

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

No.F.14(88)FD(Rules)/2008-1

Jaipur, dated : 31 DEC 2009

**MEMORANDUM**

**Sub. :- Grant of Assured Career Progression to Class-IV, Ministerial, Subordinate Services Government servants and those holding isolated posts under Rajasthan Civil Services (Revised Pay) Rules, 2008.**

State Government have introduced Scheme of Assured Career Progression (ACPS) under Rule 19 of Rajasthan Civil Services (Revised Pay) Rules, 2008 for all posts in Class-IV, Ministerial, Subordinate Services and those holding isolated posts and drawing pay in the posts upto Grade Pay of Rs.4200/- 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 19 of Rajasthan Civil Services (Revised Pay) Rules, 2008. Financial upgradation under the Scheme will be admissible whenever a person has spent 9 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

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pay would be made available. To illustrate, in case a Government servant joins as a direct recruit in the grade pay of Rs.1900/- in PB-1 and he gets no promotion till completion of 9 years of service, he will be granted financial upgradation under ACPS in the next higher grade pay of Rs.2000/- 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.100/-). 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.2400/-, on regular promotion, he will only be granted the difference of grade pay between Rs.2000/- and Rs.2400/-. 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. If, such employees becomes eligible for further ACP before actual promotion, their pay shall be fixed in the PB-3 with grade pay of Rs.6000/- and on actual promotion of such employee, no fixation of pay on promotion would be made.

**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/-. In case he becomes eligible for third ACP before his actual promotion on the post of Accounts Officer, his pay shall be fixed in the running pay band PB-3 15600-39100 with grade pay of Rs.6000/-.

(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) In cases where financial upgradation had been granted to Government servants in the next higher scale in the hierarchy of their cadre as per the provisions of the Scheme of Selection Grade, but whereas as a result of the promulgation of Rajasthan Civil Services (Revised Pay) Rules, 2008, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted for that post.

**Illustration** - In case of Printer Gr.-II of Printing & Stationery Department, who was granted 3<sup>rd</sup> Selection Grade in his hierarchy to the grade of General Foreman in

the pre-revised scale of Rs.5000-8000 corresponding to the revised grade pay of Rs.3200/- in the pay band PB-2, he will now be granted grade pay of Rs.3600/- in the pay band PB-2 consequent upon upgradation of the post of General Foreman in Printing & Stationery Department by granting them the grade pay of Rs.3600/- in PB-2 as a result of introduction of Rajasthan Civil Services (Revised Pay) Rules, 2008. However, from the date of implementation of the ACPS, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified vide Section 'A' of the Schedule-I of the Rajasthan Civil Services (Revised Pay) Rules, 2008.

(6) 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.

(7) (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 Patwari regularly recruited is appointed to another post of LDC in the same grade pay, 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 EOL beyond 90 days granted to a probationer-trainee), duly sanctioned by the competent authority.

(8) (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.

(9) 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.

(10) 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.

(11) 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.

(12) On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status.

(13) 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.

(14) 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.

(15) Existing Government servants who have already availed benefit 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 18 and 27 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 27 years of regular service. See Illustration No. 1, 2 and 3.

(16) In cases where employees in subordinate service have been granted first selection grade which is equivalent to the pay scale of the lowest post of State service to which they are eligible for promotion, and have not been promoted in State service, if such employees had completed regular service of 27 years and became entitled to say third financial upgradation directly, their pay shall be fixed successively in next two immediate higher grade pays in the hierarchy of pay bands and grade pays allowing the benefit of 3% pay fixation at every stage. To illustrate, in case an employee joins as direct recruit on the post of Statistical Assistant and has been granted first selection grade of 6500-10500 and completed regular service of 27 years, such an employee shall be granted second and third financial upgradations successively.

(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. 4.

(19) Illustrations: -

- A. (i) If a Government servant (LDC) in PB-1 in the Grade Pay of Rs.1900/- gets his first regular promotion (UDC) in the PB-1 in the Grade Pay of Rs.2400/- on completion of 8 years of service and then completes service of further 10 years without any promotion then he would be eligible for 2<sup>nd</sup> financial upgradation under the ACPS in the PB-1 in the Grade Pay of Rs.2800/- after completion of 18 years (8+10 years).
- (ii) In case he does not get any promotion thereafter, then he would get 3<sup>rd</sup> financial upgradation in the PB-2 in the Grade Pay of Rs.3200/- on completion of further 9 years of service i.e. after 27 years (8+10+9 years).
- (iii) However, if he gets 2<sup>nd</sup> promotion after 5 years of further service in the PB-2 in the Grade Pay of Rs.3200/- (Office Assistant) i.e. on completion of 23 years (8+10+5 years) then he would get 3<sup>rd</sup> financial upgradation after completion of 27 years i.e. 9 years after the 2<sup>nd</sup> ACP in the PB-2 in the Grade Pay of Rs.3600/-.

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 or in the higher Grade Pay. Only the difference of grade pay would be admissible at the time of promotions.

- B. If a Government servant (LDC) in PB-1 in the Grade Pay of Rs.1900/- is granted 1<sup>st</sup> financial upgradation under the ACPS on completion of 9 years of service in the PB-1 in the Grade Pay of Rs.2000/- and 5 years later he gets 1<sup>st</sup> regular promotion (UDC) in PB-1 in the Grade Pay of Rs.2400/-, the 2<sup>nd</sup> financial upgradation under ACPS (in the next Grade Pay with reference to Grade Pay held by Government servant) will be granted on completion of 18 years of service in PB-1 in the Grade Pay of Rs.2800/-. On completion of 27 years of service, he will get 3<sup>rd</sup> ACP in the Grade Pay of Rs.3200/-. However, if two promotions are earned before completion of 18 years, only 3<sup>rd</sup> financial upgradation would be admissible on completion of 27 years of service.
- C. If a Government servant has been granted either two regular promotions or two selection grades under the Scheme of Selection Grade after completion of 18 years of regular service and holding the post in Subordinate service then only 3<sup>rd</sup> financial upgradation would be admissible to him under the ACPS on completion of 27 years of service provided that he has not earned third promotion in the hierarchy.

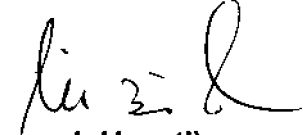
(20) For the purpose of grant of next annual increment, the period of service rendered before grant of ACP and after grant of ACP shall be reckoned under Rule 14 of the Rajasthan Civil Services (Revised Pay) Rules, 2008.

(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. These provisions shall also be applicable to the work-charged employees drawing pay in running pay band and grade pay under the Rajasthan Work-charged Employees (Revised Pay) Rules, 2008.

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

  
(Deepak Upreti)  
Secretary to the Government

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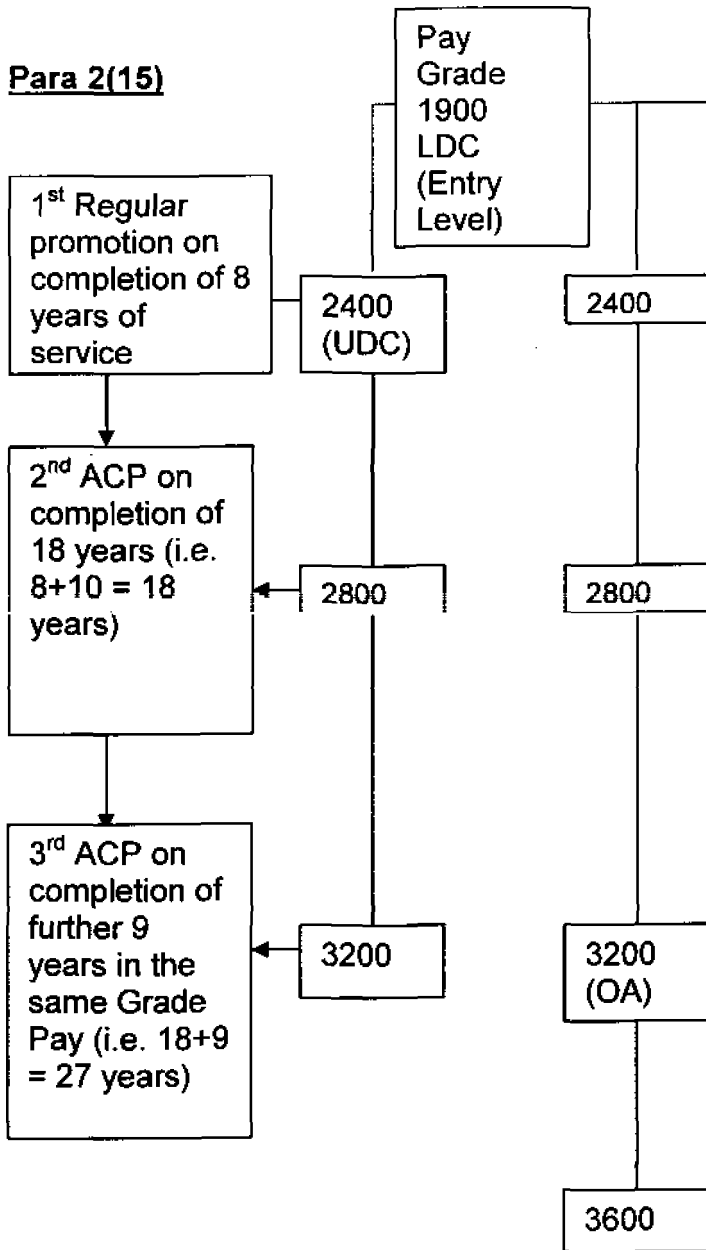
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(P.N. Sharma)  
Officer on Special Duty

(RPS' 08 - ...!!... / 2009)

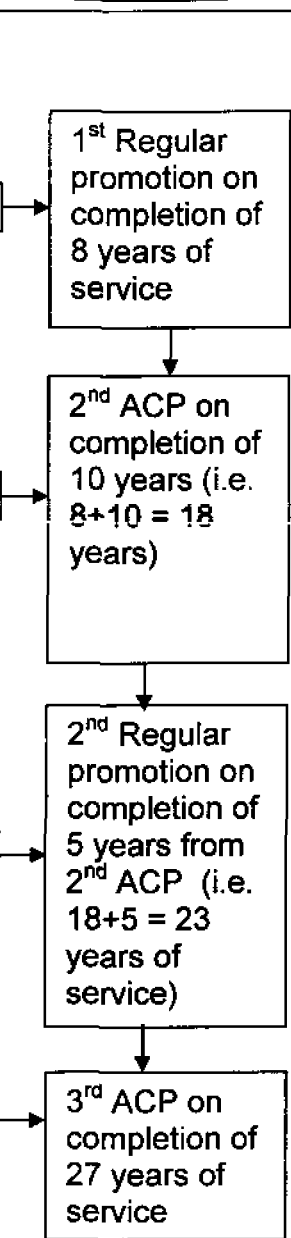
**Para 2(15)**



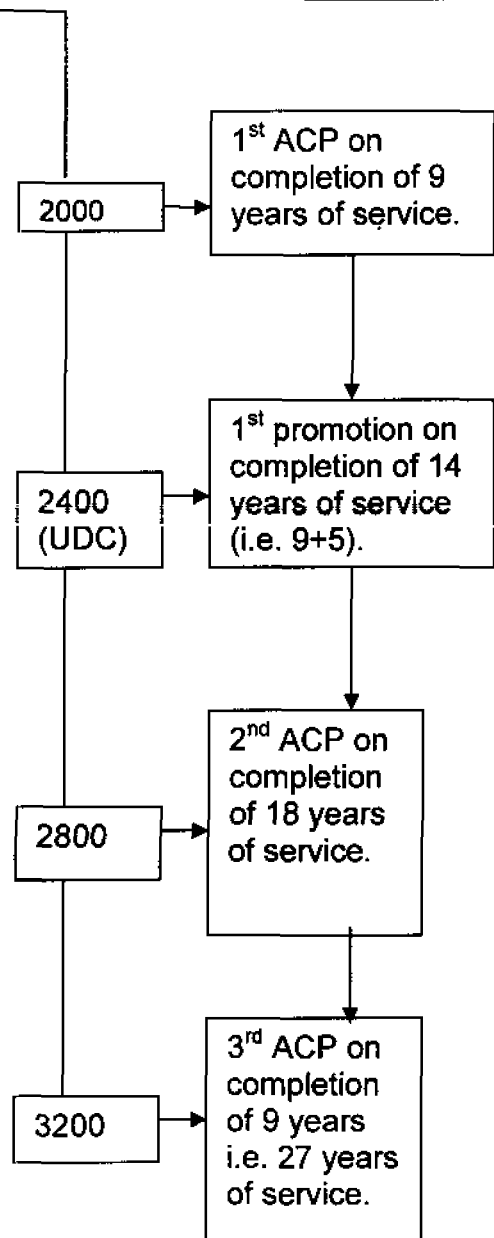


**ILLUSTRATION No. 1**

**Para 2(15)**



**Para 2(15)**



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

<b>Subordinate Service</b>	
1. Regular appointment on the post of Accountant on 08.06.1977.	1640-2900 (RPS 1989)
2. Promotion to the post of Assistant Accounts Officer on 15.12.1986.	2000-3200 (RPS 1989)
3. Second selection grade on completion of 18 years of regular service from 08.06.1995.	2000-3500 (RPS 1989)
4. Revised Second selection grade from 01.09.1996	8000-13500 (RPS 1998)
5. Third ACP from 01.09.2006 on completion of 27 years of regular service before 01.09.2006.	Grade Pay Rs.6000/-

**Illustration No.3.  
{Para 2(15)}**

<b>Class - IV to Ministerial Service</b>	
1. Regular appointment on the post of Class-IV on 01.10.1983.	350-430 (RPS 1983)
2. First selection grade on completion of 9 years of regular service.	775-1025 (RPS 1989)
3. Second selection grade on completion of further 9 years of regular service (i.e. 9 + 9 = 18 years).	2650-4000 (RPS 1998)
4. Promotion to the post of L.D.C. on completion of further 5 years of service (i.e. 9 + 9 + 5 = 23 years).	Grade Pay Rs.1900/-
5. Third ACP on completion of 27 years of regular service.	Grade Pay Rs.2000/-

**Illustration No. 4.  
{Para 2(18)}**

1. Direct regular appointment on the post of L.D.C. on 1989	950-1680 (RPS 1989)
2. First selection grade on completion of 9 years of regular service.	4000-6000 (RPS 1998)
3. First regular promotion on completion of further 5 years service (i.e. 9 + 5 = 14 years).	4000-6000 (RPS 1998)
4. Second ACP on completion of further 4 years of regular service (i.e. 9 + 5 + 4 = 18 years).	Grade Pay Rs.2800/-
5. Second regular promotion on completion of further 3 years service (i.e. 9 + 5 + 4 + 3 = 21 years).	Foregone
6. Again second regular promotion on completion of further 2 years service (i.e. 9 + 5 + 4 + 3 + 2 = 23 years).	Grade Pay Rs.3200/-
7. Third ACP on completion of further service of 6 years (i.e. 9 + 5 + 4 + 3 + 2 + 6 = 29 years).	Grade Pay Rs.3600/-