification/rectification. In case any discrepancy is observed in award of irregular financial upgradation under the Scheme, such recommendations are liable to be withdrawn. A copy of this letter along with the enclosures may be provided to the Finance Officer of the University.

Yours faithfully,

(M.S. Yadav)
Chief Statistical Officer

End: As above.
OFFICE MEMORANDUM

Subject: THE ASSURED CAREER PROGRESSION SCHEME FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.

The Fifth Central Pay Commission in its Report has made certain recommendations relating to the Assured Career Progression (ACP) Scheme for the Central Government civilian employees in all Ministries/Departments. The ACP Scheme needs to be viewed as a 'Safety Net' to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues. Accordingly, after careful consideration it has been decided by the Government to introduce the ACP Scheme recommended by the Fifth Central Pay Commission with certain modifications as indicated hereunder-

2. GROUP ‘A’ CENTRAL SERVICES

2.1 In respect of Group ‘A’ Central services (Technical/Non-Technical), no financial upgradation under the Scheme is being proposed for the reason that promotion in their case must be earned. Hence, it has been decided that there shall be no benefits under the ACP Scheme for Group ‘A’ Central services (Technical/Non-Technical). Cadre Controlling Authorities in their case would, however, continue to improve the promotion prospects in organisations/cadres on functional grounds by way of organisational study, cadre review, etc. as per prescribed norms.


3.1 While in respect of these categories also promotion shall continue to be duly earned, it is proposed to adopt the ACP Scheme in a modified form to mitigate hardship in cases of acute stagnation either in a cadre or in an isolated post. Keeping in view all relevant factors, it has, therefore, been decided to grant two financial upgradations as recommended by the Fifth Central Pay Commission and also in accordance with the Agreed Settlement dated September 11, 1997 (in relation to Group ‘C’ and ‘D’ employees) entered into with the Staff Side of the National Council (JCM) under the ACP Scheme to Group ‘B’, ‘C’ and ‘D’ employees on completion of 12 years and 24 years (subject to condition no.4 in Annexure-I) of regular service respectively. Isolated posts in Group ‘A’, ‘B’, ‘C’ and ‘D’ categories which have no promotional avenues shall also qualify for similar benefits on the pattern indicated above. Certain categories of employees such as casual employees (including those with temporary status), ad-hoc and contract employees shall not qualify for benefits under the aforesaid Scheme. Grant of financial upgradations under the ACP Scheme shall, however, be subject to the conditions mentioned in Annexure-I.
3.2 'Regular Service' for the purpose of the ACP Scheme shall be interpreted to mean the eligibility service counted for regular promotion in terms of relevant Recruitment/Service Rules.

4. Introduction of the ACP Scheme should, however, in no case affect the normal (regular) promotional avenues available on the basis of vacancies. Attempts needed to improve promotional prospects in organisations/cadres on functional grounds by way of organisational study, cadre reviews, etc as per prescribed norms should not be given up on the ground that the ACP Scheme has been introduced.

5. Vacancy based regular promotions, as distinct from financial upgradation under the ACP Scheme, shall continue to be granted after due screening by a regular Departmental Promotion Committee as per relevant rules/guidelines.

6. **SCREENING COMMITTEE**

6.1 A departmental Screening Committee shall be constituted for the purpose of processing the cases for grant of benefits under the ACP Scheme.

6.2 The composition of the Screening Committee shall be the same as that of the DPC prescribed under the relevant Recruitment/Service Rules for regular promotion to the higher grade to which financial upgradation is to be granted. However, in cases where DPC as per the prescribed rules is headed by the Chairman/Member of the UPSC, the Screening Committee under the ACP Scheme shall, instead, be headed by the Secretary or an officer of equivalent rank of the concerned Ministry/Department. In respect of isolated posts, the composition of the Screening Committee (with modification as noted above, if required) shall be the same as that of the DPC for promotion to analogous grade in that Ministry/Department.

6.3 In order to prevent operation of the ACP Scheme from resulting into 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 July for advance processing of the cases. Accordingly, cases maturing during the first-half (April-September) of a particular financial year for grant of benefits under the ACP Scheme shall be taken up for consideration by the Screening Committee meeting in the first week of January of the previous financial year. 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. For example, the Screening Committee meeting in the first week of January, 1999 would process the cases that would attain maturity during the period April 1, 1999 to September 30, 1999 and the Screening Committee meeting in the first week of July, 1999 would process the cases that would mature during the period October 1, 1999 to March 31, 2000.

6.4 To make the Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee of the current financial year within a month from the date of issue of these instructions to consider the cases that have already matured or would be maturing of these instructions to consider the cases that have already matured or would be maturing of these instructions to consider the cases that have already matured or would be maturing of these instructions to consider the cases that have already matured or would be maturing Committee shall be constituted as per the time-schedule suggested above.

7. Ministries/Departments are advised to explore the possibility of effecting savings so as to minimise the additional financial commitment that introduction of the ACP Scheme may entail.
instance, incumbents of isolated posts in the pay-scale S-4, as indicated in Annexure-II, will be eligible for the proposed two financial upgradations only to the pay-scales S-5 and S-6. Financial upgradation on a dynamic basis (i.e. without having to create posts in the relevant scales of pay) has been recommended by the Fifth Central Pay Commission only for the incumbents of isolated posts which have no avenues of promotion at all. Since financial upgradations under the Scheme shall be personal to the incumbent of the isolated post, the same shall be filled at its original level (pay-scale) when vacated. Posts which are part of a well-defined cadre shall not qualify for the ACP Scheme on ‘dynamic’ basis. The ACP benefits in their case shall be granted conforming to the existing hierarchical structure only;

8. The financial upgradation under the ACP Scheme 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 employee on the ground that the junior employee in the grade has got higher pay-scale under the ACP Scheme;

9. On upgradation under the ACP Scheme, pay of an employee shall be fixed under the provisions of FR 22(l) a(1) subject to a minimum financial benefit of Rs.100/- as per the Department of Personnel and Training Office Memorandum No.1/6/97-Pay.I dated July 5, 1999. The financial benefit allowed under the ACP Scheme shall be final and no pay-fixation benefit shall accrue at the time of regular promotion i.e. posting against a functional post in the higher grade;

10. Grant of higher pay-scale under the ACP 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. In case he refuses to accept the higher post on regular promotion subsequently, he shall be subject to normal debarment for regular promotion as prescribed in the general instructions in this regard. However, as and when he accepts regular promotion thereafter, he shall become eligible for the second upgradation under the ACP Scheme only after he completes the required eligibility service/period under the ACP Scheme in that higher grade subject to the condition that the period for which he was debarred for regular promotion shall not count for the purpose. For example, if a person has got one financial upgradation after rendering 12 years of regular service and after 2 years therefrom if he refuses regular promotion and is consequently debarred for one year and subsequently he is promoted to the higher grade on regular basis after completion of 15 years (12+2+1) of regular service, he shall be eligible for consideration for the second upgradation under the ACP Scheme only after rendering ten more years in addition to two years of service already rendered by him after the first financial upgradation (2+10) in that higher grade i.e. after 25 years (12+2+1+10) of regular service because the debarment period of one year cannot be taken into account towards the required 12 years of regular service in that higher grade;

11. In the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of relevant CCS(CCA) Rules, 1965 and instructions thereunder;

12. The proposed ACP Scheme contemplates merely placement on personal basis in the higher pay-scale/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not apply to the ACP Scheme which shall extend its benefits uniformly to all eligible SC/ST employees also. However, at the time of regular/functional (actual) promotion, the Cadre Controlling Authorities shall ensure that all reservation orders are applied strictly;
13. Existing time-bound promotion schemes, including in-situ promotion scheme, in various Ministries/Departments may, as per choice, continue to be operational for the concerned categories of employees. However, these schemes, shall not run concurrently with the ACP Scheme. The Administrative Ministry/Department – not the employees – shall have the option in the matter to choose between the two schemes, i.e. existing time-bound promotion scheme or the ACP Scheme, for various categories of employees. However, in case of switch-over from the existing time-bound promotion scheme to the ACP Scheme, all stipulations (viz. for promotion, redistribution of posts, upgradation involving higher functional duties, etc) made under the former (existing) scheme would cease to be operative. The ACP Scheme shall have to be adopted in its totality.

14. In case of an employee declared surplus in his/her organisation and in case of transfers including unilateral transfer on request, the regular service rendered by him/her in the previous organisation shall be counted along with his/her regular service in his/her new organisation for the purpose of giving financial upgradation under the Scheme; and

15. Subject to Condition No. 4 above, in cases where the employees have already completed 24 years of regular service, with or without a promotion, the second financial upgradation under the scheme shall be granted directly. Further, in order to rationalise unequal level of stagnation, benefit of surplus regular service (not taken into account for the first upgradation under the scheme) shall be given at the subsequent stage (second) of financial upgradation under the ACP Scheme as a one time measure. In other words, in respect of employees who have already rendered more than 12 years but less than 24 years of regular service, while the first financial upgradation shall be granted immediately, the surplus regular service beyond the first 12 years shall also be counted towards the next 12 years of regular service required for grant of the second financial upgradation and, consequently, they shall be considered for the second financial upgradation also as and when they complete 24 years of regular service without waiting for completion of 12 more years of regular service after the first financial upgradation already granted under the Scheme.

(K.K. JHA)
Director(Establishment)
Conditions for Grant of Benefits under the ACP Scheme

1. The ACP Scheme envisages merely placement in the higher pay-scale/grant of financial benefits (through financial upgradation) only to the Government servant concerned on personal basis and shall, therefore, neither amount to functional/regular promotion nor would require creation of new posts for the purpose.

2. The highest pay-scale up to which the financial upgradation under the Scheme shall be available will be Rs. 14,300-18,300. Beyond this level, there shall be no financial upgradation and higher posts shall be filled strictly on vacancy based promotions.

3. The financial benefits under the ACP Scheme shall be granted from the date of completion of the eligibility period prescribed under the ACP Scheme or from the date of issue of these instructions whichever is later.

4. The first financial upgradation under the ACP Scheme shall be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of the first financial upgradation subject to fulfillment of prescribed conditions. In other words, if the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc this would have consequent effect on the second upgradation which would also get deferred accordingly.

5.1 Two financial upgradations under the ACP Scheme in the entire Government service career of an employee shall be counted against regular promotions (including in-situ promotion and fast-track promotion availed through limited departmental competitive examination) availed from the grade in which an employee was appointed as a direct recruit. This shall mean that two financial upgradations under the ACP Scheme shall be available only if no regular promotions during the prescribed periods (12 and 24 years) have been availed by an employee. If an employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service under the ACP Scheme. In case two prior promotions on regular basis have already been received by an employee, no benefit under the ACP Scheme shall accrue to him.

5.2 Residency periods (regular service) for grant of benefits under the ACP Scheme shall be counted from the grade in which an employee was appointed as a direct recruit.

6. Fulfillment of normal promotion norms (bench-mark, departmental examination, seniority-cum-fitness in the case of Group 'D' employees, etc.) for grant of financial upgradations, performance of such duties as are entrusted to the employees together with retention of old designations, financial upgradations as personal to the incumbent for the stated purposes and restriction of the ACP Scheme for financial and certain other benefits (House Building Advance, allotment of Government accommodation, advances, etc) without conferring any privileges related to higher status (e.g. invitation to ceremonial functions, deputation to higher posts, etc) shall be ensured for grant of benefits under the ACP Scheme;

7. Financial upgradation under the Scheme shall be given to the next higher grade in accordance with the existing hierarchy in a cadre/category of posts without creating new posts for the purpose. However, in case of isolated posts, in the absence of defined hierarchical grades, financial upgradation shall be given by the Ministries/Departments concerned in the immediately next higher (standard/common) pay-scales as indicated in Annexure-II which is in keeping with Part-A of the First Schedule annexed to the Notification dated September 30, 1997 of the Ministry of Finance (Department of Expenditure). For
8. The ACP Scheme shall become operational from the date of issue of this Office Memorandum.

9. 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.

10. The Fifth Central Pay Commission in paragraph 52.15 of its Report has also separately recommended a "Dynamic Assured Career Progression Mechanism" for different streams of doctors. It has been decided that the said recommendation may be considered separately by the administrative Ministry concerned in consultation with the Department of Personnel and Training and the Department of Expenditure.

11. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the ACP Scheme shall be given by the Department of Personnel and Training (Establishment-D).

12. All Ministries/Departments may give wide circulation to these instructions for guidance of all concerned and also take immediate steps to implement the Scheme keeping in view the ground situation obtaining in services/cadres/posts within their administrative jurisdiction;

13. Hindi version would follow.

(K.K. JHA)  
Director (Establishment)

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

3. All attached/subordinate offices of the Ministry of Personnel, Public Grievances and Pensions

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. Establishment (D) Section - 1000 copies
STANDARD/COMMON PAY-SCALES

As per Part-A of the First Schedule Annexed to the Ministry of Finance (Department of Expenditure) Gazette Notification dated September 30, 1997

[REFERENCE PARA 7 OF ANNEXURE I OF THIS OFFICE MEMORANDUM]

<table>
<thead>
<tr>
<th>S.No.</th>
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<td>2. S-2</td>
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<td>5. S-5</td>
<td>3050-75-3950-80-4590</td>
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<td>6. S-6</td>
<td>3200-85-4900</td>
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<td>7. S-7</td>
<td>4000-100-6000</td>
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<td>8. S-8</td>
<td>4500-125-7000</td>
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<td>9. S-9</td>
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<td>18. S-24</td>
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Guidelines for consideration of individual cases for grant of financial upgradation to the employees of Central Universities, UGC maintained deemed to be Universities and Delhi Colleges under the Assured Career Progression Scheme.

BACKGROUND:

Government of India, Ministry of Personnel, Public Grievances and Pensions, (Department of Personnel & Training) vide their O.M.No.35034/1/97-Estt.(D) dated the 9th August, 1999 had notified the Assured Career Progression (ACP) Scheme for the Central Government Civilian Employees.

2. The Ministry of Human Resource Development (MHRD) vide its letter No.F.4-43/99-U.I dated 23rd October, 2000 had extended the ACP Scheme to the autonomous bodies under its purview. The UGC had, in turn, vide letter No.F.30-9/99(CU) dated 18th December, 2000 conveyed the decision to the Central Universities, UGC maintained deemed to be Universities and Delhi Colleges receiving hundred percent financial assistance / Non-Plan grants.

3. While forwarding the guidelines on the subject to the Universities / Delhi Colleges, they were specifically requested to ensure that the financial benefits availed on account of promotion(s), personal promotion(s), time bound promotion(s) [One Time Upward Movement / Second Upward Movement], in-situ promotion(s), financial upgradation(s), restructuring of cadres, implementation of club structuring scheme, personal pay-scale schemes, Local Cadre Review Committee recommendations, any large scale/mass stepping up exercise etc. are adjusted against the ACP Scheme.

4. In order to ensure uniformity in implementation of the ACP Scheme, the UGC had constituted a Standing Committee on the ACP Scheme consisting, inter-alia, a representative of the MHRD. In terms of the UGC's letter of June, 2003 and subsequent communications issued from time to time, each Institution is required to refer all individual cases, in a prescribed format, to be considered under the ACP Scheme to the UGC for consideration of the aforesaid Committee.
5. The Standing Committee on the ACP Scheme has been making recommendations only on two aspects, namely, (i) the scale of pay admissible consequent upon grant of the 13th financial upgradation under the ACP Scheme and (ii) the date from which the upgradation could be allowed. These recommendations are based on different parameters, like the individual's details furnished by the University/College, the cadre hierarchy, the qualifications possessed by the incumbents etc. Further, the approval conveyed by the UGC is subject to the University/College ensuring fulfillment of all terms and conditions laid down by the UGC vide their letter No.35034/1/97 Estt(D) dated 9.8.1999 & other communications in this regard issued from time to time.

6. While examining the individual cases under the ACP Scheme, the Committee observed, inter alia, that the institutions had distorted the implementation of One Time Upward Movement (OTUM) scheme extended by the UGC with effect from 1st January, 1999. It also simultaneously introduced various promotional schemes/mass stepping up of personal pay scales scheme etc. before 30th April, 1998 on their own without approval of the UGC in order to resolve the disparities in the pay scales of non-teaching staff prevailing in various Central Universities, Deemed to be Universities and Delhi Colleges arising out of unauthorized financial upgradations granted to the employees by some universities, the UGC had, at the instance of the Ministry of HRD, constituted a Joint Cadre Review Committee (JCRC) in January, 2003 to recommend a complete framework of the detailed uniform service conditions for the non-teaching staff of Central Universities, UGC maintained Deemed to be Universities and the Colleges affiliated to the University of Delhi.

The interim report submitted by JCRC contained, inter alia, (i) the recommendations regarding measures to be taken for removal of the anomalies in pay-scales and (ii) details of 24 tentative codes identified by the JCRC for non-teaching staff in these institutions. Having examined the recommendations made by the JCRC aimed at removal of the anomalies in pay-scales in consultation with the Ministry of Finance (Department of Expenditure) and the Department of Personnel and Training, the MHRD issued certain guidelines to the UGC for strict compliance by the Central Universities, UGC maintained Deemed to be Universities and Delhi Colleges. Further, in turn, issued these guidelines to the said institutions vide its letter No. HRD. Estt (D) dated 13th March, 2006. These guidelines provide, inter alia, that one can avail only one financial upgradation before 8.4.1998.
shall be eligible for the 2nd financial upgradation under the ACP Scheme after completion of 24 years of service in accordance with the ACP Scheme notified by the Department of Personnel and Training vide its O.M. dated 9th August, 1999. Further, if an employee had been allowed two or more financial upgradations as on 8th April, 1998, she/he shall not be eligible for any further financial upgradation during his/her career and that the additional financial upgradation(s) over and above two financial upgradations given before 8th April, 1998, if any, shall stand withdrawn with effect from 8th April, 1998 and his/her pay would be fixed at the appropriate stage in the appropriate relevant scale as if he/she was given only two financial upgradations. However, the pay she/he was drawing as on 8th April, 1998 shall be protected by allowing the difference between the pay as may be fixed at the appropriate stage in the relevant approved scale of pay as stated above and the pay he/she has been drawing as on 8th April, 1998, as personal pay to be adjusted against future increments. The anomalies, if any, arising out of the implementation of the guidelines contained in the UGC's letter dated 13th March, 2006 are required to be referred to the UGC for further consideration by JCRC. While recommending the cases for financial upgradation the Universities/Colleges concerned are required to ensure strict compliance with the approved guidelines referred to above without any further loss of time and to send an action taken report in this behalf to the UGC.

7. DOPT vide its OM No.35034/3/2008-Estt.(D) dated 19th May 2009 has introduced the Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees. Since this Scheme would be operational w.e.f. 1st September, 2008, financial upgradations under the ACP Scheme would be granted till 31st August, 2008.

8. It has been decided with the approval of the Chairman, UGC, that these institutions should be advised to implement the ACP Scheme of 9.8.1999 on their own. Detailed guidelines may be developed based on the past experience gained by the Standing Committee on ACP Scheme while considering individual cases for grant of financial upgradations under the ACP Scheme to the employees of Central Universities, UGC maintained deemed to be Universities and Delhi Colleges.
9. In keeping with the provisions of the ACP Scheme notified by DOPT and the guidelines issued by the MHRD in consultation with Ministry of Finance (Department of Expenditure) and DOPT based on the recommendations made by the JCRB in its interim report summarized in para 6 above as also based on the past experience gained by the Standing Committee on the ACP Scheme, the Committee proposes the following guidelines for grant of financial upgradations under the ACP Scheme for information, guidance and strict compliance by the Central Universities, UGC maintained Deemed to be Universities and Delhi Colleges:

(i) The ACP Scheme shall be operational for the period from 9th August, 1999 to 31st August, 2008 [Since the Modified Assured Career Progression Scheme (MACPS) comes into effect with effect from 1st September, 2008]

(ii) The ACP Scheme is applicable to Group 'B', 'C' & 'D' services / posts and isolated posts in Group 'A', 'E', 'C' and 'D' categories (Isolated post i.e., a stand alone post having neither feeder grade nor promotional grade. As such, a post having no promotional grade but having a feeder grade and vice versa shall not be treated as isolated post for the purpose of ACP Scheme).

(iii) In order to undertake a close scrutiny of the cases, the case wise history be prepared containing inter alia, details of the financial upgradation(s)/promotion(s) awarded in chronological order commencing from the date of initial regular appointment in the University in the prescribed format (Annexure-I). The case wise history, together with a summary of the cases prepared in the prescribed format (Annexure-II), be placed before a Screening Committee to be constituted by the University for consideration of such cases, category wise, twice a year strictly as per the schedule laid down by the DOPT in its communication on the subject.

(iv) In order to ensure that the cut-off date of 8th April, 1998 for termination of OTUM in respect of non-teaching staff (Group B, C & D) is made applicable uniformly, the Screening Committee shall ensure that any financial upgradation granted under OTUM or any other
Scheme from 9th April, 1998 to 8th August, 1999, viz the date immediately preceding the
date when the ACP Scheme became operational, is withdrawn.

(v) If an employee has not got any financial upgradation under OTUM or any other
Scheme as on 8th April, 1998, he shall be granted 1st financial upgradation under the ACP
Scheme after he completes 12 years of regular service or from 9th August, 1999, whichever
be later.

(vi) If an employee had been granted only one financial upgradation under OTUM or
any other Scheme as on 8th April, 1998, he shall be granted 2nd financial upgradation under
the ACP Scheme after he completes 24 years of regular service or from 9th August, 1999,
whichever be later.

(vii) If an employee had already been granted two financial upgradations, whether under
OTUM or any other Scheme, as on 8th April, 1998, he shall not be considered for any further
financial upgradation under the ACP Scheme during his career.

(viii) If an employee had already been granted more than two financial upgradations,
whether under OTUM or any other Scheme, as on 8th April, 1998, the additional financial
upgradation given shall stand withdrawn with effect from 8th April, 1998 and his pay would
be fixed at the appropriate stage in the appropriate relevant pay-scale as if he had been
given only two financial upgradations. However, the pay he was drawing as on 8th April,
1998 shall be protected by allowing the difference between the pay as may be fixed at the
appropriate stage in the relevant approved pay-scale and the pay he had been drawing as
on 8th April, 1998, as personal pay to be adjusted against future increments.

(ix) While considering the cases relating to grant of financial upgradation(s) under the
ACP Scheme, the Screening Committee shall make it sure that all the appointments made on
or after 8th April, 1998 are only in the core pay-scales and that the financial upgradation(s)
granted under the ACP Scheme are with reference to the core pay scale(s). In case,
however, an employee is enjoying the same pay scale as would have been admissible to him
consequent upon grant of financial upgradation under the ACP Scheme, the same would
stand adjusted against the financial upgradation due to him under the ACP Scheme.
Similarly, in order to determine whether an employee has already got two or more financial upgrading as on 8th April, 1998, the core pay-scale shall be taken into account. The core pay scales as also those admissible by way of grant of the 1st ACP and the 2nd ACP have been specified, post-wise and cadre-wise in Annexure-III. All such cases as do not find mention in Annexure - III may be examined and decided by the institutions in the light of guidelines on the subject and in case of any doubt requiring clarification, the matter may be referred to the UGC.

(v) This Committee shall ensure the fulfillment of all terms and conditions laid down by the DOPT / UGC like regular service, satisfactory services, qualifications as per cadre recruitment rules, etc before the grant of financial benefit to the individual employees under the Scheme.

(vi) Grant of financial upgrading under the ACP Scheme to Group D civilian employees shall be subject to the conditions in DOPT O.M. No.E.45034/2/2001-Estt.(D) dated 1st June, 2001.

(vii) The financial upgrading(s) to the Staff Car Drivers under the ACP Scheme shall be admissible only if the strength of Staff Car Drivers is not sufficient enough to introduce the Staff Car Drivers Scheme notified by DOPT or if the University / College consciously decides to opt for the ACP Scheme. In other words, where the Staff Car Driver Scheme is applicable, the ACP scheme shall not be applicable.

(viii) The award of scale of pay of Rs.8000-13500 (pre-revised) to Semi Professional Assistant / Professional Assistant under the ACP Scheme by way of grant of 2nd / 3rd financial upgrading, respectively, shall be subject to the qualifications prescribed vide UGC’s letter No.A4 1/2008(CU/CIRC) dated 2nd December, 2008.

(ix) The award of financial upgrading under the ACP Scheme shall be subject to the University / College ensuring fulfillment of all terms and conditions laid down by the DOPT in their different communications dated 9th August, 1999, [specifically para-6 of Annexure-I to the letter i.e. "CONDITIONS FOR GRANT OF BENEFITS UNDER THE ACP SCHEME"] regarding fulfillment of normal promotion norms (bench-mark, departmental examination,
seniority-cum-fitness in the case of Group ‘D’ employees, etc.) for grant of financial
upgradations.............], 10th February, 2000, 1st June, 2001 and 20th August, 2001 etc.

(xvi) A set of the guidelines relating to ACP Scheme issued by the DOPT vide the under
mentioned O.Ms. from time to time is enclosed for ready reference and strict compliance.

(i) No.35034/1/97-Estt.(D) dated the 9th August,1999.
(iii) No.F.35034/2/2001-Estt.(D) dated 1st June, 2001
(iv) No.35034/1/97-Estt.(D) (Vol.IV) dated 18.07.2001
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**Guard**

- In case of emergencies, 2 AC in the pay scales of Rs. 5000

**Group B Post**

- Sanitary Inspector / Deputy Sanitary Inspector
- Sanitary Inspector / Health Inspector
- Sanitary Inspector / Health Inspector
- Sanitary Inspector / Health Inspector

**Group D Post**

- Carriker
- Steward
- Catering Assistant
- Catering Assistant
- Catering Assistant
- Catering Assistant
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**Annexure III**

**Operation Name:**

- Name of the Person
- Date of Birth
- Father's Name
- Age
- Marital Status
- Occupation
- Educational Qualification
- Present Address
- Previous Address
- Telephone Number
- Email
- Relationship
- Gender
- Religion
- Nationality
- Date of Issue of National Identity
- Address Validity
- Date of Issue of Driving License
- Date of Issue of Passport
- Date of Issue of Permanent Residence

**Statement Including Core Wins Names of the Posts, Core Pay Scale, Grades of Pay if to be Awarded by Way of Grant of**

**Annexure IV**