

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**

No.F.14(88)FD(Rules)/2008-II

Jaipur, dated : 5 DEC 2009

MEMORANDUM

Sub. : - Grant of Assured Career Progression to State Service Officers under Rajasthan Civil Services (Revised Pay) Rules, 2008.

State Government have introduced Scheme of Assured Career Progression (ACPS) under Rule 20 of Rajasthan Civil Services (Revised Pay) Rules, 2008 for all posts in State Services and isolated posts in Grade Pay of Rs.4800/- and above and are eligible for three financial up-gradations in the entire career. These will be applicable to employees of the State Government who have been appointed regularly as per provisions of their respective service and recruitment rules.

2. The references are being made to the Government by the various appointing authorities seeking clarification regarding grant of Assured Career Progression. Accordingly, the matter has been considered and the following clarifications are given for grant of Assured Career Progression: -

(1) There shall be three financial upgradations under the ACPS, counted from the direct entry grade on completion of period of service prescribed in Rule 20 of Rajasthan Civil Services (Revised Pay) Rules, 2008. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years, continuously in the same grade pay.

(2) The ACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the pay bands and grade pays as given in Section 'A' of the Schedule-I of the Rajasthan Civil Services (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the ACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay 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. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under ACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under ACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Government servant joins as a direct recruit in the grade pay of Rs.5400/- in PB-3 and he gets no promotion till

completion of 10 years of service, he will be granted financial upgradation under ACPS in the next higher grade pay of Rs.6000/- and his pay will be fixed by granting him one increment i.e. 3% of the total pay in the running pay band and grade pay drawn by him before grant of ACP plus the difference of grade pay (i.e. Rs.600/-). After availing financial upgradation under ACPS, if the Government servant gets his regular promotion in the hierarchy of his cadre, which is to the grade pay of Rs.6600/-, on regular promotion, he will only be granted the difference of grade pay between Rs.6000/- and Rs.6600/-. No additional increment will be granted at this stage.

Note: -

Under Rajasthan Civil Services (Revised Pay) Rules, 2008, the grade pay of Rs.5400/- is in two pay bands viz. PB-2 (9300-34800) and PB-3 (15600-39100). As per Note appearing below table No. 23 of Schedule-III appended to these rules, the grade pay of Rs.5400/- with PB-2 (9300-34800) has been allowed to the existing Government servants drawing pay in the existing pay scale of Rs.8000-13500 as selection grade, and in case of teachers senior scale or selection scale, as the case may be. The grade pay of Rs.5400/- with PB-2 (9300-34800) has been treated as ACP and has not been allowed for holding actual post and in the case of actual promotion, the employees drawing pay in PB-2 with grade pay of Rs.5400/- would get pay fixed at the same stage in the PB-3 (15600-39100) with grade pay of Rs.5400/-, provided that if the pay drawn in PB-2 is less than minimum of pay of PB-3, the pay shall be fixed at minimum of Rs.15600 in PB-3 with grade pay of Rs.5400/-. The pay of Government servant who was actually holding the post in the existing pay scale of 8000-13500 have been fixed in PB-3 (15600-39100) with grade pay of Rs.5400/-.

Illustration - A person who was holding the post of Assistant Accounts Officer and was drawing pay in the existing second selection grade of Rs.8000-13500 before 01.09.2006, his pay under R.C.S. (R.P.) Rules, 2008 has been fixed in the running pay band PB-2 9300-34800 with grade pay of Rs.5400/-. On his actual promotion to the post of Accounts Officer, his pay shall be fixed in the running pay band PB-3 15600-39100 with grade pay of Rs.5400/- at the same stage, which he was drawing in the running pay band 9300-34800.

(4) In case where the date of increment and the date of eligibility for ACP is the same, then the pay allowing increment shall be worked out first and then pay after granting ACP will be fixed.

(5) Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of ACPS.

(6) (i) Regular service for the purpose of grant of ACP shall be as defined in sub-rule (11) of Rule 5 of Rajasthan Civil Services (Revised Pay) Rules, 2008 reproduced below: -

"(11) "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 grade on a 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 grade pay 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 Assistant Registrar, Rajasthan Cooperative Service regularly recruited is appointed to another post of Assistant Commercial Taxes Officer in the same grade pay, the period of service rendered by him as Assistant Registrar, Cooperative shall be reckoned for the purpose of grant of ACP as ACTO 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 EOL beyond 90 days granted to a probationer-trainee**), duly sanctioned by the competent authority.
- (7) (i) The financial upgradation would be on non-functional basis subject to satisfactory service record.
- (ii) In case of employee who could not be granted selection grade / 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. But 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.
- (8) In the matter of disciplinary / penalty 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.
- (9) The ACPS contemplates merely placement on personal basis in the immediate next higher Grade pay / 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 grade has got higher pay / grade pay under the ACPS.

(13) Pay drawn in the pay band and the grade pay 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 who have already availed benefit in ministerial / subordinate service of three selection grades under order dated 25.01.1992 and subsequent order dated 17.02.1998 will not be eligible for the grant of ACP. Those Government servants who have availed benefit of one selection grade / one promotion under the orders dated 25.01.1992 and 17.02.1998 will be eligible for second and third ACP on completion of 20 and 30 years of regular service, respectively. Similarly, those Government servants who have availed benefit of two selection grades / two promotions / one promotion and one selection grade under the orders dated 25.01.1992 and 17.02.1998, as the case may be, will be eligible for third ACP on completion of 30 years of regular service. See Illustration No. 1 to 3.

(15) A State Service Officer, who has not been given any promotion and has become entitled to say third financial upgradation directly, having completed 30 years' regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of pay bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly. See Illustration No. 5.

(16) In case an employee appointed in the Subordinate Service and then promoted in the State service after completion of service of 10 years and who has completed service of 20 / 30 years from the date of his regular appointment in the Subordinate Service, he shall be granted second and / third ACP, as the case may be. Likewise, in case a Government servant directly recruited in Subordinate Service and then promoted to the State Service before completion of service of 10 years, he shall be granted second and / third ACP on completion of regular service of 20 and 30 years, as the case may be, from the date of his regular appointment in the Subordinate Service.

(17) In case an employee is declared surplus in his / her department and appointed in the same pay scale / grade pay or lower scale of pay / grade pay 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.

(18) 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 debarment due to the refusal. See Illustration No. 6.

(19) Illustrations: -

- A. (i) If a State service officer in PB-3 in the Grade Pay of Rs.5400/- gets his first regular promotion in the PB-3 in the Grade Pay of Rs.6000/- on completion of 8 years of service and then completes service of further 12 years without any promotion then he would be eligible for 2nd financial upgradation under the ACPS in the PB-3 in the Grade Pay of Rs.6600/- after completion of 20 years (8+12 years).
- (ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation in the PB-3 in the Grade Pay of Rs.6800/- on completion of further 10 years of service i.e. after 30 years (8+12+10 years).
- (iii) However, if he gets 2nd promotion after 5 years of further service in the PB-3 in the Grade Pay of Rs.6600/- i.e. on completion of 25 years (8+12+5 years) then he would get 3rd financial upgradation after completion of 30 years i.e. 10 years after the 2nd ACP in the PB-3 in the Grade Pay of Rs.6800/-.

In the above scenario, the pay shall be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay. In case the regular promotion is in the higher Grade Pay, only the difference of grade pay would be admissible at the time of promotions.

- B. If a State service officer in PB-3 in the Grade Pay of Rs.5400/- is granted 1st financial upgradation under the ACPS on completion of 10 years of service in the PB-3 in the Grade Pay of Rs.6000/- and 5 years later he gets 1st regular promotion in PB-3 in the Grade Pay of Rs.6600/-, the 2nd financial upgradation under ACPS (in the next Grade Pay with reference to Grade Pay held by Government servant) will be granted on completion of 20 years of service in PB-3 in the Grade Pay of Rs.6800/-. On completion of 30 years of service, he will get 3rd ACP in the Grade Pay of Rs.7200/-. However, if two promotions are earned before completion of 20 years, only 3rd financial upgradation would be

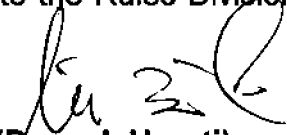
admissible on completion of 30 years of service. For more details, see Illustration No. 4.

(20) For the purpose of grant of next annual increment, the period of service rendered before grant of ACP and after grant of ACP shall be reckoned under Rule 14 of the Rajasthan Civil Services (Revised Pay) Rules, 2008.

(21) The words 'Grade Pay' shall also include corresponding 'Scale of Pay'.

(22) The authority competent to make appointment on the post held by the Government servant shall be competent to grant ACP.

3. Further clarifications, required if any, be addressed to the Rules Division of the Finance Department.

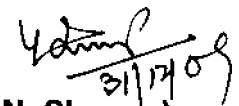

(Deepak Upreti)
Secretary to the Government
21/2/09

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(P.N. Sharma)
Officer on Special Duty

(RPS' 08 - 12 / 2009)

Illustration No.1.
{Para 2(14)}

Subordinate to State Service	
1. Direct regular recruitment on the post of J.En. in the Subordinate service on 01.10.1973.	180-425 (NPS 1969)
2. Granted selection grade on completion of 15 years of regular service from 1988.	2000-3200 (RPS 1989)
3. Granted second selection grade from 25.01.1992 on completion of 18 years of regular service.	2000-3500 OR 2200-4000 (RPS 1989)
4. First regular promotion on the post of A.En. in State service in 1997.	8000-13500 (RPS 1998)
5. Third ACP on completion of 30 years of regular service from 01.09.2006.	Grade Pay Rs.6000/-

Illustration No. 2.
{Para 2(14)}

Subordinate to State Service	
1. Direct regular recruitment on the post of Statistical Assistant in 1990.	1400-2600 (RPS 1989)
2. Granted selection grade on completion of 9 years of regular service.	6500-10500 (RPS 1998)
3. First regular promotion on the post of Statistical Officer in State service after regular service of 5 years (i.e. 9 + 5 = 14 years).	6500-10500 (RPS 1998)
4. Second ACP on completion of 20 years of regular service in 2010 (i.e. 9 + 5 + 6 = 20 years).	Grade Pay Rs.4800/-
5. Third ACP on completion of 30 years of regular service (i.e. 9 + 5 + 6 + 10 = 30 years).	Grade Pay Rs.5400/-

Illustration No. 3.
{Para 2(14)}

Subordinate to State Service	
1. Regular appointment on the post of Accountant on 08.06.1977.	500-940 (RNPS 1976)
2. Promotion to the post of Assistant Accounts Officer on 15.12.1986.	1490-3050 (RPS 1987)
3. Second selection grade on completion of 18 years of regular service from 08.06.1995.	2000-3500 (RPS 1989)
4. Promotion to the post of Accounts Officer on 31.03.2000.	8000-13500 (RPS 1998)
5. Third ACP on completion of 30 years of regular service from 08.06.2007.	Grade Pay Rs.6000/-

Para 2(19)

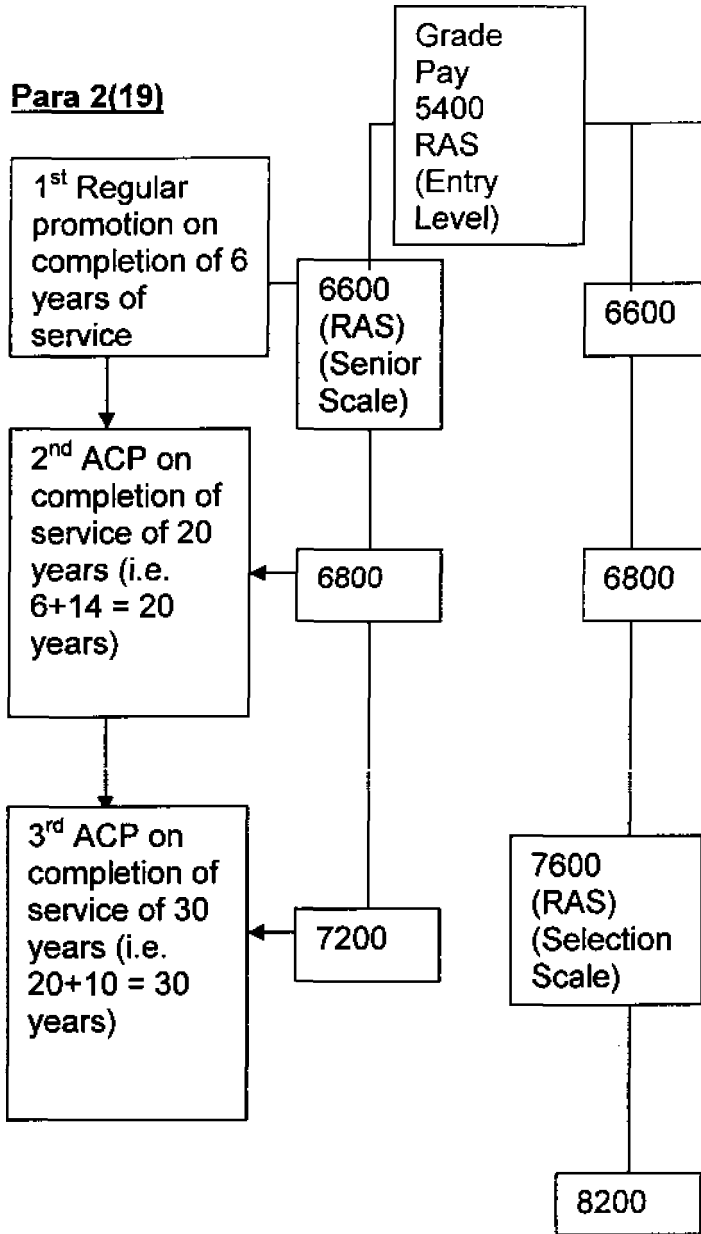
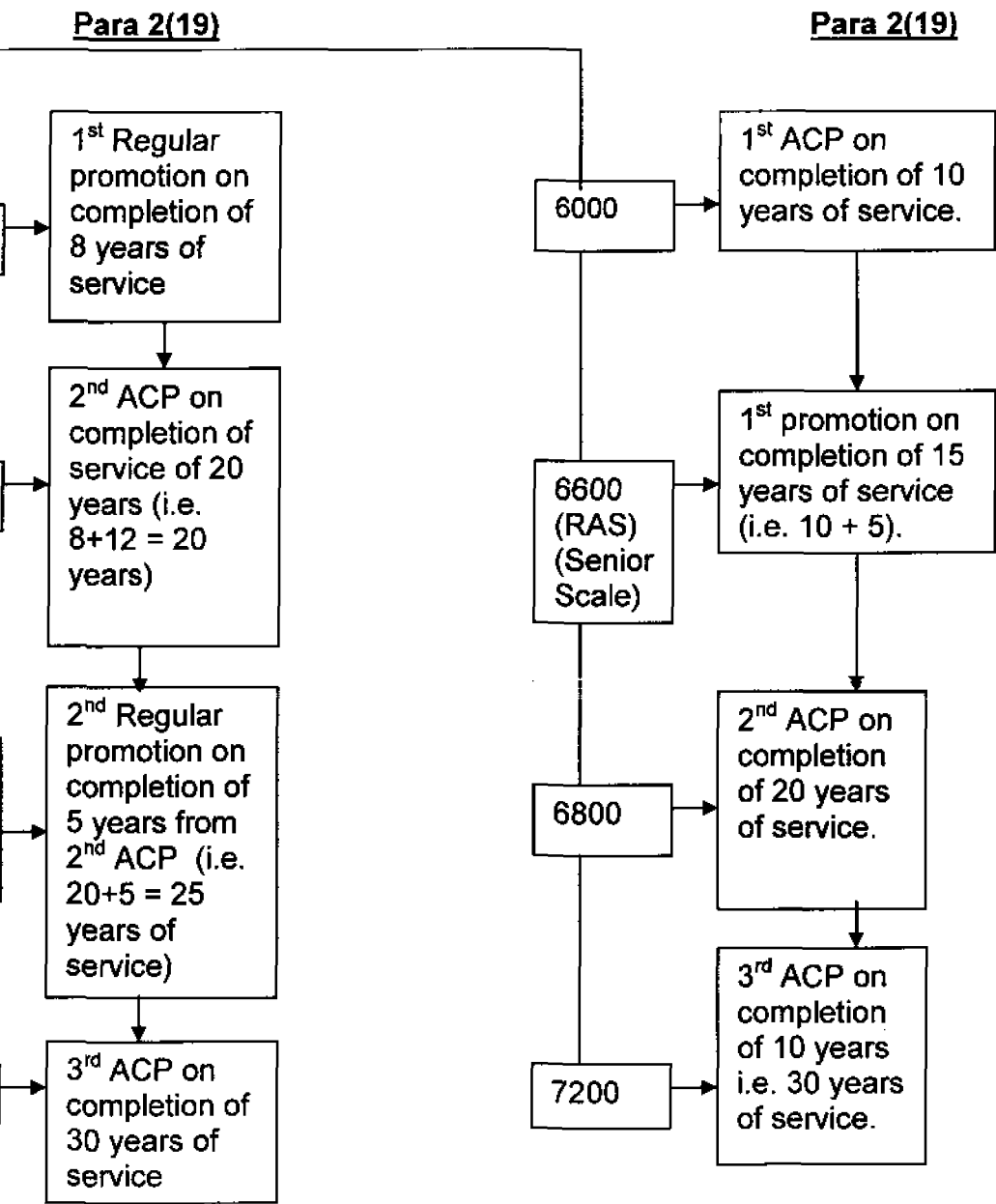


ILLUSTRATION No.4



**Illustration No. 5.
{Para 2(15)}**

State Service	
1. Regular appointment on the post of Ayurved Chikitsak in 1975 and has not been promoted on any higher post upto 01.09.2006.	
2. First, Second and Third ACP from 01.09.2006 due to completion of 30 years of regular service from the date of initial regular appointment in State service before 01.09.2006.	First ACP - Grade Pay Rs.6000/-
	Second ACP - Grade Pay Rs.6600/-
	Third ACP - Grade Pay Rs.6800/-

**Illustration No. 6.
{Para 2(18)}**

1. Direct regular appointment on the post of Assistant Engineer.	
2. First regular promotion on completion of 9 years service, but refused	Forgone
3. Again first regular promotion on completion of further 2 years service (i.e. 9 + 2 = 11 years).	Grade Pay Rs.6000/-
4. Second regular promotion on completion of further 9 years service (i.e. 9 + 2 + 9 = 20 years).	Grade pay Rs.6600/-
5. Third ACP on completion of further service of 12 years (i.e. 9 + 2 + 9 + 12 = 32 years).	Grade Pay Rs.6800/-