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No.7/60/2006-SPPI/15963
Government of Punjab
Department of Personnel
(Personnel Policies- 1- Branch)

To

All Heads of Departments,
Commissioners of Divisions
Registrar, Punjab & Haryana High Court
District and Sessions Judges, and
All the Deputy Commissioners in the State.

Dated, Chandigarh 3-11- 2006

Subject: Assured Career Progression scheme on completion of 4, 9 and 14 years of service in a cadre.

Sir/Madam,

I am directed to invite a reference to the subject cited above and to state that the matter regarding grant of Assured Career Progression scheme on completion of 4, 9 and 14 years of service in a cadre has been engaging the attention of the State Government for some time past. The Governor of Punjab is pleased to grant "Assured Career Progression Scheme" on completion of 4, 9 and 14 years of service in a cadre w.e.f. 1.11.2006 as follows:

2. This scheme is optional. An existing employee "including employee having less than four year service" will have the option either to continue in the existing Assured Career Progression scheme after a service of 8, 16, 24 and 32 years or to opt 4, 9 and 14 years " Assured Career Progression scheme ". An employee who wants to opt this scheme will have to exercise an option within two months from the date of issue of this letter along with an undertaking in the enclosed proforma through a sworn affidavit that he wants to accept this scheme effective from 1.11.2006 and will not claim any arrears. Service in a cadre rendered by an employee in the same post before 1.11.2006 shall count for the purposes of grant of benefit under this scheme.

3 (a) After a service of 4, 9 and 14 years in a post or posts in the same cadre (herein after referred to as the same post) and service rendered in the same post in different Government Departments, who is not promoted to a higher level on account of non availability of a vacancy or non existence of a promotional avenue in the cadre, shall be

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granted the pay scale, which is next, higher in the hierarchy of pay scales given in the column 3 of the first schedule annexed to Revised Pay Rules, 1998. On placement in the next higher scale in the hierarchy of pay scales after a service of 4, 9 and 14 years, the pay of an employee shall be fixed at the next higher stage in the pay scale and he shall be allowed next increment from the date he would have earned his next increment had he continued in the lower pay scale. If the minimum of higher scale is higher than the stage arrived at, his pay shall be fixed at such minimum and next increment shall be allowed after qualifying service of 12 months in higher scale.

b) An employee who has completed four years service but less than 8 years service in a cadre will be placed in next higher scale in the hierarchy of pay scales and his pay will be fixed at next higher stage. If the pay so fixed is less than the minimum of higher scale than his pay will be fixed at the minimum of higher scale. The next increment in such cases will be given after qualifying service of 12 months in the higher scale.

c) An employee who has rendered 4 years of service but less than 9 years of service in the cadre and has availed benefit of placement in the next higher scale in the hierarchy of pay scales after eight years of service shall get nothing as he has already availed benefit of one increment and placement in the next higher pay scale under the existing Assured Career Progression scheme of 8, 16, 24 and 32 years of service.

d) An employee who has completed 9 years of service but less than 14 years of service in a cadre in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing Assured Career Progression scheme after a service of 8 years shall be placed in the next higher scale in the hierarchy of pay scales and his pay shall be fixed at the next higher stage in that pay scale.

e) An employee who has completed 14 years of service in a cadre but less than 16 years in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing Assured Career Progression scheme after a service of 8 years shall be allowed two placement in the next higher scales in the hierarchy of

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scales i.e. After 9 years and 14 years service and his pay shall be fixed at the next higher stage in that each pay scale.

An employee who has completed 16 years of service in a cadre but less than 24 years of service in the same post and has availed one placement in higher scale in the hierarchy of pay scales and one benefit of proficiency step-up under the existing Assured Career Progression scheme shall be placed in the next two higher scales in the hierarchy of pay scales with benefit of one increment only and his pay shall be fixed at next stage in the pay scales.

g) An employee who has completed 24 years of service in a cadre and has already availed benefit of one placement in the higher scale in the hierarchy of pay scales and two Proficiency Step-ups under ACP scheme after 8,16/16 and 24 years of service, he shall only be allowed two placements in the next higher scale in the hierarchy of Pay Scales without any benefit of increment as he has already availed benefit of three increments i.e. one on placement and two Proficiency step ups under the existing schemes.

4(a) An employee shall be entitled to a maximum of three placements in the next higher scales in the hierarchy of pay scales with benefit of one increment each at every placement under this scheme. An employee who opts for this scheme but has already availed benefit of two placement in the higher scales in the hierarchy of pay scales after 8 and 32 years and two proficiency step ups after 16 and 24 years of service in a cadre under the existing Assured Career Progression scheme of 8,16,24,32 years of service will have to lose benefit of one increment granted after 32 years of service and his pay will be refixed with w.e.f. 1.11.2006 accordingly.

(b) The procedure for assessing the work and conduct for placement in the higher scale shall be the same as applicable to the case of promotion. The placement in higher scale shall be allowed only to those employees whose overall service record during the span of satisfactory service, is adjudged as 'Good' and the employee is otherwise suitable for promotion. 'Good' record shall mean that more than 50% Annual Confidential Reports are good and out of last three years report at least two should be 'Good'. For all the remaining years the benchmark may be 'Average'.

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(c) On placement in next higher scale under this scheme, an employee would continue to do the same work with same designation and there will be no need for creation of any separate post (s) and the employee shall remain on the strength of the same cadre.

(d) In case an employee, placed in a higher scale in the Hierarchy of pay scale under this scheme is getting pay more than the maximum of that higher scale in that case his pay will be fixed at next higher stage in the master scale.

e) An employee who is dismissed or is under suspension or on leave will be allowed to exercise his option under this scheme within two months from the date he/she joins duty.

f) If the higher scale is not granted on account of unsuitability, it shall not be considered as Punishment under the Punjab Civil Services (Punishment and Appeal Rules, 1970. Competent Authority for grant of higher pay scale shall be the same as in the case of promotion. Representations/Appeals against the non-grant of higher pay scale under this scheme shall also lie in the same manner as in the case of promotion.)

g) As a necessary corollary to this decision the existing system of Assured Career Progression Scheme shall undergo a change to the extent indicated above. Other existing conditions governing the grant of Proficiency step-up(s) /ACP scheme already notified shall continue to be applicable mutatis mutandis in accordance with the above orders. The cases of ACP/proficiency step-up, which fell due prior to 1.11.2006, shall be settled according to the then prevalent instructions.

h) For interpretation/clarification of the decisions contained in the circular letter the Department of Personnel in consultation with the Department of Finance shall be the final authority.

(i) The benefit gained by an employee under the existing scheme will be adjusted in the proposed scheme.

(j) The competent authority for the grant of placement in the next higher scale and step up of increment (s) shall be the same as in the case of promotion.

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(1) This issues with the concurrence of the Department of
Finance conveyed vide their L.D.No.1180-F OSD (L) FD, dated
31-10-2006.

John Secretary Personnel. *Adm*
3-11-06

A copy is forwarded to all the Financial Commissioners,
Principal Secretaries and Administrative Secretaries to the
Government of Punjab for information and necessary action.

All the Financial Commissioners,
Principal Secretaries and Administrative Secretaries
To the Government of Punjab.

L.D. No.7/119/2001-5PPI/15964 Dated, Chandigarh 3-11-2006
Enclst. No.7/119/2001-5PPI/ 159645 Dated, Chandigarh 3-11-2006

A copy is forwarded for information and necessary action

- i) The Secretary to Government of Himachal Pradesh Department of Finance, Simla;
- ii) Finance Secretary, Chandigarh Administration, Chandigarh
- iii) All Treasury Officers/Assistant Treasuries Officers in the State;
- iv) The Deputy Commissioner, Delhi;
- v) The Pay and Accounts Officer, Punjab
- vi) Bhawan, Copernicus Marg, New Delhi;
- vii) The Director (S.G.I.) Ministry of Finance, Department of Expenditure, Pay Research ;Unit, New Delhi;
- viii) The Registrar, Punjab University, Chandigarh.;
- ix) The Registrar, Punjab Agricultural University , Ludhiana.;
- x) The Registrar, Punjabi University, Patiala.;
- xi) The Registrar, Punjabi University, Patiala.;
- xii) The Registrar, Guru Nanak Dev University, Amritsar.

Ramesh Chander
Superintendent. *Adm*
3/11/06

A copy is forwarded to the Department of Finance
(In Finance Personnel 2 Branch) with reference to their
L.D.No.6/52/2003-FP2/1763,dated 17-2-2006 Welfare and
L.D.No.6/83/2005-4FP2/97 dated 14-3-2006.

Ramesh Chander
Superintendent. *Adm*
3-11-06

To

Department of Finance
(In Finance Personnel 2 Branch)

L.D.No.7/119/2001-5PP/ 15966 Dated, Chandigarh 3-11-2006