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## OFFICE MEMORANDUM

**Subject: : Assured Career Progression (ACP) Scheme for various categories of post in Group 'B' 'C' and 'D'.**

No.B.12014/2005-P&AR (ARW)/Pt. the 26<sup>th</sup> September, 2006. In order to extend the provisions of the existing ACP Scheme to various categories of employees in Group 'B' 'C' and 'D' in addition to those employees holding isolated posts, the State Council of JCM took initiative and had considered the matter in the meeting from time to time. Finally, the JCM had come to the conclusion that the existing ACP Scheme should also be extended to those employees who had been stagnating at entry grade in the same post or in the same scale of pay for a long time irrespective of whether the post is isolated or not. The matter was then placed before the Cabinet. The Council of Ministers in its meeting held on 22.9.2005 accepted the recommendation of the JCM for implementation of ACP Scheme for various categories of posts in Group 'B', 'C' and 'D' and hence, the Government has now decided to implement the new ACP Scheme as at Annexure - I & II with the following conditions: -

1. The Scheme shall become operative from the date of publication of this O.M. in the official Gazette.
2. The financial upgradation shall be given to the next higher grade in accordance with the existing hierarchy in & 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 to the immediately next higher (standard/common) pay scale as indicated in Annexure-II. The highest existing pay scale which can enjoy the financial upgradation under the Scheme shall be Rs. 7500-12000. Beyond this level, there shall be no financial upgradation.
3. The Scheme will be extended to the various categories of posts in Group B, C & D. irrespective of whether they are isolated post or not. If any doubt has arisen in the implementation of this Scheme, the decision of DP & AR will be final and binding.

4. Casual or daily rated workers, officiating/Adhoc employees, work-charged or contract employees shall not qualify for the benefits under this Scheme..
5. A Departmental Screening Committee shall be constituted for the purpose of processing the case for grant of benefits under this Scheme.
  - (1) The composition of the Screening Committee shall be the same as that of the DPC prescribed under the relevant Recruitment Rules for selection or regular promotion or that of the DPC for promotion to the analogous grade in the Department in case of Group 'B' & 'C'. In all cases, inclusion of representative of DP&AR as one of the members of DSC should also be ensured by all departments.
  - (2) In order to avoid undue strain on the administrative machinery, the Selection Committees shall meet twice in a financial year for advance processing of ACP case.
6. The ACP scheme envisages merely placement in the higher pay scales through financial upgradation and hence, there shall be no change in the designation nor duties & responsibilities nor classification of posts in terms of Groups, etc.
7. Financial upgradation already been taken in terms of ACP Scheme, 2003 prior to commencement of this OM shall not be re-opened.
8. Any clarification or doubt into the scope and meaning of the provision of ACP Scheme shall be referred to DP & AR (ARW).
9. This supercedes this Department's O.M. of even No. dt.12.8.2003.

Sd/- R.SANGLIANKHUMA  
Additional Secretary to the Govt. of Mizoram  
Department of Personnel & Administrative Reforms

ANNEXURE-I**CONDITIONS FOR GRANTS OF BENEFITS UNDER THE SCHEME**

1. The ACP Scheme envisages merely placement in the higher pay scale and 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 existing pay scale which can enjoy the financial upgradation under the Scheme shall be Rs. 7500-12000. Beyond this level, there shall be no financial upgradation and higher posts shall be filled strictly on vacancy based promotion.
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.
- 4.1 The first financial upgradation under the ACP Scheme shall be allowed after 16 years of regular service and the second upgradation after 14 years of regular service from the date of the first financial upgradation subject, to fulfillment of prescribed conditions. And in respect of employees who have already rendered more than 16 years but less than 30 years of regular service, while the first financial upgradation shall be granted immediately, the surplus regular service beyond the first 16 years shall also be counted towards the next 14 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 30 years of regular service without waiting completing of 14 more years of regular service after the first financial upgradation already granted under the Scheme.
- 4.2 At the same time, if the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc. this would have consequential 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 tract 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 (16 & 30 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 30 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 (benchmark, 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, advance, entitlements, etc.) only 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 department concerned in the immediately next higher (standard/common) pay scale as indicated in Annexure-II. For instance, incumbents of isolated posts in the pay scales 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 Schemes 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 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 Scheme, pay of an employee shall be fixed under the provisions of FR 22(1) a (1) subject to a minimum financial benefit of Rs.100/- as per the Department of Personnel and Training's Office Memorandum No.1/6/97-Pay 1 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 16 years of

regular service and after 2 years there from 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 19 years (16+2+1) of regular service, he shall be eligible for consideration for the second upgradation under the ACP Scheme only after rendering twelve more years in addition to two years of service already rendered by him after the first financial upgradation (2+12) in that higher grade i.e. after 31 years (16+2+1+12) of regular service because the debarment period of one year cannot be taken into account towards the required 14 years of regular service in the higher grade.

11. In the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be reflected to rules governing normal promotion. Such cases shall, therefore, be regulated under provisions of relevant CCS (CCA) Rules, 1965 and instructions there under.
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. In case an employee declared surplus in his/her organization and in case of transfers including unilateral transfer on request, the regular service rendered by him/her in the previous organization shall be counted along with his/her regular service in the new organization for the purpose of giving financial upgradation under the Scheme.

ANNEXURE - IISTANDARD/COMMON PAY-SCALE

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 - 1 OF THIS OFFICE MEMORANDUM**

S.No.		Revised pay scaled (Rs.)
1.	S-1	2550-55-2660-60-3200
2.	S-2	2610-60-3150-65-3540
3.	S-3	2650-65-3300-70-4000
4.	S-4	2750-70-3800-75-4400
5.	S-5	3050-75-3950-80-4590
6.	S-6	3200-85-4900
7.	S-7	4000-100-6000
8.	S-8	4500-125-7000
9.	S-9	5000-150-8000
10.	S-10	5500-175-9000
11.	S-12	6500-200-10500
12.	S-13	7450-225-11500
13.	S-14	7500-250-12000
14.	S-15	8000-275-13500
15.	S-16	10000-325-15200