

Schedule VI
(Rule No. 14 & 15)

Guidelines for grant of Assured Career Progression Scheme to State Government Employees

The State Government have revised pay scale of the State Government employees under Rajasthan Civil Services (Revised Pay) Rules, 2017 w.e.f. 01.10.2017. Under Rule 14 and 15 of these rules, the Government servants are eligible for financial upgradations. The detailed guidelines for grant of Assured Career Progression (ACP) shall be as under: -

- (1) There shall be three financial upgradations. The service shall be counted from the date of joining of a post in regular appointment direct entry Level. The employees in Class-IV, Ministerial, Subordinate Services and those holding isolated post upto Level 13 shall be eligible for ACP on completion of regular service of 9 years as provided in Rule 14 of Rajasthan Civil Services (Revised Pay) Rules, 2017. The State Service Officer and those holding isolated post in Level 14 and above shall be eligible for ACP on completion of service of 10 years as provided in Rule 15 of Rajasthan Civil Services (Revised Pay) Rules, 2017.
- (2) The ACP Scheme envisages merely placement in the immediate next Level in the hierarchy of the Level as given in Part 'A' of the Schedule-I of the Rajasthan Civil Services (Revised Pay) Rules, 2017. Thus, the Level at the time of financial upgradation under the ACPS can, in certain cases where regular promotion is not between two successive Level, be different than what is available at the time of regular promotion. In such cases, the higher Level attached to the next promotion post in the hierarchy of the concerned cadre will be given only at the time of regular promotion.
- (3) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Thus, one increment shall be given in the Level from which the employee granted ACP and he shall be placed in immediate next Level in the Cell equal to the figure so arrived at in the Level from which ACP is to be given and if no such Cell is available in the Level to which ACP granted, he shall be placed at the next higher Cell in the Level. There shall, however, be no further fixation of pay at the time of regular promotion, if promotion is in the same Level as granted under ACP. However, if promotion is on the post carrying higher Level than only the pay in that Level in the Pay Matrix shall be fixed at the equal Cell and if there is no equal Cell than at the immediate next Cell.
- (4) In case where the date of increment and the date of eligibility for ACP is the same, in such cases first increment shall be allowed in the existing Level and thereafter pay shall be fixed in the immediate next Level as per provisions of item (3) above.
- (5) (i) Regular service for the purpose of grant of ACP shall be as defined in Rule 5(xiii) of Rajasthan Civil Services (Revised Pay) Rules, 2017 reproduced below; -
"5(xiii) "Regular Service" means and includes service rendered by a Government servant on his appointment after regular selection in accordance with the provisions contained in the relevant recruitment rules for that post. The period of service rendered on ad-hoc basis / urgent temporary basis shall not be counted as the regular service. In other words the period of service which is countable for seniority shall only be counted as regular service."
 - (ii) Regular service for grant of benefits under the ACP Scheme shall be counted from the date of joining of a post in direct entry Level on regular basis on direct recruitment.
 - (iii) Service rendered on ad-hoc/ contract basis before regular appointment shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same Level prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purpose of ACPS only (and not for the regular promotions). However, benefits under the ACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post. To illustrate, in case of Patwari regularly recruited is appointed to another post of LDC in the same Level, the period of service rendered by him as Patwari shall be reckoned for the purpose of grant of ACP as LDC after satisfactory completion of probation period.
 - (iv) 'Regular Service' shall include all periods spent on deputation / foreign service, study leave and all other kind of leave (except Extraordinary Leave beyond 90 or 30 days, as the case may be, granted to a Probationer-trainee), duly sanctioned by the competent authority.



- (6) (i) The financial upgradation would be on non-functional basis subject to satisfactory service record on the basis of which the concerned employee is eligible for promotion on higher post. For this purpose, the service record of the concerned employee of last continuous 7 years service is to be seen. In cases where the service record of last continuous 7 years is not available, the following procedure shall be adopted:-
- In case 7 years Annual Performance Appraisal Report (APAR) of Government Servant are not available for grant of ACP in that case upto 3 APARs of previous years of the officer of the State Service and upto 2 APARs of previous years of employees other than State Service shall be taken into account.
 - Even after that 7 years APAR is not available than remaining APAR may be considered of the next years for grant of ACP.
 - Any departmental or criminal proceeding may not be pending.
 - In the past years annual increments were regularly granted.
 - The Controlling Officer shall issue a certificate of satisfactory service.
- (ii) In case of employee who could not be granted ACP due to his unsatisfactory record, he will be granted ACP from the date he becomes eligible for promotion to the higher post on the basis of satisfactory service record subject to the fulfillment of other conditions prescribed in this regard.
- (iii) The appointing authority shall also obtain an affidavit from the employee with reference to having only two children on or after 01.06.2002 prior to granting ACP. An employee who has more than 2 children on or after 01.06.2002 shall not be granted next ACP for 3 years from the date on which his/her ACP becomes due and it would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of previous financial upgradation. The employee having more than 2 children shall not be deemed to have been disqualified, so long as the number of children he/she has on 01.06.2002 does not increase.

Provided that while counting the total number of children of an employee, the child born from earlier delivery and having disability shall not be counted.

Provided further also that any Government Servant who is remarried, which is not against any law and before such remarriage he/she is not disqualified for grant of Assured Career Progression under this clause, he/she shall be entitled to Assured Career Progression, if any child is born out of single delivery from such remarriage.

- (7) In the matter of disciplinary proceedings, grant of benefit under the ACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 and instructions issued thereunder.
- (8) The effect of penalty on grant of ACP shall be given as under:-

Kind of Penalty	Effect on ACP
Censure	ACP will be deferred for one year for penalty of each order of censure.
Withholding of annual increment(s) without cumulative effect	ACP will be deferred for one year for each order of penalty of withholding of annual increment(s) without cumulative effective
Withholding of annual increment(s) with cumulative effect	ACP will be deferred for number of years for which penalty of withholding of number of annual increment(s) has been imposed. Each order will have separate effect on grant of ACP.
Penalty of withholding of promotion	ACP will be deferred for the period for which promotion has been deprived. If in the order of deprive of promotion the period has not been indicated in that case ACP will be deferred for a period of 7 years
Recovery from pay of the whole or part of any pecuniary loss caused to the government by negligence or breach of any law, rule or order	ACP will be deferred for one year for each order of penalty

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Reduction to a lower service, grade or post, or to a lower time scale or to a lower stage in the time scale.	ACP will be deferred for a period of 7 years.
In the case of pension to an amount lower than that due under the rules.	ACP will be deferred for the period for which pension / part of pension has been retained. ACP will not be allowed in case 100% pension has been withheld. Each order will have separate effect on grant of ACP.

- (9) The ACPS contemplates merely placement on personal basis in the immediate next Level / grant of financial benefits only and shall not amount to actual / functional promotion of the employees concerned.
- (10) If a financial upgradation under the ACPS is deferred and not allowed due to the reason of the employee being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of previous financial upgradation.
- (11) On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status.
- (12) Financial upgradation under the ACPS 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 employees on the ground that the junior employee in the Level has got higher Level under the ACPS.
- (13) Pay drawn in the Level allowed under the ACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
- (14) Existing Government servants including State Service Officer who have already availed benefit of three selection grades/ACP under order dated 25.01.1992 and 17.02.1998 and also under RCS(Revised Pay) Rules, 2008 will not be eligible for the grant of ACP. Those Government servants who have availed benefit of one ACP / one promotion will be eligible for second and third ACP on completion of 18 / 20 and 27 / 30 years, as the case may be, of regular service, respectively. Similarly those Government servants, who have availed benefit of two ACP / two promotions / one promotion and one ACP, as the case may be, will be eligible for third ACP on completion of 27 / 30 years of regular service respectively.
- (15) In case an employee is declared surplus in his / her department and appointed in the same Level or lower Level in the new department, the regular service rendered by him / her in the previous department shall be counted towards the regular service in his / her new department for the purpose of giving financial upgradation under the ACPS.
- (16) If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employee subsequently refuses the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of deferment due to the refusal.
- (17) Illustration: -
- (i) If a Government servant (Junior Assistant / Clerk Gr.-II) in Level-5 gets his first regular promotion in Level-8 on completion of 8 years of service and then completes service of further 10 years without any promotion then he would be eligible for 2nd financial upgradation under the ACP after completion of 18 years (8+10 years).
 - (ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation on completion of further 9 years of service i.e. after 27 years (8+10+9 years).
- (18) The next annual increment shall be granted on 1st July of the year falling after grant of ACP.

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- (19) The word 'Level' shall also include 'Grade Pay and Scale of Pay', if any.
- (20) The authority competent to make appointment on the post held by the Government servant shall be competent to grant ACP.
2. These provisions shall also be applicable to the Work-charged Employees drawing pay in 'Level' under the Rajasthan Work-charged Employees (Revised Pay) Rules, 2017.
3. Further clarifications, required if any, be addressed to the Rules Division of the Finance Department.

A handwritten signature in black ink, appearing to be 'Raj', is located below the list of items.