



**GOVERNMENT OF HIMACHAL PRADESH
FINANCE (PAY REVISION) DEPARTMENT**

**“ASSURED CAREER PROGRESSION SCHEME”
FOR REGULAR EMPLOYEES OF THE GOVERNMENT**

**VARIOUS INSTRUCTIONS ISSUED
THEREUNDER FROM TIME TO TIME
(UPDATED UPTO 31.5.2008)**

INDEX

SL. No.	Subject in brief.	Pages
1.	ASSURED CAREER PROGRESSION SCHEME issued vide letter No. Fin (PR)B(7)51/98 dated 15.12.1998 (ANNEXURE-A).	4-7
2.	Clarification regarding higher pay scale issued vide letter No. Fin(PR)B(7)-51/98 dated 9 th July, 1999 (ANNEXURE-B)	8
3.	Clarification regarding counting of adhoc service issued vide letter No. Fin(PR)B(7)-51/98-II dated 10 th August, 1999 (ANNEXURE-C)	9
4.	Clarification regarding counting of period during which an employee gained enhancement in basic pay issued vide letter No. Fin(PR)B(7)-51/98 dated 1.12.1999 (ANNEXURE-D)	10
5.	Clarification regarding OVERALL SERVICE issued vide letter No. Fin(PR)B(7)-51/98 dated 29 th February, 2000 (ANNEXURE-E)	11
6.	Addition of sub para vi(a) below para 2 vi vide letter No. Fin(PR)B(7)-51/98 dated 16 th August, 2000 (ANNEXURE-F)	12
7.	Removal of Anomaly by stepping up the pay of Senior Employee drawing less pay than their junior employees as a result of application of ACPS issued vide letter No. FIN (PR)B(7)-51/98 dated 22 nd October, 2001. (ANNEXURE-G)	13-14
8.	Clarification regarding passing of type/shorthand test issued vide O.M. No. Fin(PR)B(7)-51/98 dated 27 th March,2002 (ANNEXURE-H)	15
9.	Introduction of "Career Progression Scheme" for Junior Engineers issued vide letter No. Fin(PR)B(7)-51/98-I dated 4 th August, 2001 (ANNEXURE-I)	16-18
10.	Instructions regarding counting of adhoc service issues vide letter No. Fin(PR)B(7)-1/98 dated 12 th January, 2004 (ANNEXURE-J)	19
11.	Instructions regarding substitution of para 4 (i) issued vide letter No. Fin(PR)B(7)-51/98 dated 20 th July, 2004, (ANNEXURE-K)	20

12.	Instructions regarding ABSORBING OF PERSONAL PAY UPTO THE MAXIMUM OF THE PLACEMENT SCALE issued vide letter No. Fin(PR)B(7)-51/98 dated 7 th September, 2005 (ANNEXURE-L)	21-22
13.	Instructions regarding allowing of benefit of ACPS in case the feeder and promotional post happen to be in the identical scale issued vide letter No. Fin (PR)B(7)-21/98 dated 4 th December, 2006. (ANNEXURE-M)	23
14.	Sanction of additional increment by way of Proficiency step up (PROP) issued vide letter No. Fin(C)B(7)-6/88 dated 14 th June, 1989 (ANNEXURE-N)	24-26
15.	Clarification in respect of grant of Proficiency step-up issued vide letter No. Fin(C)B(7)-6/88-II dated 6 th April, 1990 (ANNEXURE-O)	27-31
16.	Removal of Anomaly by stepping up the pay of a senior employee drawing pay less than a junior employee issued vide letter No. Fin(PR)B(7)-17/90 dated 17 th August, 1990 (ANNEXURE-P)	32-34
17.	Stepping up of pay of senior Govt. servants. Issued vide O.M No. Fin (C)-A(3)-8/90 Dated 7 th March, 1991 (ANNEXURE-Q)	35-37
18.	Removal of Anomaly by stepping up the pay of a senior employees drawing pay less than a junior employees issued vide letter No. Fin (PR)B(7)17/90 dated 29 th October, 1991-(ANNEXURE-R)	38-40

ANNEXURE-A

No. Fin(PR)B(7)51/98
Government of Himachal Pradesh
Finance (Pay Revision) Department.

From

The F.C.-cum-Secretary(Finance) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. Registrar, H.P. High Court, Shimla.
4. Secretary, H.P. Vidhan Sabha, Shimla.

Dated Shimla-171002, the 15th December, 1998.

Subject : Introduction of "Assured Career Progression Scheme" for the regular employees of Government.

Sir/Madam,

I am directed to say that the matter regarding introduction of "Assured Career Progression Scheme" for regular employees of Government was under consideration of the Government. After careful consideration of the matter, the Governor, Himachal Pradesh has been pleased to decide that this Scheme shall be effective from 01-01-1996 and apply to all categories of State Government employees governed by the H.P. Civil Services (Revised Pay) Rules, 1998 (hereinafter referred as the Rules, 1998) except in respect of the following :-

- i) Such categories of employees who have been allowed three or more grade structure of pay scales under the Rules, 1998,
- ii) Categories of employees for whom benefit of career progression is/was already available under any Rules and instructions notified earlier;

2. The salient features of this Scheme are as under :-

- i (a) After a service of 8 years in a post or posts in the same 'Cadre' (hereinafter referred as the same post) an employee, who is not promoted to the next higher level on account of non-availability of a vacancy at such higher level or non-existence of a promotional level in the 'Cadre', shall be granted the pay scale which is next higher in the hierarchy of pay scales given in

Column No.3 of the 'First Schedule' annexed to Rules, 1998. If on 01-01-1996 or the date opted under Rule 6 of Rules,1998, an employee becomes entitled to a **higher pay scale** on account of protection under the said rules, he shall be granted such higher pay scale.

- (b) On the grant of higher pay scale as in sub para (a) above, the pay of the employee shall be fixed at the next higher stage in the master scale and he shall be allowed next increment from the date he would have earned his next increment had he continued in the lower pay scale. If the minimum of the higher scale is higher than the stage arrived at, his pay shall be fixed at such minimum and next increment shall be allowed after qualifying service of 12 months.
- ii. A proficiency Step-up shall be granted to such an employee after 16 years of service and a Second Proficiency Step-up shall be granted after 24 years of service if the employee still continues in the same post. Service rendered by an employee in the lower and higher pay scale granted as per (a) above shall be reckoned as service in the same post for this purpose.
 - iii. In case an employee continues to serve in the same post even after 32 years of service, he shall be placed in the next higher pay scale in the hierarchy of pay scales as indicated in Column 3 of the 'First Schedule' annexed to the Rules,1998 and his pay shall be fixed as mentioned in sub para i.(b) above.
 - iv. Service in the same post rendered before 01-01-1996 or the date opted for by an employee shall count for the purpose of this Scheme, subject to fulfillment of other conditions.
 - v. Pay of an employee who was in service before 01-01-1996 shall be first fixed in the revised pay scale admissible to him under rules,1998 and then regulated as under :-
 - (a) An employee who has rendered 8 years but less than 16 years service in the same post and has availed benefit of one proficiency step-up under the existing instructions shall be placed in the higher scale without benefit of any increment i.e. his pay will be fixed at the same stage in the master scale, since he has received one progression and has received accumulated benefit at the time of the pay fixation in lower revised scale. He shall be treated to have been placed in the higher scale on the date he was given the proficiency step-up. He shall be eligible for further benefits under this scheme as per (ii) and (iii) above.

- (b) An employee who has completed 16 years of service but less than 18 years of service in the same post and has been allowed benefit of one proficiency step-up under the existing instructions shall be placed in the higher scale after giving him benefit of one increment. He shall be deemed to have been placed in the higher scale after 8 years service and granted first proficiency step-up after 16 years service. He shall be eligible for second proficiency step-up and grant of higher pay scale as per (ii) and (iii) above.
- (c) An employee who has completed 18 years of service in the same post and has been allowed benefit of two proficiency step (s)-up under the existing instructions shall be placed in the higher scale without benefit of increment by adjusting this proficiency step-up granted after 8 years of service. He shall be notionally treated to have been placed to the higher pay scale after 8 years and granted first proficiency step-up after 16 years. He shall be eligible for second proficiency step-up and placement in higher scale when he completes 24 years and 32 years in the same post.
- vi. If an employee is promoted to the next higher promotional post in the regular way at any time before one of the benefits under this scheme becomes due, the grant of such benefit shall stand postponed accordingly and shall be granted after completion of service of 8 years in such promotional post. If the promotion of an employee to higher post occurs after having got placement in higher scale or the proficiency step-up/ steps-up under this scheme, the benefit of only one increment instead of two increments normally admissible on promotion shall be given in fixing his pay in the scale of pay of the promotional post.
- vii. An employee shall be entitled to a maximum of two placements in higher scale and a maximum of two proficiency steps-up in his entire service career under this scheme

3. Fresh Option :-

Employees who have opted to get their pay fixed from the date after 01-01-1996 would be given chance to give fresh option in writing within two months from the date of issue of this Scheme to get their pay fixed from the date earlier than the one already opted, if the date is to his advantage.

4. Eligibility and procedure for placement in higher scale/ proficiency step-ups.

- (i) Placement in higher scale and proficiency steps-up under this policy shall be granted only to those employees whose overall service record is adjudged as 'good'. If a departmental test is prescribed or acquisition of higher qualification is a pre-requisite for promotion to the higher level then only those employees who clear such test or acquire such qualifications would be eligible for benefits under this scheme.
- (ii) The Competent Authority for grant of benefits under this scheme shall be the same as in the case of promotion. Representation/Appeals against the grant of higher pay scale/ proficiency steps-up under this scheme shall also lie in the same manner as in the case of promotion.
5. As a necessary corollary to this decision, the existing system of proficiency step(s)-up shall undergo a change to the extent indicated above. **Other existing conditions governing the grant of proficiency step(s)- up already notified shall continue to be applicable mutatis mutandis in accordance with the above orders***. The cases of proficiency steps-up which fell due prior to 01-01-1996 or the date opted for by an employee shall be settled according to the then prevalent instructions.
6. On placement to the next higher scale under this scheme, an employee would continue to do the same work with same designation. There will be no need for creation of any separate posts etc. and the employee shall remain on the strength of the same cadre.
7. All senior/ selection grades sanctioned to the categories of employees to whom these orders apply shall stand abolished with effect from the date of implementation of this decision.
8. For interpretation/ clarification of the decisions contained in this circular letter, Finance Department shall be the final authority.
9. Arrears upto 31-03-1999 would be credited to the GPF accounts of the employees during April,1999 and the entire credited amount would not be withdrawn for a period of 3 years. The Government employees who have retired or ceased to be in Government service or had closed their GPF accounts before issue of this letter or who might close their account by the time the arrears are credited to GPF shall be paid the arrears in cash.

Yours faithfully,

Sd/-
(Mohan Chauhan)
Additional Secretary (Finance) to the
Government of Himachal Pradesh.

NOTE: *This ACPs is not applicable to the Junior Engineers in the Department of Public Works and IPH for whom a separate Career Progression Scheme has been circulated vide letter No. FIN-(PR)B(7)-51/98-I dated 4th August, 2001. **(Annexed as Annexure- "I")***

ANNEXURE-B

No. Fin(PR)B(7)-51/98
Government of Himachal Pradesh
Finance (Pay Revision) Department

From

The F.C.-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

- 1 All Administrative Departments in
Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Registrar, H.P. High Court, Shimla-1.
4. The Secretary, H.P. Vidhan Sabha, Shimla-4.
5. All Deputy Commissioners in Himachal Pradesh.

Dated Shimla-171002, the 9th July, 1999.

Subject : Introduction of "Assured Career Progression Scheme" for the
regular employees of Government.

Sir,

In continuation of this Department's letter of even number dated 15.12.1998, I am directed to say that under Para-2 i(a) of the letter ibid it has been provided that an employee who is not promoted to the next higher level after 8 years of service shall be eligible for the pay scale which is next higher in the hierarchy of pay scales given in column No. 3 of the "First Schedule" annexed to Rules, 1998.

2. With the revision of pay scales w.e.f. 01.01.1996, the incumbents of some posts have been allowed higher pay scale as a measure personal to them whereas the corresponding revised basic pay scale of such post is lower.

3. This Department has received a number of references from various departments with regard to the clarification on this provision. It is clarified that in the cases, where such protection has been allowed under Himachal Pradesh Civil Services (Revised Pay) rules, 1998, the employees shall be granted next higher pay scale in accordance with 'Assured Career Progression Scheme' with reference to the basic time scale of the post and not the personal pay scale. In accordance with provision contained in Para 2 i(a) of Scheme referred above, the next higher scale in such cases will be protected higher pay scale.

4. This may be brought to the notice of all concerned.

Sd/-

Additional Secretary (Fin-Reg.) to the
Government of Himachal Pradesh.

सं०. फिन (पीआर) बी (7)-1/98-II

हिमाचल प्रदेश सरकार

वित्त विभाग

(वेतन परिशोधन अनुभाग)

सेवा में,

1. समस्त प्रशासनिक सचिव,
हिमाचल प्रदेश सरकार, शिमला-171002
2. समस्त विभागाध्यक्ष, हिमाचल प्रदेश ।
3. समस्त मण्ड.लायुक्त, हिमाचल प्रदेश ।
4. समस्त जिलाधीश, हिमाचल प्रदेश ।

दिनांक शिमला-171002 10 अगस्त, 1999

विषय: 1.1.1996 से संशोधित वेतनमानों में प्लेसमेंट वेतनमान/ सुनिश्चित जीविका प्रगतिशील योजना (Assured Career Progression Scheme)के लाभों हेतु तदर्थ कार्यकाल की गणना ।

महोदय,

मुझे उपरोक्त विषय पर यह कहने का निदेश हुआ है कि हिमाचल प्रदेश कार्मिक विभाग ने पत्र संख्या पर (ए.पी) सी-बी(2)-2/95 दिनांक 28 नवम्बर, 1998 द्वारा तदर्थ कार्यकाल की पदोन्नति तथा कन्फरमेशन इत्यादि के लिए 31-3-1998 तक की गई सेवा अवधि को नियमित कार्यकाल माना है । हिमाचल प्रदेश सरकार ने संशोधित वेतनमानों में प्लेसमेंट वेतनमान तथा सुनिश्चित जीविका प्रगतिशील योजना के लाभों के लिए तदर्थ कार्यकाल को नहीं माना था । कार्मिक विभाग द्वारा जारी आदेशों से अब स्वयं ही ऐसे कर्मचारी इन लाभों के पात्र बन जाएंगे । अतः वेतन संशोधन आदेशों में जहां जहां भी नियमित सेवाकाल को पात्रता माना जाने का उल्लेख किया गया है इसके साथ 31-3-1998 तक तदर्थ रूप से कार्य करने वाले भी अब इसके पात्र माने जाएंगे । इसके लिए तदर्थ रूप से नियुक्ति का अभिप्रायः ऐसे कर्मचारियों से है जिनकी आरम्भिक भर्ती तो नियमित रूप से हुई हो परन्तु तत्पश्चात् वह तदर्थ रूप से कार्य कर रहे हों । ऐसे कर्मचारी जिनकी आरम्भिक भर्ती ही तदर्थ तौर पर हो इस लाभ के पात्र नहीं माने जायेंगे ।

भवदीय,

हस्त०

उप सचिव (वित्त विनियम)
हिमाचल प्रदेश सरकार

ANNEXURE-D

No. Fin (PR)B(7)-51/98
Government of Himachal Pradesh
Finance (Pay Revision) Department

From
The F.C.-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

- 1 All Administrative Departments in
Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Registrar, H.P. High Court, Shimla-1.
4. The Secretary, H.P. Vidhan Sabha, Shimla-4.

Dated Shimla-171002, the 1.12. 1999.

Subject : Introduction of "Assured Career Progression Scheme" for
the regular employees of Government.

Sir/Madam,

I am directed to refer to this Department's letter of even number dated 15.12.1998 and to say that para-5 thereof provides that other existing conditions governing the grant of prop. Step(s)-up already notified shall continue to be applicable mutatis-mutandis in accordance with the above orders. Accordingly to the instructions issued vide letter No. Fin(C)B(7)-6/88, dated 14.6.1989 and clarificatory order dated 6.4.1990 and letter No. Fin(PR)(7)-17/90, dated 17.8.1990, for the purpose of reckoning of period of 8 years and 18 years for grant of prop step(s)-up the date from which an employee has gained enhancement in his basic pay except by way of annual increments and fixation of pay as a result of revision of pay scales is taken into account. It is clarified that :-

"for benefit under any of the four listed benefits of the Assured Career Progression Scheme, the period of 8/16/24/32 years shall be reckoned with the overall years of service deducted from which would be the period(s) during which the official has gained enhancement in the basic pay, and however has continued in the substantive (lower) scale thereafter. The enhancement in basic pay on account of annual increments and as a result of fixation of pay in revised pay scales will not mean enhancement in basic pay for this purpose."

Yours faithfully,

Sd/-
Under Secretary (Finance) to the
Government of Himachal Pradesh.

ANNEXURE-E

No. Fin(PR)B(7)-51/98
Government of Himachal Pradesh
Finance (Pay Revision) Department

From

The F.C.-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

- 1 All Administrative Departments in
Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Registrar, H.P. High Court, Shimla-1.
4. The Secretary, H.P. Vidhan Sabha, Shimla-4.
5. All Deputy Commissioners in Himachal Pradesh.

Dated Shimla-171002, the 29th February, 2000.

Subject : Introduction of "Assured Career Progression Scheme" for
the regular employees of Government.

Sir/Madam,

I am directed to refer to this Department's letter of even number dated 15.12.1998 and to say that para-4(i) of the letter provides that placement in higher scale and proficiency step up under this policy shall be granted only to those employees whose overall service record is adjudged as 'good'

2. This Department has received a number of references from various Departments with regard to the clarification about the term "Overall Service record is adjudged as Good". It is clarified that the term "overall Service record is adjudged as Good" will mean that 50% report should be 'good' and above; including atleast two of the last three reports. The rest of the reports may be satisfactory/average.

3. This may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Under Secretary (Finance) to the
Government of Himachal Pradesh.

ANNEXURE-F

No. FIN-(PR)B(7)-51/98
Government of Himachal Pradesh
Finance (Pay Revision) Department

From

The F.C.-cum-Secretary (Finance) to the
Government of Himachal Pradesh

To

1. All Administrative Secretaries to the
Government of Himachal Pradesh.
2. All Heads of the Departments in Himachal Pradesh.
3. Registrar, H.P. High Court, Shimla.
4. Secretary, H.P. Vidhan Sabha, Shimla.

Dated Shimla-171002, the 16th August, 2000.

Subject : **Introduction of “Assured Career Progression Scheme”
for regular employees of Government.**

Sir/Madam,

I am directed to say that the Governor, Himachal Pradesh is pleased to order addition of the following sub-para below sub-para vi of para 2 of this Department letter of even number dated 15.12.1998 on the subject cited above:

vi (a) In such cases where an employee who has received benefit under the Proficiency Step up Scheme prior to 1.1.1996 and was notionally placed in the higher pay scale in the hierarchy of pay scales without any financial benefit under this Scheme, secures promotion to a higher post after 1.1.1996, his pay on promotional post shall be fixed in accordance with the provisions of F.R. 22. In other cases provisions of ACPS as contained in para 2(vi) shall continue to apply as heretofore.

Yours faithfully,

Sd/-

(R.N. Batta)

Additional Secretary (Finance) to the
Government of Himachal Pradesh.

ANNEXURE-G

No. FIN (PR)B(7)-51/98
Government of Himachal Pradesh
Finance (Pay Revision) Department

From

The F.C.-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of the Departments in Himachal Pradesh.
3. The Registrar, High Court of Himachal Pradesh.
4. The Secretary, H.P. Vidhan Sabha, H.P. Shimla-4.
5. All Deputy Commissioners in Himachal Pradesh.

Dated Shimla-171002, the 22nd October, 2001

Subject : Removal of Anomaly by stepping up the pay of Senior employees drawing less pay than their junior employees as a result of application of Assured Career Progression Scheme.

Sir,

Consequent upon the introduction of Assured Career Progression Scheme, I am directed to say that the matter regarding stepping up of pay of Senior employees drawing less pay than their juniors was engaging attention of the Government for some time past. With a view to remove hardship to such senior employees, it has been decided that the pay of the senior employee shall be stepped up equal to the pay of his junior subject to the following conditions :

1. The junior and senior Government employees should belong to the same cadre and the posts in which they have been promoted, should be identical and in the same cadre.
2. The pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical.
3. The senior Government employee at the time of his promotion to higher level had been drawing equal or more pay than the junior. But no relief will be admissible if the senior employee opts in writing to postpone his promotion or forego the promotion or opts for revised scale from a day other than the normal appointed day or already availed benefit of F.R. 22(1)(a)(i) under the instructions issued vide letter No. FIN-(PR)B(7)-51/98 dated 16th August, 2000.

4. Anomaly should be directly as a result of application of the provisions of Assured Career Progression Scheme.

Provided that the benefit of stepping up under these instructions shall not be admissible to the senior employee in case the Junior employee was drawing higher pay by virtue of any kind of advance increments/Special increments granted to him or any inflation in pay.

The date of next increment shall fall on completion of qualifying service of 12 months from the date of stepping up of pay.

For the purpose of grant of step up under these instructions, the Administrative Department shall be the Competent Authority.

Yours faithfully,

Sd/-

(R.N. Batta)

Additional Secretary (FIN-PR) to the
Government of Himachal Pradesh.

ANNEXURE-H

No. FIN (PR)B(7)-51/98
Government of Himachal Pradesh
Finance (Pay Revision) Department

Dated Shimla-171002, the 27th March, 2002

OFFICE MEMORANDUM

SUBJECT : Grant of benefit under Assured Career Progression Scheme to those incumbents who have not passed the requisite type/shorthand test within the stipulated period.

The undersigned is directed to say that passing of type/shorthand test within a stipulated period from the date of appointment is a pre-condition. Instances have come to notice that some incumbents failed to pass such test within the stipulated period. Clarifications are being sought by various quarters that whether the period during which the incumbent have not passed the requisite test, is to be reckoned for the purpose of allowing benefit under the Assured Career Progression Scheme.

The matter has been examined in consultation with the Department of Personnel and it has been decided that since the incumbent is not allowed to draw annual increments for want of passing requisite type/shorthand test, the next higher pay scale/benefit under the Assured Career Progression Scheme should also not be allowed from the due date. However, the same can be allowed notionally from the due date and factually from the date of passing the test.

This may be brought to the notice of all concerned.

Sd/-

Additional Secretary (FIN-PR) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries to the
Government of Himachal Pradesh.

ANNEXURE-I

No. FIN-(PR)B(7)-51/98-I
Government of Himachal Pradesh
Finance (Pay Revision) Department

From The F.C-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of the Departments in Himachal Pradesh.
3. The Registrar, H.P. High Court, Shimla.
4. The Secretary, H.P. Vidhan Sabha, Shimla.

Dated Shimla-171002, the 4th August, 2001

Subject: Introduction of "Career Progression" Scheme for Junior Engineers.

Sir/Madam,

1. The Governor, Himachal Pradesh is pleased to notify the "Career Progression" Scheme for Junior Engineers effective from the date of issue of this letter, as under:

2. **SALIENT FEATURES OF THE SCHEME ARE AS UNDER:**

- (i) After a service of 8 years in a post in the same "Cadre", a Junior Engineer in the existing Revised Pay scale of Rs. 5800-9200 in the state, who is not promoted to the next higher level on account of non-availability of a vacancy at such higher level or due to non-existence of a promotional level in the "Cadre", shall be granted next higher scale in the hierarchy of Pay Scales given in column No. 3 of the 'First Schedule' annexed to the Himachal Pradesh Civil Services (Revised Pay) Rules, 1998 (hereinafter referred to as the Rules, 1998) i.e. shall be granted next higher scale of Rs. 6400-10640 with same designation ;
- (ii) On the grant of higher pay scale in sub-para (i) above, the pay of the employee shall be fixed at the next higher stage i.e. his pay shall be stepped up to ensure benefit of at least one increment at the time of such placement in the higher scale so allowed and he shall be allowed next increment from the date he would have earned his next increment had he continued in the lower pay scale. If the minimum of the higher scale is higher than the stage arrived at, his pay shall be fixed at such minimum and next increment shall be allowed after a qualifying service of 12 months ;
- (iii) After a service of 16 years in a post in the same "Cadre", a Junior Engineer in the scale of Rs. 6400-10640 in the State, if he still continues

in the same post, shall be granted next higher scale of Rs. 7220-11320 with Class-II (Gazetted) status and designation of Additional Assistant Engineer. Service rendered by an employee in the lower and higher pay scale granted as per (i) above shall be reckoned as service in the same post for this purpose, and his pay shall be fixed as mentioned in sub para (ii) above.

- (iv) With the grant of Class-II (Gazetted) status and designation of Additional Assistant Engineer, there will be no addition to the 'cadre strength' of junior engineer.
- (v) The officials placed in the higher scale and granted status of Additional Assistant Engineer will continue to discharge the same duties and exercise same powers.

3. Pay of an employee shall be fixed subject to the provisions of Revised Pay Rules notified from time to time. If the promotion of an employee to higher post occurs after having got placement in the higher scale under these instructions, benefit of only one increment instead of two normally admissible on promotion shall be given in fixing his pay in the scale of the promotional post.

- (a) where an employee has already completed more than 8 years but less than 16 years of service and has availed benefit of placement under the instructions bearing No. Fin(PR)B(7)51/98, dated 15th December,, 1998, he shall be placed in the scale of Rs. 6400-10640 with effect from the date of implementation of these decisions without benefit of any increment i.e. his pay shall be fixed at the same stage in the higher scale since he has received one progression on placement to the next higher pay scale under the "Assured Career progression Scheme" i.e. under the instructions dated 15th December, 1998 (ibid) ;
- (b) Where an employee has already completed 16 years of service and has already been allowed the benefit of placement in higher scale and proficiency step-up under the 'Assured Career Progression Scheme" in view of the instructions bearing No. Fin(PR)B(7)51/98, dated 15th December, 1998 as on the date of implementation of these decisions or who has been allowed a revised equivalent of Rs. 7220-11320 under the Himachal Pradesh Civil Services (Revised Pay) Rules, as a measure personal to him, such incumbents shall be placed in the Revised Pay Scale of Rs. 7220-11320 with Class-II (Gazetted) status and granted designation of 'Additional Assistant Engineer' without benefit of any increment i.e. his pay shall be fixed at the same stage in the higher scale so allowed under these instructions.

4. Only regular service rendered by an employee in the "Cadre" of Junior Engineers before the issue of these instructions shall count for the purposes of these decisions.

5. The entire service adjudged as satisfactory from entry scale of Junior Engineer onwards shall be taken into consideration. The procedure for assessing the work and conduct for placement in the higher scale shall be the same as is applicable to a case of promotion. The placement in the higher scale shall be allowed only to those employees whose overall service record during the

span of satisfactory service is adjudged as 'Good' and the employee is otherwise suitable for promotion. 'Good' record shall mean that more than 50% Annual Confidential Reports are good and out of last three years available reports at least two are 'Good'. For all the remaining years the benchmark may be "Average".

6. The case for placement to the next higher scale shall be taken up at least three months before the due date. For a case becoming eligible before 30th June of a financial year, the annual confidential reports up to the 31st March of the preceding year only shall be considered.

7. In case an employee is found unsuitable for the grant of higher scale on a particular date, his case will be reviewed thereafter for the grant of benefit under these instructions on year to year basis and he will be granted that benefit from the date when he is found suitable for the same. The suitability for this purpose shall be determined after taking into consideration the Annual Confidential Reports of the employee concerned upto the 31st March of each year.

8. Non-grant of benefit under these instructions shall not be considered as a punishment under the Central Civil Services (CCA) Rules, 1964.

9. Competent Authority for the grant of benefit under these instructions shall be the same as in the case of promotion. Representations/Appeals etc. against the order of non-grant shall also be dealt in the same manner as in the case of promotion.

10. The decisions contained in these instructions will primarily be implemented in the Department of Public Works and Irrigation & Public Health Department. In the Departments where specific higher/different pay structure has been allowed the decisions contained in these instructions shall not be applicable.

11. The decisions contained in these instructions will take effect from the date of issue of these instructions. As a result of these instructions, earlier instructions dated 15th December, 1998 bearing number dated Fin (PR)B(7)51/98, shall not be applicable on Junior Engineers. However, the existing system shall undergo a change to the extent indicated above. Other conditions governing the grant of proficiency step up(s)/ACPS already notified shall continue to be applicable.

12. For interpretation/clarification of these decisions/instructions the Department of Finance shall be the final authority.

Yours faithfully,

Sd/-
(R.N. Batta)
Additional Secretary (FIN-PR) to the
Government of Himachal Pradesh.

सं०. फिन (पीआर)बी(7) -1/98
हिमाचल प्रदेश सरकार
वित्त (वेतन परिशोधन) विभाग

प्रेषक

प्रधान सचिव (वित्त)
हिमाचल प्रदेश सरकार ।

सेवा में,

- 1 समस्त प्रशासनिक सचिव,
हिमाचल प्रदेश सरकार, शिमला-171002 ।
- 2 समस्त विभागाध्यक्ष, हिमाचल प्रदेश ।
- 3 समस्त जिलाधीश, हिमाचल प्रदेश ।

दिनांक शिमला-171002

12 जनवरी, 2004

विषय: प्लेसमेंट वेतनमान/ सुनिश्चित जीविका प्रगतिशील योजना (Assured Career Progression Scheme) के लाभों हेतु तदर्थ कार्यकाल की गणना ।

महोदय,

उपरोक्त विषय पर इस विभाग के समसंख्यक पत्र दिनांक 10 अगस्त, 1999 को निरस्त करते हुए, मुझे यह कहने का निदेश हुआ है कि हिमाचल प्रदेश सरकार कार्मिक विभाग ने पत्र संख्या पर (ए.पी) सी-बी(2)-2/95 भाग-III दिनांक 31 अगस्त, 2002 के निर्णयानुसार तदर्थ सेवा अवधि को पदोन्नति तथा कन्फरमेशन इत्यादि के लिए 31.3.1998 तक की गई सेवा अवधि की निश्चित तारीख (cut off date) को समाप्त कर दिया गया है।

अतः वेतन संशोधन आदेशों में तथा सुनिश्चित जीविका प्रगतिशील योजना (Assured Career Progression Scheme) में जहां जहां भी नियमित सेवाकाल को पात्रता माना जाने का उल्लेख किया गया है, अब तदर्थ रूप से की गई सेवा अवधि को प्लेसमेंट वेतनमान/ सुनिश्चित जीविका प्रगतिशील योजना के अर्न्तगत देय लाभों के लिए गणना में लिया जाएगा । इसके लिए तदर्थ रूप से नियुक्ति का अभिप्रायः ऐसे कर्मचारियों से है जिनकी आरम्भिक भर्ती तो नियमित रूप से हुई हो परन्तु तत्पश्चात् वह तदर्थ रूप से पदोन्नत होकर कार्य कर रहे हों । ऐसे कर्मचारी जिनकी आरम्भिक भर्ती ही तदर्थ तौर पर हो इस लाभ के पात्र नहीं माने जायेंगे ।

भवदीय,

हस्त०

अतिरिक्त सचिव (वित्त वे० प०)
हिमाचल प्रदेश सरकार

No. FIN-(PR)B(7)-51/98-II
Government of Himachal Pradesh
Finance (Pay Revision) Department.

From

The Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All administrative Secretaries to the Govt. of H. P.
2. The Registrar General, H.P. High Court, Shimla.
3. The Secretary, H.P. Vidhan Sabha, Shimla.
4. All Heads of the Departments in Himachal Pradesh.

Dated Shimla-171002, the 20th July, 2004.

Subject: Introduction of “Assured Career Progression Scheme for the regular employees of Government.

Sir/Madam,

I am directed to refer to this Departments' letter No. Fin. (PR)B(7)-51/98 dated 15th December, 1998 on the subject cited above and to say that after careful consideration, it has been decided that para-4(i) of the letter under reference may be substituted as under:-*

“Placement in higher scale and proficiency steps up under this policy shall be granted to those employees whose overall service record is adjudged as ‘good’ ”

This may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-
Under Secretary (Finance) to the
Government of Himachal Pradesh.

ANNEXURE- L

No. Fin-(PR) B (7)-51/98
Government of Himachal Pradesh
Finance (Pay Revision) Department

From

The Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Govt. of H.P.
2. The Registrar General, H.P. High Court, Shimla-171001.
3. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
4. All Heads of the Departments in Himachal Pradesh.

Dated Shimla-171002, the 7th September, 2005.

Subject:- Introduction of "Assured Career Progression Scheme" for the regular employees of the Government-Clarification thereof.

Sir/Madam,

I am directed to say that as per provisions of (b) of first proviso below Rule-7 of the Himachal Pradesh Civil Services (Revised Pay) Rules, 1998 it has been provided that while fixing pay in the revised pay scale as per provisions of Rule-7, in case the amount so arrived at is higher than the maximum of the revised scale, the amount in excess of the maximum of the revised scale shall be treated as personal pay which shall be absorbed in future increments and shall be reckoned as pay for all purposes.

2. Simultaneously, the Assured Career Progression Scheme was introduced effective from 1.1.1996 vide this Department's letter No. Fin (PR) B (7) 51/98 dated 15.12.1998. Under the ACPS next higher pay scale is to be allowed on completion of 8/32 years of service in a post or posts in the same cadre to an employee who is not promoted to the next higher level due to non availability of vacancy at such higher level or non existence of promotional level. Para v and v (a) of this scheme provides that the pay of an employee who was in service before 01.01.1996 shall be first fixed in the admissible revised pay scale and thereafter in case an employee who has rendered 8 years but less than 16 years service in the same post and has availed benefit of one proficiency step-up under the existing instructions, shall be placed in the higher scale without benefit of any increment i.e. his pay will be fixed at the same stage in the master scale since he has received one progression increment and has received accumulated benefit at the time of pay fixation in the revised scale. He shall

be treated to have been placed in the higher scale on the date he was given the proficiency step up.

3. This Department has received a number of references from various quarters seeking clarification as to how the personal pay is to be treated on placement in the next higher scale in the hierarchy of pay scales under the ACPS.

4. The matter has been examined and it is clarified that the element of personal pay determined as a result of application of first proviso (b) below Rule-7 of the H.P. Civil Services (Revised Pay) Rules, 1998, shall be treated in the following manner, in case the benefit of ACPS after completion of 8/32 years of service has been allowed w.e.f. 1.1.1996 or any subsequent date in accordance with the provisions of para v (a) and (c) of ACP Scheme, notified vide letter dated 15.12.1998 referred to at para 2 :-

1. The Personal Pay determined as per provisions of the Revised Pay Rules of 1998, is to be absorbed/adjusted upto the maximum in the placement scale and the pay is to be fixed at the appropriate stage in the placement scale.
2. In case, after absorbing the personal pay upto the maximum in the placement scale, any amount still remains unadjusted, the same shall be treated as personal pay to be absorbed against future increments.
3. In case, there is no appropriate stage and the amount of pay + personal pay arrives between two stages in the placement scale, the pay in such cases shall be fixed at the lower stage of the placement scale and the amount in excess thereof shall be treated as personal pay to be absorbed against future increments.

The above instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(PRIYA VRAT SHARMA)
Deputy Secretary (FIN-PR) to the
Government of Himachal Pradesh

ANNEXURE-M

No. FIN (PR) B (7)-21/98
Government of Himachal Pradesh
Finance (Pay Revision) Department

Dated Shimla-171002, the 4th December, 2006

OFFICE MEMORANDUM

The undersigned is directed to say that vide this Departments' Office Memorandums No. Fin (PR) B (15) -1/2001. Dated 11th July, 2001 and 13th May, 2002 wherein the Administrative Departments were directed to make necessary amendments in column No. 10 and 11 of the R&P Rules of such promotional posts having identical pay scale of the feeder posts, to the effect that such promotional posts be filled up by transfer/placement as per seniority. Since FR. 22(1)(a)(i) is not admissible in such cases and on the other hand benefit under ACPS is also not being allowed to such incumbents, as such with a view to avoid hardship to the such employees, the above instructions were issued.

It has been observed from various references received from departments that despite the issue of above instructions, the promotional posts are being filled up by promotion after adjudging the suitability and eligibility by the DPC. Thus neither the benefit of FR.22.1 (a) (i) nor ACPS is admissible in such cases.

It is once again clarified that if the feeder post and the promotional post happens to be in the identical pay scale and the promotional post is filled up by promotion instead of "placement", it shall be deemed to have been filled up by placement/transfer for the purpose of allowing the benefit under ACPS, but the same shall be admissible only if the pay of the concerned incumbent is not enhanced in any way due to the above referred placement/transfer/promotion.

(Dr.R.N. Batta)

Additional Secretary (Finance-PR) to the
Government of Himachal Pradesh.

All Administrative Secretaries to the Government of Himachal Pradesh.

ANNEXURE-N

No. Fin(C)B(7)-6/88
Government of Himachal Pradesh
Finance Department
(Pay Revision Section)

To

1. All the Administrative Secretaries to the Govt. of H.P.
2. All Heads of Departments in Himachal Pradesh.
3. All Divisional Commissioners in Himachal Pradesh.
4. The Registrar, High Court of Himachal Pradesh.
5. All the Deputy Commissioners in Himachal Pradesh.

Dated Shimla-171002, the 14 June, 1989.

Subject: Sanction of additional increment by way of proficiency step up (PROP).

Sir,

I am directed to state that issue relating to grant of proficiency increment (PROP) to the State Government employees has been under consideration of the Govt. for some time past and the Governor, Himachal Pradesh is pleased to order as under :-

- 1) Annual increment will continue to be granted as heretofore. In addition to such annual increment, an employee will be entitled for an additional increment on completion of 8 year's service and second additional increment on completion of 18 years' service on or after the appointed day, that is only after fixation of his pay in the revised pay scale against a post, in the form of proficiency step-up, subject to suitability as explained in the succeeding paragraphs.
- 2) In adjudging the suitability for the proficiency step(s)-up, the procedure for assessing the work and conduct to satisfactory as applicable to a case of award of selection grade shall be followed and it shall be given only if the employee is found suitable for the same. An employee, who is not considered fit for a proficiency step(s)-up that is, whose assessment of work and conduct is below the requisite standards, shall not be given the additional increment (s) but his regular increment if otherwise due shall be release as usual;
- 3) In case an employee is found unsuitable for the grant of proficiency step-up (s) on a particular date, his case will be reviewed thereafter for the grant of that step-up on year to year basis and he will be granted that step-up on and from the date when he is found suitable for the same. The suitability for this purpose shall be determined after taking into consideration the ACRs of the employee upto the 31st March of the preceding year.

- 4) Non-grant of proficiency step-up on account of un-suitability shall not be considered as punishment under the Central Civil Services (Classification Control & Appeal) Rules.
- 5) The competent authority for the grant of proficiency step-up (s) shall be the same as in the case of award of selection grade. Representation/appeal etc., against the order of non-grant of prop increment shall also lie with the authority specified in the case of award of selection grade.
- 6) The case for grant of proficiency step-up (s) shall be taken at least three months before the due date. For a case becoming eligible before 30th September (31st December in the case of teaching staff of Education Department) of a financial year, the annual confidential reports upto the 31st March of the preceding year only should be considered.
- 7) For reckoning the period of 8 and 18 years on the date of award of prop increment:
 - a) Entire service in the time scale and senior scale or more placements (not involving fixation of pay at higher level) in one cadre shall be counted.
In case pay in senior scale is fixed at the minimum, whereby one gets benefit of one or more increments, period of 8 years or 18 years shall be reckoned from the date of placement in the senior scale.
 - b) Period of service rendered against a cadre in the same time scale will be counted. If, however, selection grade has been awarded, the period will be reckoned from the date of award of selection grade, as it involves fixation of pay at higher stage.
 - c) Period of service rendered against an ex-cadre post will also be taken into account for reckoning the period of 8 or 18 years for the grant of proficiency increment.(substituted vide letter No. Fin(C)B(7)-6/88 dated 18th August, 1989.)
 - d) If two time scales of two cadres comprising of feeder posts and promotional posts have been merged into a single revised scale of pay, service rendered against the time scale of the feeder cadre post and revised pay scale of two cadres shall be taken into account, subject to the condition as stipulated under para-7 (a) above.
- 8) An employee will be eligible to proficiency increment (s) only if he has not gained any enhancement in his basic pay, except by way of annual increments and fixation of pay as a result of revision of pay scales from time to time, during preceding eight years for first prop-increment, and 18 years for second prop-increment as on the date from which prop increment is given.

- 9) As a necessary corollary to this decision, the existing institution of efficiency bar is abolished. But the cases of efficiency bars, which fell due prior to 1.1.1986, would be settled according to the then prevalent rules/instructions.
- 10) After grant of proficiency increment, next increment will be admissible on the date it would have fallen due but for grant of prop-increment. In other words the date of annual increment will not change on account of grant of prop-increments.
- 11) For teaching personnel under the Education Department who are entitled to senior scale after 8 years service and selection grade after 18 years service, it is clarified that eligible incumbents will be entitled to prop increments in addition to senior scale and selection scale as the case may be if fixation in senior scale and selection scale does not involve enhancement in basic pay.
- 12) Proficiency step up will not be admissible to the officers of HPAS, HPPS, HPFS and those governed by the UGC pay scales.
- 13) It may also be clarified that no step-up in the pay as a result of enhancement of pay of a junior higher than that of his senior will be admissible.
- 14) Prop will not be admissible beyond the maximum of the scale.
- 15) For allowing prop increment (s), no fresh option for fixation of pay in revised scale w.e.f. 1.1.1986 will be admissible.

For any interpretation/clarification of decision contained in this letter, the Finance Department shall be final authority.

Yours faithfully,

Sd/-
Deputy Secretary (Finance-R) to the
Govt. of Himachal Pradesh.
14.6.89

ANNEXURE-O

No. Fin(C)B(7)-6/88-II
Government of Himachal Pradesh
Finance Department
(Pay Revision Section)

To

1. All the Administrative Secretaries to the Govt. of H.P.
2. All Heads of Departments in Himachal Pradesh.
3. All Divisional Commissioners in Himachal Pradesh.
4. The Registrar, High Court of Himachal Pradesh.
5. All the Deputy Commissioners in Himachal Pradesh.

Dated Shimla-2, the 6th April, 1990.

Subject: Clarification in respect of grant of Proficiency Step-up.

Sir,

I am directed to say that instructions for the grant of Proficiency Step up (s) were issued vide this Departments letter No. Fin(C)B(7)-6/88 dated 14.6.1989, a copy of which is enclosed for ready reference. In this behalf I am to state further that references have been received from various quarters seeking clarification about the admissibility of Proficiency step up (s) in different situations, which are not covered under the main orders. The position on each point is thus clarified as under:

Point for clarification	Clarification
1. Whether an employee granted Sr. Scale/S. Grade fixed at the minimum of such scale will be entitled for prop after completing 8 or 18 years in that scale ?	As per provision contained in paragraph-8 of O.M. No. Fin(C)B(7)-6/88 dated 14.6.1989, an employee is eligible for the grant of proficiency step-up (s) if he has not gained any enhancement in the basic pay except by way of annual increment and revision of pay scales. Para 7(a) of the existing instructions dated 14.6.89 is further amplified that in the case of placement no fixation of a higher stage is involved. However, if an employee is fixed at the minimum of the Sr. Scale thereby getting enhancement in the basic pay, no proficiency step-up (s) will be admissible similarly, in the case of grant of S.G. since the pay is fixed at higher stage, no proficiency step up in such cases will be admissible. However, the period of 8 or 18 years will be reckoned from the date of placement in the Sr. Scale if basic pay is enhanced and from the date of grant of S.G.
2. An official worked in the higher scale say for about 2 years and was reverted due to non-availability of post. Subsequently	For reckoning the period of 8 or 18 years, the entire service, including the past service in a higher post will be counted and the period of service in the lower post will be excluded for

he was re-promoted in the higher scale. Whether his period for the grant of Proficiency step-up is to be calculated from his subsequent date of promotion or the period of service rendered against higher post in the past is also to be reckoned for the purpose ?

3. A Senior Clerk from 1.1.78 was promoted as Assistant on 14.9.83 and was reverted as Sr. Clerk on 9.3.84. Whether the entire period of his service from 1.1.78 should be counted for the purpose of grant of PROP in the post of Sr. Clerk in the same manner as the service in a higher post (here Asstt.) is also counted for increment in a lower post under the Rules.

OR

An official working as Asstt. On 1.1.1986 was reverted as Clerk in 1987. Whether he is eligible for PROP in the scale of Clerk after completing 8 years service including the service he rendered as Assistant in the higher scale ?

4. An employee had completed 8 years service period prior to 1.1.86 and was promoted subsequently to higher post. He opted for the revision of pay scale from 1.1.86 and reverted to the lower post subsequently. For the grant of Proficiency whether the period spent on higher post will be taken into consideration or not ?

5. An employee was appointed on adhoc basis wherein he had put in 3 years of service. Subsequently he was appointed on regular basis. For the grant of Proficiency increment whether the period of 8/18 years is to be taken from the date of his appointment on adhoc basis or from the date he joined on regular basis as appointed by the DPC/Public Service commission ?

the purpose.

The period during which he gained enhancement in his basic pay or promotion to the post of Assistant will not be counted for the purpose of grant of PROP in the post of Sr. Clerk.

An employee who completed 8 years service prior to or on 1.1.86 is eligible for PROP from the appointed day that is only after the fixation of pay of the employee in the revised scale under the H.P. C.S. (Revised Pay) Rules, 1988. The period spent on higher post during which he gained enhancement in his basic pay will not count for the grant of PROP in the lower post.

The period of 8/18 years is to be reckoned from the date of appointment on regular basis. Service rendered on adhoc basis is not to be counted for the purpose of grant of PROP, after 31.12.1983 onwards. In other words the period on adhoc service upto 31.12.83 will be considered as regular service for the purpose of PROP.

6. In various Departments the different posts of Assistant and Accounts clerk are in the same scale and in same cadre, should service against both the posts be counted jointly for the purpose of grant of PROP ?

7. Can the entire service of an employee who has served in the posts in the same/different cadres, the pay scales of which are the same/identical be counted for the purpose of grant of PROP?

8. Whether an employee who has served in a cadre for more than 18 years and was not promoted/considered for promotion to higher post due to non-fulfillment of the requisite qualifications/experience despite the fact that an opportunity was available or he himself foregoes promotion offered to him, is eligible for the grant of PROP after 18 years of service or not ?

9. Whether an employee who has been given step up in the pay against the junior, will be entitled for the Proficiency step up ?

10. Whether there will be any change in the date of next increment if PROP is allowed after the date of increment ?

11. Whether proficiency step up will be admissible if an employee has been granted presumptive pay of 10% under the provision of FR-49 for holding the charge of additional post ?

The entire service of an employee who has served in different posts in the same cadre and in the same scale counts for the purpose of grant of PROP because during this service he has not gained any enhancement in the basic pay.

The entire service of an employee who has served in the post or posts in the same cadre/different cadre the pay scale of which is/are the same/identical shall count for the grant of PROP because during this service he has not gained any enhancement in his basic pay.

An employee, who has not been promoted/considered for promotion to a higher post due to lack of requisite qualification/experience for the higher posts, will get the benefit of Proficiency increments.

However, no Proficiency increments will be admissible, if:

- i) He has not passed the Departmental Examination.
- ii) Has refused promotion before 8 years or 18 years of service in the scale for promotion.
- iii) Found unfit for promotion

No.

As already stated in para (i) of F.D's letter No. Fin(C)B(7)-6/88 dated 14.6.89, the annual increment will continue to be granted as before and as such there will be no change in the next date of increment on account of grant of PROP after 8 or 18 years.

No. The period for which presumptive pay has been given will be excluded to reckon the period of 8 and 18 years.

12. If some one has been granted pre-mature increments for :

- i) incentive for family planning,
- ii) for sports activities, and
- iii) for acquiring higher qualifications, whether PROP will be admissible ?

Yes. In all these type of cases the PROP shall be admissible. The increment for incentive to adopt small family norms, is in fact, in the form of personal pay granted at the rate of increment last drawn and remains as such for the entire service. Similarly the increments allowed for sports activities and for acquiring higher qualification also being an incentive to an employee will not stand as a bar for prop.

13. Whether on up-gradation of post, the benefit of PROP will be admissible?

On up-gradation, if any financial benefit have accrued, no Proficiency increment will be admissible. If no financial gain in the basic pay has accrued, the proficiency increment will be admissible.

14. Whether PROP will be admissible beyond the maximum of the Scale of that post ?

According to our existing instructions under para-14 of the letter No. Fin(C)B(7)-6/88 dated 14.6.1989, PROP is not admissible beyond the maximum of the scale. The Punjab Government consequent upon the adoption of the master scale have now clarified that PROP and even fixation of pay in the pay scale of that category of post at the maximum of scale will be admissible. As such our existing instructions be deemed to be modified to that extent.

15. Whether for the purpose of counting 8 or 18 years of service for the grant of PROP is to be reckoned in respect of the teachers from the date of granting them running scale as untrained teachers or from the date of their passing the JBT examination ?

From the date of qualifying the JBT examination.

16. Whether PROP will be admissible to ex-servicemen by taking into account the past Army Service, the benefit of which have been given in Civil employment ?

No, as the pay scale of Army and civil are not identical or the same.

17. Whether the adhoc period of service rendered in a post/cadre after 31.12.1983 will also qualify for PROP increments where such services is

The adhoc service rendered upto 31.12.1983 will be taken into account for 8/18 years service for PROP. Any period of adhoc service after 31.12.1983 will not be counted. However,

followed by regular appointment without interruption in the same scale/cadre ?

the period of subsequent regular service will be computed alongwith the period of adhoc service upto 31.12.1983 for the grant of 8/18 years of service for PROP.

18. Whether the tenure service followed by regular appointments in the same scale/cadre will qualify for PROP increment where such service on regular appointment has been allowed to count for the purpose of increment ?

No please.

19. Whether the service of persons employed on work charged basis in the regular scale of pay and subsequently brought/transferred to the corresponding posts on regular establishment by abolishing of earlier posts created on work charged basis in the same scale of pay, with same duties and posts and had not gained any enhancement in their basic pay as a result of this conversion will be counted for the purpose of award of Proficiency increment or not ?

The work charged employee have been allowed the same pay scales as for the regular employees. As such the prop will be admissible to them.

Further the existing provision of para-7(c) of this Departments' letter dated 14.6.1989 as amended further vide letter of even number dated 18th August, 1989 is also amplified as under:-

"The period of service rendered against an ex-cadre post will be taken into account for reckoning the period of 8 or 18 years for the grant of Proficiency increments.

In the ex-cadre post if the appointment is in the same pay scale only then the benefit of proficiency step up will be admissible. However, if the appointment has been made against a higher post involving financial gains in the basic pay. The benefit of proficiency increment will not be admissible."

These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-
Deputy Secretary (Finance) to the
Government of Himachal Pradesh.

ANNEXURE-P

No. FIN (PR)B(7)-17/90
Government of Himachal Pradesh
Finance Department
(Pay Revision Section)

To

1. All the Administrative Secretaries to the Govt. of H.P.
2. All Heads of the Departments in H.P.
3. All Divisional Commissioners in H.P.
4. The Registrar, High Court of H.P., Shimla.
5. All the Deputy Commissioners in H.P.

Dated Shimla-2, the 17th August, 1990

Subject: Removal of Anomaly by stepping up the pay of a senior employee drawing pay less than a junior employee .

Sir,

I am directed to refer to the subject cited above and to say that the matter regarding the stepping up of the pay of a senior employee drawing pay less than his junior employee as a result of grant of one or two proficiency step(s)-up, has been engaging the attention of the Govt. for some time past. With a view to remove hardship to the senior employees, the Governor, is pleased to decide that the pay of the senior employees should be stepped up if they opt for the same in the following cases:-

- 1) In cases where a Govt. employee is promoted to a higher post without availing of the benefit of one or two proficiency step (s) and draws a lower rate of pay in that higher post than a Government employee who is junior to him in the lower post and who has been granted proficiency step-up or promoted to another identical post after availing the benefit of said proficiency step up, the pay of the government employee who is senior shall be stepped up to an amount equal to the pay drawn by the Government employee who is junior to him or fixed for the Government employee who is junior to him in that higher post and the proficiency step(s)-up as so granted in this process shall be deemed to be given notionally in the

lower post which he would have otherwise drawn on completion of eight years and eighteen years regular service had he not been promoted to the higher post. The aforesaid stepping up shall be done with effect from the 1st May, 1990, in respect of the cases pertaining to the period prior to the 1st May, 1990, and in respect of the cases falling on or after the 1st May, 1990 shall be done with effect from the date the Government employee who is junior starts drawing more pay than that of a Government employee who is senior or from the date of promotion of Government employee who is junior, subject to the following conditions, namely:-

- a) Both the aforesaid Government employees should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;
- b) Both the aforesaid Government employees should be in the same scales of pay in the lower as well as in the higher posts in which they are entitled to draw pay;
- c) The Government employee who is senior is promoted to the higher post without availing one or two proficiency step(s)-up and had been drawing equal or more pay than that of the Government employee who is junior;
- d) The promotions of both the aforesaid Government employees are regulated by the provisions of the same rules ; and
- e) The anomaly should be directly as a result of grant of one or two proficiency step(s)-up or as a result of promotion to a higher post after the grant of one or two proficiency step(s)-up on account of completion of eight years or eighteen years regular service in the same cadre. If in the lower post, the Government

employee who is junior, draws from time to time a higher rate of pay than the Government employee, who is senior by virtue of fixation of pay under the normal rules of if any advance increment is granted to him, the provisions contained in these instructions shall not be invoked to step up the pay of the Government employee.

2. The order relating to re-fixation of pay of the senior Government employee on account of the stepping up of pay shall be issued under F.R. 27 and such a Government employee shall be granted the next increment on the date it is admissible to the Government employee junior to him. The pay so refixed shall neither be reduced at the time of reversion of the Government employee who is junior nor shall it be stepped up again when the Government employee who is junior is re-promoted.

3. The benefit of stepping up will be admissible only when the Government employee exercises option in this behalf. In respect of the cases pertaining to the period prior to the issue of these instructions, the option may be exercised by the 31st October, 1990, and in respect of the cases where the anomaly arises on or after the issue of these instructions, the option may be exercised within four months from the date which the anomaly arises.

4. The above instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-
Deputy Secretary (Finance) to the
Government of Himachal Pradesh.

ANNEXURE-Q

No. Fin (C)-A(3)-8/88
Government of Himachal Pradesh
Finance (Regulations) Department

Dated Shimla-171002, 7th March, 1991

OFFICE MEMORANDUM

Subject: Stepping up of pay of senior Govt. servants.

The undersigned is directed to say that according to the existing provision where a Senior Government servant promoted to higher post draws less pay than his junior who is promoted later, the pay of such senior Govt. servant is stepped up equal to the pay of junior Govt. servant in the higher post. Such step up is admissible if the anomaly has arisen as a result of application of F.R. 22-C (Now F.R. 22 w.e.f. 23.11.1990) and is subject to fulfillment of following conditions:-

- (a) Both the junior and senior officers should belong to the same cadre and the posts in which they have been promoted or appointed should be identical and in the same cadre;
- (b) The scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical;
- (c) The anomaly should be directly as a result of the application of F.R. 22-C. For example, if even in the lower post the junior officer draws from time to time higher rate of pay than the senior by virtue of grant of advance increments, above provisions will not be invoked to step up the pay of the senior officer;
- (d) The next increment of the senior officer will be drawn on completion of requisite qualifying service with effect from the date of re-fixation of pay.

2. Consequent upon the revision of pay scales instances have come to notice that:-

- i) In certain cases senior Govt. servants promoted to higher post before 1.1.1986 draws less pay in the revised scale than his junior who is promoted to the higher post after 1.1.1986.
- ii) In certain cases a senior Govt. servant promoted after 1.1.1986 to higher post draws less pay than his junior,

also promoted after 1.1.1986, who draws more pay due to the reason that the later has opted to come over to the revised pay scale after earning annual increment (s) in the pre-revised scale and/or also due to grant of proficiency increments.

3. The above type of anomaly have arisen not because of application of F.R.22-C but also as a result of revision of pay scale. This matter had been receiving attention of the Government for some time past to suitably rectify the anomaly. Nevertheless even if the anomaly is partly as a result of revision of pay scale and parity as a result of application of F.R.22-C or due to option of the junior Govt. servant to come over to the revised scales from a later date or due to grant of proficiency increment (s), the Governor of Himachal Pradesh is pleased to order that where the pay of senior Govt. servant happens to be fixed less than his junior due to the above reasons, the pay of the senior may be stepped up equal to the pay of junior subject to the following conditions:-

1. both the junior and senior Govt. servants should belong to the same cadre and the posts in which they have been promoted should be identical and in the same cadre;
2. the pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical;
3. the pay of the Senior Govt. servant in the pre-revised scale was equal or more than the pay of the junior Govt. servant from time to time;
4. where the pay of junior is fixed at the higher stage, due to grant of proficiency increment, the senior should otherwise be entitled to proficiency increment(s), had he not been promoted to the next higher post;
5. the next increment of the senior will be drawn on completion of 12 months from the date of stepping up.

4. Where the senior Govt. servant becomes entitled to step up as a result of grant of proficiency increment to the junior Govt. servant, such step up is permissible in the light of instructions contained in

the Finance Department's letter No. Fin (PR)B(7)-17/90 dated 17.8.1990. The arrears in respect of such step up is admissible from 1.5.1990.

5. The step up is permissible by invoking the provisions of F.R. 27. While allowing the step up, the authority empowered to grant step up vide letter No. Fin (C)-A(3)-6/80-II dated 8.5.1987 must invariably keep in view the instructions contained therein. Where, in the light of these orders the senior Govt. servant claiming step-up has already availed step-up earlier on the basis of the existing instructions, the second step-up is permissible without reference to the same junior Govt. servant against which first step-up was availed by the senior Government servant.

6. The above instructions will come into force with effect from 1.1.1986.

7. This may please be brought to the notice of all concerned.

Sd/-
(J.R. Verma)
Deputy Secretary (Fin-Reg) to the
Government of Himachal Pradesh.

ANNEXURE-R

No. Fin (PR)B(7)17/90
Government of Himachal Pradesh
Finance Department
(Pay Revision Section)

From

The Commissioner-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in H.P.
3. All Divisional Commissioners in H.P.
4. The Registrar, H.P. High Court, Shimla-1.
5. All the Deputy Commissioners in H.P.

Dated: Shimla-171002, the 29th October, 1991

Subject: Removal of Anomaly by stepping up the pay of a senior employees drawing pay less than a junior employees.

Sir,

I am directed to invite your attention to this office letter No. Fin (PR)B(7)-17/90, dated 17th August, 1990, and para 4 of Office Memo No. Fin (C)-A(3)-8/90 dated 7th March, 1991 regarding removal of anomaly by stepping up of pay of a senior employee and to say that enquiries have been made by various quarters whether the step up in pay on account of grant of proficiency is admissible on promotion to higher post only or even otherwise.

In this connection it is stated that it is inherent in the orders that where the pay of junior as a result of grant of proficiency becomes higher the senior employee is entitled to the step up. However, it is hereby further clarified that where the pay of junior becomes higher as a result of grant of proficiency as against senior, who has not granted proficiency step up due to strict application of instructions contained in Office letter No. Fin(C)B(7)-6/88, dated the 14th June, 1989 read with letter of even number dated 6th April, 1990, the pay of senior should be stepped up equal to the pay of junior from the date the junior begins to draw higher

pay as a result of grant of proficiency increment. The next date of increment will be the same as that of the junior. This step up is subject to the condition that the pay of the junior in the time scale of pay in the lower post from time to time should not be more than the pay of the senior. Where the pay of the junior in the lower post is higher as against the senior, the senior will not be entitled to step up even if the junior gets proficiency earlier to that of the senior. To elucidate the matter further some of the instances whether step up will be admissible in pursuance of these instructions are as under:-

- (a) prior to the revision of scale w.e.f. 1.1.86 if there were two different scale for two different employee e.g. junior was in the scale of Rs. 570-1080 and the senior was in Rs.600-1120. Prior to 1.1.1986, the Assistant used to be promoted from the scale of Rs. 570-1080 to 600-1120. On revision of scale w.e.f. 1.1.1986, both these categories have been placed in a revised single scale of Rs. 1800-3200. As a result of strict application of instructions relating to grant of proficiency the senior will become entitled for proficiency step up on completion of 8 years in the scale of Rs. 600-1120/1800-3200. On the other hand the junior who was not promoted prior to 1.1.1986, will be entitled to proficiency on completion of 8 years in the scale of Rs. 570-1080/1800-3200. In such an eventuality the junior will normally avail the benefit of proficiency increment earlier than the senior. The pay of junior can therefore, become higher as compared to the senior. In such cases the pay of senior should be stepped up equal to that of the junior from the date junior start drawing higher pay. In such cases the next date of the increment will be the same as that of the junior.
- (b) Similarly where the senior does not become entitled to proficiency as a result of grant of selection/senior grade and the junior becomes entitled for the proficiency step up on completion of 8 or 18 years and if the pay of the junior becomes higher as compared to the senior the pay of the senior should be stepped up equal to the pay of the junior from the date the junior starts drawing higher pay. In this case the next increment will also becomes due on the date the junior will get his normal increment.

- (c) Yet there may be another case where the senior on promotion gets his pay fixed under F.R. 22(a)(i) and thereafter FR-22-(C) as compared to another junior who gets his pay straightway fixed under FR-22-C. In such eventuality, the junior may be entitled to draw proficiency increment earlier than that of the senior because the period for grant of proficiency increment will be reckoned from the date the pay is fixed under FR.22-C. In such cases also the pay of the senior should be stepped up equal to that of junior from the date junior was granted proficiency increment. Here also the date of increment will be the same as that of the junior employee.
- (d) The pay of the senior so stepped up with reference to the junior may be fixed either from the actual date of grant of proficiency step-up to the junior employees or from next date of increment of the junior, so that no further anomalous situation arises again after the grant of increment to the junior as no step up for the 2nd time on this account will be admissible.
- (e) Where pay of the junior was always/all along higher than senior and the junior gets proficiency earlier, no step-up on this account shall be admissible.

As already mentioned in para 2 of this office letter of even number dated 17.8.1990, the step up of pay shall be done by invoking the provision of FR 27 and the arrears, if any, will be payable for the period from 1.5.1990 onwards.

This supersedes the advice of the Finance Department wherever given contrary to the above instructions.

Yours faithfully,

Sd/-
Deputy Secretary (Fin-Reg.) to the
Government of Himachal Pradesh.