

*Indian Audit and Accounts Department*

**Courseware on: Various entitlements admissible to a Government servant**

**Session Title : Assured Career Progression Scheme – Salient features, Fixation of pay**

Instructor's Guide	Reference	Participant Response
<p>1. <b>SESSION OVERVIEW :</b>            Ask : What do you interpret from the very name of the Scheme?            Rephrase the question, if necessary.            Check : for response.</p> <p>Tell : As the term signifies the Scheme is about assurance in the matter of progress in the career which literally means promotion.</p> <p>Ask : Why do we need promotions in our career?            Check : for the responses, write them on the white board.            Explain to the participants after modifying the answers, if necessary.            Show : Slide</p> <p>Tell : The participants about the prospects of promotion and its effect on the efficiency of the employee.</p> <p>Tell Further : About the origin of the Scheme, that the Scheme was recommended by the Vth Central Pay Commission as a safety net for those stagnating in a grade without any promotional avenues, and the intentions behind bringing such Scheme into existence.            Show : Slide</p> <p>2. <b>LEARNING OBJECTIVE:</b>            Tell: At the end of the session, participants will be able to understand the purpose and features of the Assured Career Progression Scheme, eligibility conditions and the procedure of fixation of pay under the scheme.            Show : Slide</p>	<p>Slide 1</p> <p>Slide 2</p> <p>Slide 3</p>	

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<p>3. <u>ASSURED CAREER PROGRESSION SCHEME</u>  <u>1. Date of effect</u>            Tell : The participants about the Govt. of India order prescribing the Scheme.            Show : Slide</p> <p>Ask : What is the extension of DOPT?            Check : For reponses.            Give answer to the participants</p> <p><u>Salient features of the Scheme</u>            Tell : The participants that the Scheme is applicable to only Group B, C &amp; D employees.</p> <p>Ask : What as per you could be reason for non application of the Scheme to the Gr A services?            Check : for responses            Take : Responses and tell that the Scheme does not apply to Group A services where it is believed that promotion is to be earned.            Show : Slide</p> <p>Tell : The Scheme is introduced to mitigate hardship in cases of acute stagnation on other than Gr A services, by providing 2 financial upgradations after 12 years and 24 years of regular service.            Show : Slide</p> <p>Ask : What can be the definition of regular service for the purposes of the Scheme?            Check : For response.            Take : Responses and note them on the white board.</p>	<p>Slide 4</p> <p>Slide 5</p> <p>Slide 6</p>	

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<p>Tell : The participants that Regular Service means eligibility service counted for regular promotion in terms of relevant Recruitment/ Service Rules Show : Slide</p> <p>Tell : Grant of financial up-gradations under the Scheme will not have any effect on regular promotion which will follow the regular procedure of promotion.</p> <p><u>Screening Committee</u> Show : Slide Tell : The Participant about formation of Screening committee, its composition, frequency of meetings etc., to consider cases for financial up gradation.</p> <p>4. <u>CONDITIONS</u> Show : Slide Explain : To the participants that the Scheme is meant to grant only financial benefit to the employee. It does not promote him to higher status.</p> <p>Explain further : That as per the Scheme two financial up gradations will be granted after 12 and 24 years of regular service subject to the fulfilment of the prescribed conditions.</p> <p>Show : Slide Explain : The treatment of the financial up gradations in terms of regular promotion and other aspects affecting regular promotions, in detail.</p>	<p>Slide 7</p> <p>Slide 8</p> <p>Slide 9</p> <p>Slide 10</p>	

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<p>Explain further : Regarding the scale to which up gradation can be granted under the scheme and the procedure in case of isolated posts.</p> <p>Show : Slide</p> <p>Tell : The participants about the dynamic up gradation in case of isolated posts.</p> <p>Tell further : That pay anomaly arising out of financial up gradations will not be eligible for stepping up of pay of a senior vis-à-vis junior.</p> <p>Ask : What do you understand by 'Stepping up of Pay'?</p> <p>Tell : You have learnt about it in your earlier session.</p> <p>Check : For response.</p> <p>Tell : The participants about the concept of stepping up of pay.</p> <p>Ask : We have discussed many aspects of the Scheme by now. Can you now figure out the difference between the regular promotion and financial up gradation under the Scheme?</p> <p>Check : for response.</p> <p>Write responses on the white board.</p> <p>Show : Slide</p> <p>Tell : The Participants the requirement of regular promotion and financial up gradations by giving examples.</p> <p>Show : Slide</p> <p>Tell : The treatment of service period in case of employees who go on deputations and subsequently get absorbed.</p>	<p>Slides 13</p> <p>Show 14</p> <p>Slide 15</p>	

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<p>Tell : The participants about application of reservation orders in respect of the Scheme and also about the application of other promotional schemes, like <i>in situ</i> promotion; parallel to the ACP Scheme.</p> <p>Show: Slide</p> <p>Tell : The Participants that the application of the ACP Scheme and In Situ promotion cannot run parallel. Ministries have to choose one out of the two.</p> <p>Show : Slide</p> <p>Tell : The application of the Scheme in case of surplus employees and employees in a department who have already completed 24 years of regular service.</p> <p>Show : Slide</p> <p>Explain : The treatment of extra years of regular service put in by an employee who has not got a single regular promotion.</p> <p>Ask : Have you fully understood the features and eligibility conditions applicable to the ACP Scheme?</p> <p>Check : for response.</p> <p>If the participants appear to be familiar with the conditions of the Scheme and have understood the procedure, then only move on to the next topic.</p> <p><b>5. <u>SCALES OF PAY</u></b></p> <p>Tell : The Scheme talks of financial up gradation in the revised scales of pay as recommended by the Vth Pay Commission. We have already discussed this in the earlier session on 'Pay'.</p>	<p>Slide 16</p> <p>Slide 17</p> <p>Slide 18</p>	

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<p>Show : Slide</p> <p>Show : Slide</p> <p>Explain : To the participants the example of a case where an employee is granted financial up gradation after 12 years and becomes eligible for his regular promotion after 2 yrs of financial up gradation. However, he refuses to accept it and therefore, he is debarred for 1 year.</p> <p>Ask : What could be the purpose of imposing this condition? Check: for response.</p> <p>Tell : This is basically to avoid misuse of the Scheme so that employees don't just accept financial up gradations but also come forward to bear responsibilities of the higher grade in the event of regular promotion.</p> <p>Show : Slide</p> <p>Explain : The consequential effect of debarment on the 2<sup>nd</sup> financial up gradation after 24 years of regular service.</p> <p>Ask : Have you all understood the procedure of fixation of pay and the conditions attached to it? Check : for response. Repeat the topic, if necessary.</p> <p>Request : Will any participants be pleased to summarise the main issues discussed in the session. Wait : for response Thank the volunteer and other participants in bringing the session to a fruitful and rewarding conclusion.</p>	<p>Slide 22</p> <p>Slide 23</p> <p>Slide 24</p>	

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