

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-I BRANCH)

Notification

The 22nd July, 2011

No. G.S.R.52/Const./Articles/187 and 309/2011.—In exercise of the powers conferred by the proviso to Article 309 read with clause (3) of Article 187 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha, in so far as such consultation is necessary, in terms of the provisions of clause (3) of the said article 187, is pleased to make the following rules, namely :—

RULES

1. Short title, commencement and application.—(1) These rules may be called the Punjab Civil Services (Assured Career Progression) Rules, 2011.

(2) They shall come into force with effect from 28th May, 2009.

(3) Save as otherwise expressly provided by or under these rules, they shall apply to all the State Government employees to whom the Punjab Civil Services (Revised Pay) Rules, 2009 apply.

2. Definitions.—(1) In these rules, unless there is anything repugnant in the subject or context,—

- (a) “Dynamic Assured Career Progression Scheme” means a scheme falling within the scope of these rules applicable to the categories of State Government employees mentioned in Schedule appended to these rules ;
- (b) “existing ACP Scheme” means any of the Assured Career Progression Schemes in operation before coming into force of these rules ;
- (c) “financial upgradation” means enhancement of pay on grant of progression, promotion or proficiency step-up ;
- (d) “Government” means the Government of State of Punjab in the Department of Personnel ;
- (e) “first progression” means a progression admissible on completion of regular service of four years ;

- (f) “second progression” means a progression admissible on completion of regular service of nine years ;
- (g) “third progression” means a progression admissible on completion of regular service of fourteen years ;
- (h) “Modified Assured Career Progression Scheme” means a scheme falling within the scope of these rules applicable to those categories of State Government employees who are not covered under the Dynamic Assured Career Progression Scheme ; and
- (i) “progression” means enhancement of pay under these rules or under an existing ACP Scheme.

(2) Words and expressions used but not defined in these rules, shall have the same meanings as assigned to them in the Punjab Civil Services (Revised Pay) Rules, 2009.

3. Number of financial upgradations admissible.—A Government employee shall be entitled to at least three financial upgradations in his entire service career counted from the direct entry grade.

Explanation.—For the purpose of these rules, “direct entry grade” means a post with a definite grade pay at the entry level which is filled up by direct recruitment. It also includes a post, the entry level of which is filled up by appointment from amongst the existing Government employees, on the basis of a competitive selection criterion or a State level departmental examination, in accordance with the relevant service rules. However, it does not include the posts filled up by promotion or by transfer.

4. Application of Assured Career Progression Schemes.—(1) The Dynamic Assured Career Progression Scheme (DACPS) shall be applicable to the categories of employees mentioned in the Schedule appended to these rules.

(2) The Modified Assured Career Progression Scheme (MACPS) shall be applicable to those categories of Government employees who are not covered under the Dynamic Assured Career Progression Scheme ;

Provided that Modified Assured Career Progression Scheme shall not apply to such categories of employees who have been allowed three-tier pay scales under the Punjab Civil Services (Revised Pay) Rules, 1998 and the Punjab Civil Service (Revised Pay) Rules, 2009.

5. **Conditions of eligibility for grant of progressions.**—(1) Subject to the provisions of this rules, a Government employee shall be entitled to three progressions on completion of regular service of four years, nine years and fourteen years respectively, counted from the direct entry grade.

(2) An employee who has not got any promotion shall be eligible for grant of first progression.

(3) An employee who has not got any promotion but has availed of the first progression shall be eligible for grant of second progression.

(4) An employee who has not got any promotion but has availed of first and second progression shall be eligible for grant of third progression.

(5) An employee who has got one promotion but has not availed of any progression shall be eligible for the grant of second progression.

(6) An employee who has already got two promotions but has not availed of any progression shall be eligible for grant of third progression.

(7) An employee who has already availed of one promotion and one progression shall be eligible for the grant of third progression.

(8) An employee who has already got three financial upgradations in his entire service career shall not be eligible for any progression under these rules.

Explanation.—Where a promotion does not result in an enhancement of pay, it shall not be treated as a financial upgradation. [See rule 2(1) (c) and rule 8 (5)].

(9) The following periods shall not count for reckoning the prescribed span of service for the grant of progression under these rules :—

- (a) the period of extraordinary leave that does not count for annual increment ;
- (b) the period of suspension not treated as duty ;
- (c) the period spent on military service before joining the civil service ;
- (d) the period of service on *ad hoc* or contract basis ; and
- (e) the period of debarment from promotion under sub-rule (2) of rule 18 of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

6. Constitution of a Screening Committee.—(1) The cases for grant of progressions to those Group 'A' and Group 'B' Government employees whose regular promotions are within the purview of Departmental Promotion Committee, shall be considered by a Screening Committee consisting of a Chairperson and two members. The members shall not be below the rank of an Under Secretary to Government and the Chairperson shall generally be at least one grade above the members.

(2) The recommendations of the Screening Committee shall be placed before the competent authority for its final decision. The competent authority for this purpose shall be the same as in the case of promotion of the employee concerned.

(3) All cases for grant of progression shall be processed in advance in such a manner that orders for grant of progression in normal cases shall invariably be issued within three months of the due date of progression.

7. Procedure for assessing the work and conduct for grant of progressions.—(1) The procedure for assessing the work and conduct for grant of progressions under these rules shall be similar as in the case of promotion. The progression to a Government employee shall be allowed only if his overall service record during the prescribed span of service is adjudged as "Good" and the Government employee is otherwise suitable for promotion. "Good" record shall mean that more than fifty per cent Annual Confidential Reports or Actual Performance Assessment Reports, as the case may be, are 'Good' and out of the last three years' reports, at least two should be 'Good'.

(2) Annual Confidential Reports or Actual Performance Assessment Reports, as the case may be, upto the 31st March preceding the date on which the progression falls due, shall be taken into account. However, the record of work or conduct or other events like institution of an enquiry upto the date from which actual progression is to be given shall also be kept in view.

(3) In those cases where a departmental test or acquisition of higher qualifications or refresher course or special experience or training is prescribed in the relevant service rules as pre-requisite for eligibility for promotion to higher level in the service, only and Government employee, who fulfills these requirements, shall be eligible for grant of progression under these rules.

(4) If a progression is not granted on account of unsuitability, it shall not be considered as punishment under the Punjab Civil Services (Punishment

and Appeal) Rules, 1970. The representation or appeal against the non-grant of progression shall be in the same manner as in the case of promotion.

8. Fixation of pay on grant of progression.—(1) On grant of a progression under the Dynamic Assured Career Progression Scheme, a Government employee shall be placed in the next higher grade pay in the hierarchy of grade pays as given in the Schedule appended to rules.

(2) On grant of a progression under the Modified Assured Career Progression Scheme, a Government employee shall be placed in the immediate next higher grade pay in the hierarchy of grade pays as given in the Schedule appended to the Punjab Civil Services (Revised Pay) Rules, 2009.

(3) The pay of a Government employee on placement in the higher grade pay shall be fixed after giving him the benefit of one increment on the basic pay prior to the grant of progression and the higher grade pay shall be added to pay in the Pay Band so arrived at.

(4) If the grant of higher grade pay involves change in the Pay Band also and the minimum of Pay Band is higher than the pay in the Pay Band, his pay in the Pay Band shall be fixed at such minimum.

(5) At the time of regular promotion, if the grade pay of the promotional post is the same or lower than the grade pay granted under an ACP scheme under these rules, no promotional increment shall be admissible. However, if the grade pay of the promotional post is lower, the grade pay granted under the ACP Scheme shall be protected. If the grade pay of the promotional post is higher than the grade pay admissible under the ACP Scheme, pay on promotion will be regulated under rule 11 of the Punjab Civil Services (Revised Pay) Rules, 2009.

9. Rate of increment.—The rate of increment shall be the same as laid down in rule 9 of the Punjab Civil Services (Revised Pay) Rules, 2009.

10. Date of next increment.—The next increment of a Government employee, whose pay is fixed in accordance with rule 8, shall be allowed on the date, he would have drawn it, had he continued in the lower grade pay :

Provided that in the case of a Government employee whose pay is fixed under sub-rule (4) of rule 8, next increment shall be allowed after qualifying service of twelve months in the higher grade pay.

11. **Overriding effect.**—The provisions of the Punjab Civil Services Rules, Volume I, Part I and the Punjab Civil Services Rules, Volume II, the Punjab Civil Services (Revised Scales of Pay) Rules, 1979, the Punjab Civil Services (Revised Pay) Rules, 1988, the Punjab Civil Services (Revised Pay) Rules, 1998 and the Punjab Civil Services (Revised Pay) Rules, 2009 shall not, save as otherwise provided in these rules, apply to the cases, where pay is regulated under these rules, to the extent they are inconsistent with these rules.

12. **Exclusion of claim of parity of pay on the ground of seniority.**—The progressions granted under these rules shall be purely personal to the employee and shall have no relevance to his seniority position. As such, the senior employees shall have no claim of parity of pay on the ground that the junior employee working on the same post has got higher pay or grade pay under these rules. The difference in pay scales or pay on account of grant of progression under the old ACP Schemes and under the ACP Schemes under these rules within the same cadre shall not be construed as an anomaly.

13. **Power to relax.**—Where the Government is satisfied that the operation of these rules causes undue hardship to any individual Government employee or class of Government employees, it may, by an order in writing, relax or dispense with any of the provisions of these rules to such extent and subject to such conditions, as it may consider necessary.

14. **Interpretation.**—If any question arises relating to the interpretation of any of the provisions of these rules, the Government in the Department of Personnel in consultation with the Department of Finance shall be the final authority.

15. **Residuary Powers.**—In the event of any general or special circumstance(s) which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and the Government shall specify the conditions to be followed under such circumstance(s). Such conditions as specified by the Government under this rule shall be deemed to be a part of these rules. Further, if the Government is satisfied that there is a requirement to specify certain additional conditions under these rules, the Government shall specify such additional conditions and such additional conditions shall be deemed to be a part of these rules. Other conditions under the existing ACP schemes already notified from time to time, which are not inconsistent with the conditions mentioned in these rules, shall continue to be applicable *mutatis mutandis* in accordance with these rules.

SCHEDULE

[See rules 2(1) (a), 4 and 8]

The categories of Government employees covered under the dynamic assured career progression scheme

Sr. No.	Name of the Cadre Post	Revised Pay Structure		
		Pay Band (in rupees)	Grade Pay (in rupees)	Initial Pay (in rupees)
1	2	3	4	5
1	1. P.C.S. (Executive Branch)	(i) 15600—39100 (Entry Level)	5400	20300
		(ii) 15600—39100	6600	25250
		(iii) 15600—39100	7600	31320
		(iv) 37400—67000	8700	46100
2	2. Veterinary Officer, Department of Animal Husbandry			
	3. Assistant Architect, Department of Public Works (Architecture Wing)			
	4. Medical Officer (PCMS-I), Department of Health and Family Welfare			
	5. Sub-Divisional Engineer, Department of Irrigation	(i) 15600—39100 (Entry Level)	5400	20300
	6. Deputy Superintendent of Police, Department of Home Affairs and Justice.	(ii) 15600—39100	6600	25250
	7. Sub-Divisional Engineer, Department of Public Works (B & R)	(iii) 15600—39100	7600	31320
	8. Sub-Divisional Engineer, Department of Water Supply and Sanitation	(iv) 37400—67000	8600	46000

1	2	3	4	5
9.	Assistant Town Planner, Department of Town and Country Planning			
10.	Assistant Research Officer, Department of Irrigation			
11.	Sub-Divisional Engineer, Department of Rural Development and Panchayats).			

S. C. AGRAWAL,

Chief Secretary to Government of Punjab.