

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

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No. F(PR)-76/09/92

Dated Shillong, the 6<sup>th</sup> June, 2013.

**OFFICE MEMORANDUM**

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

Attention of the State Government was drawn to paragraph 3 of the Annexure enclosed with the Office Memorandum vide No. F(PR)-76/2009/54 dated 22/02/2010 relating to counting of past service for the benefit under the Assured Career Progression Scheme. The provision stated that, quoted, “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)”, unquote. On the other hand, the provision was silent in respect of past continuous service in a post carrying lower scale of pay. As a result, such cases were deemed a career progression.

After due consideration of the matter, it has been decided to as below :

- (a) in the case of an employee who has served on regular service under a Department/Office of the State Government and is subsequently appointed to a new/higher post, carrying a higher pay scale under another Office/Department of the State Government, regular service for the purpose of financial up-gradation under the ACP Scheme will be counted from the date they joined the new/higher post;
  - (b) in the case of an employee who has served on regular service, without break, in different posts carrying the same scale of pay under different offices/departments of the State Government, counting of regular service for the purpose of grant of financial up-gradation(s) under the Scheme shall commence from the date of joining in the initial post.
2. In response to wrong interpretation by different departments and doubts in the course of their implementation of the Scheme, and in continuation to clarifications issued vide Office Memoranda No. F(PR)-76/2009/60 dated 6/04/2010, No. F(PR)-76/2009/65 dated 24/08/2010, No. F(PR)-76/2009/84 dated 20/01/2011 and No. F(PR)-76/2009/91 dated 30/09/2011, the undersigned is pleased to further clarify as follows :-

- (a) in the case of an employee who is transferred from a higher post to a lower post in the interest of public service, counting of 12/24 years regular service for the purpose of financial up-gradation under the Scheme shall commence from the date of entry into government service in the higher post. However, in case the appointment/transfer to the lower post is on his written request or on account of inefficiency or misbehaviour, counting of regular service shall commence from the date the employee joins in the lower post;
- (b) in the case of an employee who resigned and later joined a new post, counting of qualifying service for the purpose of ACP Scheme shall commence from the date of joining the new post;
- (c) in the case of an employee who has been given the first financial up-gradation and subsequently promoted to a post carrying the same scale of pay where re-fixation of pay on regular promotion is not admissible, such employee shall be entitled to the second financial up-gradation on completion of 24 years of regular service provided no further promotion was available to him within the period;
- (d) in the case of an employee who has been given two financial up-gradations and subsequently promoted to a post carrying the same or lower scale of pay, such employee shall continue to draw the same scale of pay allowed under the Scheme and there will be no more fixation of pay on such promotion;
- (e) extra ordinary leave on private affairs, period of willful absence treated as Extra Ordinary Leave or dies non period, shall not count as qualifying service for the purpose of financial up-gradation under the Scheme. However, Extra Ordinary Leave on medical ground, period of suspension converted into leave of any kind, duly sanctioned by the Competent Authority, shall be counted as qualifying service for the purpose of the Scheme;
- (f) when an employee refuses a promotion, financial up-gradation under the ACP Scheme will also get deferred to the extent of the period of debarment. The period of debarment, in this regard, shall be for one year or till a vacancy arises, whichever is later; and
- (g) in regard to paragraph 1 of O.M. No. F(PR)-76/2009/91 dated 30.9.2011 the words "failure to clear in-service departmental training" shall not imply inability to attend the training or sit for the examination. Employees are to submit a written explanation to the Head of Office the reasons of his/her inability to attend the training or sit for the examination. Willful abstaining from attending the training or to appear the examination, shall entail forfeiture of grant of financial up-gradation under the Scheme.

3. Each Administrative Department/Directorate should include their FA / FAO respectively as one of the members or Co-opted members of the Screening Committee.
4. Cases of employees that have matured for the grant of financial up-gradation(s) are to be compiled in the prescribed format (Annexure-I), duly authenticated by each Head of Office and first examined by the FAs/FAOs before placing the proposals in the Screening Committee.
5. A form of Undertaking (Annexure-II) should be submitted by every employee while accepting the benefits of the Scheme to the effect that ***“any excess payment detected subsequently will have to be refunded by them either by adjustment against future payments or otherwise”***.
6. With regard to the grant of financial up-gradation and fixation of pay of the employees who have been granted financial up-gradation(s) under the Scheme, approval/concurrence of Finance (PR) Department is not necessary. The Appointing Authority is the Competent Authority to grant the benefits of the Scheme to the employees under them and fixation of pay may be done in consultation with the FA/FAO concerned.

Sd/-

(B.K.Dev Varma)

Additional Chief Secretary to the Govt. of Meghalaya,  
Finance Department.

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No.F(PR)-76/09/92-(A),

Dated Shillong, the 6<sup>th</sup> June, 2013.

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. State Informatics Officer, NIC, Shillong for favour of placing the contents of this Office Memorandum in the Website of the Government of Meghalaya.

By order etc.,



(M.Lyngdoh)

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

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**ANNEXURE - I**

**STATEMENT FOR GRANT OF FINANCIAL UP-GRADATION(S)  
UNDER THE ASSURED CAREER PROGRESSION SCHEME**

1. Name of the government employee : \_\_\_\_\_
2. Designation of the post : \_\_\_\_\_
3. Date of joining regular service under the State Government : \_\_\_\_\_
4. Whether the employee has held any post in another government department earlier? If so, name of post and pay scale to be indicated : \_\_\_\_\_
5. Whether such appointment is regular, ad hoc or under Regulation (3f)? : \_\_\_\_\_
6. Whether there is any period of break in service? If so, period to be specifically mentioned : \_\_\_\_\_
7. Promotion to higher post(s), if any with date of joining the higher post : (i) \_\_\_\_\_  
(ii) \_\_\_\_\_
8. Whether promotion has been foregone by the employee? : \_\_\_\_\_
9. Date of completion of 12 years' regular service : \_\_\_\_\_
10. Whether entitled to the 1<sup>st</sup> financial up-gradation under the ACP Scheme? : \_\_\_\_\_
11. If yes, date of grant of 1<sup>st</sup> financial up-gradation with date of next increment : \_\_\_\_\_
12. Date of completion of 24 years' regular service : \_\_\_\_\_

PTO

- 13. Whether entitled to the 2<sup>nd</sup> financial up-gradation under the ACP Scheme? : \_\_\_\_\_
- 14. If yes, date of grant of 2<sup>nd</sup> financial up-gradation with date of next increment : \_\_\_\_\_
- 15. Remarks :

Verified that the particulars given in the statement are correct.

Signature and designation of Head of Office with Stamp

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**For Use in Screening Committee**

**Recommendations :-**

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(Chairperson)

(Member)

(Member)

**ANNEXURE - II**

**UNDERTAKING**

I hereby undertake that any excess payment that may be found to have been made to me as a result of incorrect fixation of my pay by grant of financial up-gradation under the Assured Career Progression Scheme will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date :

Signature \_\_\_\_\_

Place :

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office/Deptt. \_\_\_\_\_

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