

**Government of India (भारत सरकार)**  
**Ministry of Railways (रेल मंत्रालय)**  
**(Railway Board)**

S.No.PC-V/212  
No.PC-V/99/I/1/1

RBE No.233/99  
New Delhi, Dated.01-10-1999

The General Managers/OSDs/CAO(R)  
All Indian Railways & PUs  
(As per Mailing List)

**Sub: Assured Career Progression Scheme for the Railway Servants.**

The Fifth Central Pay Commission in its Report has made certain recommendations relating to the Assured Career Progression (ACP) Scheme for the Central Government civilian employees in all Ministries/Departments. The ACP Scheme needs to be viewed as a 'Safety Net' to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues. Accordingly, after careful consideration it has been decided by the Ministry of Railways to introduce the ACP Scheme recommended by the Fifth Central Pay Commission with certain modifications as indicated hereunder:

**2. GROUP 'A' RAILWAY SERVICES**

2.1 In respect of Group 'A' Officers belonging to various Organised Services (Technical/Non-Technical) in the Railways, no financial upgradation under the Scheme will be available and promotions in their case must be earned. The Ministry of Railways would, however, continue efforts in the usual manner to improve the promotion prospects in such cadres on functional grounds by way of organisational studies, cadre reviews, etc. as per prescribed norms.

**3. GROUP 'B', 'C' AND 'D' SERVICES/POSTS AND ISOLATED POSTS IN GROUP 'A', 'B', 'C' AND 'D' CATEGORIES.**

3.1 While in respect of these categories also promotion shall continue to be duly earned, it is proposed to adopt also the ACP Scheme in a modified form to mitigate hardship in cases of acute stagnation either in a cadre or in an isolated post. Keeping in view all relevant factors, it has, therefore, been decided to grant two financial upgradations [as recommended by the Fifth Central Pay Commission and also in accordance with the Agreed Settlement dated September 11, 1997 (in relation to Group 'C' and 'D' employees) entered into with the Staff Side of the National Council (JCM)] under the ACP Scheme to Group 'B', 'C' and 'D' employees on completion of 12 years and 24 of regular service respectively years (subject to condition No.4 in Annexure-I). Isolated posts in Group 'A', 'B', 'C' and 'D' categories which have no promotional

avenues shall also qualify for similar benefits on the pattern indicated above. Certain categories of employees such as casual employees (including those with temporary status), substitutes, ad-hoc and contract employees shall not qualify for benefits under the aforesaid Scheme. Grant of financial upgradations under the ACP Scheme shall, however, be subject to the conditions mentioned in Annexure-1.

3.2 'Regular Service' for the purpose of the ACP Scheme shall be interpreted to mean the eligibility service counted for regular promotion in terms of relevant Recruitment/Promotion Rules.

4. Introduction of the ACP Scheme shall, however, in no case affect the normal (regular) promotional avenues available on the basis of vacancies. Attempt needed to improve promotion prospects in organisations/cadres on functional grounds by way of organisational study, cadre reviews, etc as per prescribed norms will not be given up on the ground that the ACP Scheme has been introduced.

5. Vacancy based regular promotions, as distinct from financial upgradation under the ACP Scheme, shall continue to be granted after following the procedure prescribed in such cases, as per relevant rules/guidelines.

#### 6. SCREENING COMMITTEE

6.1 Departmental Screening Committees at appropriate levels shall be constituted for the purpose of processing the cases for grant of benefits under the ACP Scheme.

6.2 The composition of the Screening Committees shall be the same as that of the Departmental Promotional Committee (DPC) prescribed under the relevant Recruitment/Promotion Rules for regular promotion to the higher grade to which financial upgradation is to be granted. However, in cases where DPC as per the prescribed rules is headed by the Chairman/Member of the UPSC, the Screening Committee under the ACP Scheme shall, instead, be headed by the concerned Member of Railway Board. In respect of isolated posts, the composition of the Screening Committee (with modifications as noted above, if required) shall be the same as that of the DPC for promotion to analogous grade in that Department.

6.3 In order to prevent operation of ACP Scheme from resulting into undue strain on the administrative machinery, the Screening Committees shall follow time-schedule and meet twice in a financial year - preferably in the first week of January and July for advance processing of the cases. Accordingly, cases maturing during the first-half (April-September) of a particular financial year for grant of benefits under the ACP Scheme shall be taken up for consideration by the Screening Committees meeting in the first week of January of the previous financial year. Similarly, the Screening Committees meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year. For example, the Screening Committees in the first week of January, 1999 would process the cases that would attain maturity during the period April 1, 1999

to September 30, 1999 and the Screening committees meeting in the first week of July, 1999 would process the cases that would mature during the period October 1, 1999 to March 31, 2000.

6.4 To make the Scheme operational, the Cadre Controlling Authorities shall constitute the initial lot of Screening Committees of the current financial year within a month from the date of issue of these instructions to consider the cases that have already matured or would be maturing upto March 31, 2000 for grant of benefits under the ACP Scheme. The next Screening Committees shall be constituted as per the time-schedule suggested above.

7. General Managers etc. are advised to explore the possibility of effecting savings so as to minimise the additional financial commitment that introduction of the ACP Scheme may entail.

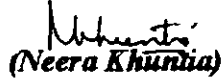
8. The ACP Scheme shall become operational from the date of issue of this letter.

9. The Fifth Central Pay Commission in paragraph 52.15 of its Report has also separately recommended a "Dynamic Assured Career Progression Mechanism" for different streams of doctors. The said recommendations are being considered separately by the Government and necessary orders will be issued after Government decision in the matter. Accordingly, the instructions contained in this letter shall not apply to officers belonging to Indian Railway Medical Service.

10. All zonal Railways etc. may give wide circulation to these instructions for guidance of all concerned and also take immediate steps to implement the Scheme keeping in view the ground situation obtaining in services/cadres/posts within their administrative jurisdiction.

11. Hindi version is enclosed.

DA:-TWO

  
(Neera Khuntia)  
Director, Pay Commission  
Railway Board

No. PC-V/99/1/1

New Delhi, Dated.01-10-1999

Copy (with 40 spares) forwarded to ADAI (Railways), New Delhi.

  
R. Kashyap  
For Financial Commissioner, Railways

S.No.PC-V/212

No.PC-V/99/1/1

RBE No.233/99

New Delhi, Dated.01-10-1999

- 1) The GMs, N.F. Railway (Const.), CAO, Southern Railway (Const.) and Central Railway (Const.)
- 2) The FA & CAOs, All Indian Railways, Production Units, N.F. Railway (Const.) and Southern Railway (Const.) & Central Railway (Const.)
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- 19) Chief Mining Advisor, Ministry of Railways, Dhanbad, Bihar
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- 23) The Chairman, RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum
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- 25) The Editor 'Indian Railways'
- 26) The Pay & Accounts Officer, Ministry of Railways (Railway Board)
- 27) The General Secretary, IRCA/New Delhi
- 28) The Commissioner, Railway Safety/Lucknow
- 29) Sh. T.K. Biswas, Railway Advisor, Embassy of India, Baunscheidt Strasse-7/Bonn
- 30) M/s Bahri Brothers, Lajpat Rai Market/Delhi
- 31) Sh. S.R. Ujlayan, CAO(C), S.E. Railway, Bilaspur - 495004 (M.P.)
- 32) The Editor, 'Rail Rajbhasa'

*(Neera Khosla)*

Director, Pay Commission  
Railway Board

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for Secretary, Railway Board

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(Authority:-DOP&T. (JM No.35034/1/97)stt(D) Dated 09-08.1999)

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Annexure-I

Conditions for grant of benefits  
under the ACP Scheme

1. The ACP Scheme envisages merely placement in the higher pay-scale/grant of financial benefits (through financial upgradation) only to the Railway servant concerned on personal basis and shall, therefore, neither amount to functional/regular promotion nor would require creation of new posts for the purpose.
2. The highest pay-scale upto which the financial upgradation under the Scheme shall be available to those falling in the entitled categories will be Rs.14,300-18,300. Beyond this level, there shall be no financial upgradation and higher posts shall be filled strictly on vacancy based promotions.
3. The financial benefits under the ACP Scheme shall be granted from the date of completion of the eligibility period prescribed under the ACP Scheme or from the date of issue of these instructions whichever is later.
4. The first financial upgradation under the ACP Scheme shall be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of the first financial upgradation subject to fulfilment of prescribed conditions. In other words, if the first upgradation gets postponed on account of employee not found fit or due to departmental proceedings, etc. this would have consequential effect on the second upgradation which would also get deferred accordingly.
- 5.1 Two financial upgradations under the ACP Scheme in the entire Railway service career of an employee shall be counted against regular promotions (including in-situ promotion and/or any other promotion including fast-track promotion availed through limited departmental competitive examination) availed from the grade in which an employee was appointed as a direct recruit. This shall mean that two financial upgradations under the ACP Scheme shall be available only if no regular promotions during the prescribed periods (12 and 24 years) have been availed by an employee. If an employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service under the ACP Scheme. In case two prior promotions on regular basis have already <sup>been</sup> received by an employee, no benefit under the ACP Scheme shall accrue to him.
- 5.2 Residency periods (regular service) for grant of benefits under the ACP Scheme shall be counted from the grade in which an employee was appointed as a direct recruit.
6. The following shall be ensured while granting benefits under the ACP Scheme:-
  - a) Fulfilment of normal promotion norms prescribed, such as bench-mark, trade-

test, departmental examination, seniority-cum-fitness (in case of Group 'D' employees) etc. for grant of financial upgradations;

- b) Performance of such duties as are entrusted to the employees together with retention of old designations;
- c) Financial upgradations as personal to the incumbents for the stated purposes and restriction of the ACP Scheme for financial and certain other benefits such as sanction of advances including House Building Advance, allotment of Government accommodation, issue of privilege and other passes etc only, without conferring any privileges related to higher status (e.g. invitation to ceremonial functions, deputation to higher posts, etc).

7. Financial upgradation under the Scheme shall be given to the next higher grade in accordance with the existing hierarchy in a cadre/category of posts without creating new posts for the purpose. However, in case of isolated posts, in the absence of defined hierarchical grades, financial upgradation shall be given in the immediately next higher (standard/common) pay scales as indicated in Annexure-II which is in keeping with Part-A of the First Schedule annexed to the Ministry of Railway's Notification No.PC-V/97/1/RSRP/1 dated 8-10-97(RBE NO-133/97,PC-V/1). For instance, incumbents of isolated posts in the pay-scale S-4, as indicated in Annexure-II, will be eligible for the proposed two financial upgradations only to the pay-scales S-5 and S-6.

8. The financial upgradation under the ACP Scheme shall be purely personal to the employee and shall have no relevance to his/her seniority position. As such, there shall be no additional financial upgradation for the senior employee on the ground that the junior employee in the grade has got higher pay-scale under the ACP Scheme.

9. On upgradation under the ACP Scheme, pay of an employee shall be fixed under the provisions of amended Rule 1313(I)(a)(i) of Indian Railway Establishment Code Volume II(1987 Edition)(FR 22(I)a(1)) subject to a minimum financial benefits of Rs.100/- as per Board's letter No.F(E)II/99/FR/1/1 dated 27.9.99 (S.No.PC-V/223, RBE No.244/99). The financial benefit allowed under the ACP Scheme shall be final and no pay-fixation benefit shall accrue at the time of regular promotion i.e. posting against a functional post in the higher grade.

10. Grant of higher pay-scale under the ACP Scheme shall be conditional to the fact that an employee while accepting the said benefit, shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently. In case he refuses to accept the higher post on regular promotion subsequently, he shall be subject to normal debarment for regular promotion as prescribed in the general instructions in this regard. However, as and when he accepts regular promotion thereafter, he shall become eligible for the second upgradation under the ACP Scheme only after he complete the required eligibility service/period under the ACP Scheme in that higher grade subject to the condition that the period for which he was debarred for regular promotion shall not count for the purpose. For example:- if a person has got one financial upgradation after rendering 12 years of regular service and after 2 years therefrom if he refuses regular promotion and is consequently debarred for one year and

subsequently he is promoted to the higher grade on regular basis after completion of 15 years (12+2+1) of regular service, he shall be eligible for consideration for the second upgradation under the ACP Scheme only after rendering ten more years in addition to two years of service already rendered by him after the first financial upgradation (2+10) in that higher grade i.e. after 25 years (12+2+1+10) of regular service because the debarment period of one year cannot be taken into account towards the required 12 years of regular service in that higher grade.

11. In cases where disciplinary/penalty proceedings etc. are pending against the concerned employees, grant of benefits under the ACP Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of relevant Railway Servants (D&A) Rules, 1968 and instructions thereunder;

12. The proposed ACP Scheme contemplates merely placement on personal basis in the higher pay-scale/grant of financial benefits only and shall not amount to actual/functional promotions of the employees concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not apply to the ACP Scheme which shall extend its benefits uniformly to all eligible SC/ST employees also. However, at the time of regular/functional(actual) promotion, the Cadre Controlling Authorities shall ensure that all reservation orders are applied strictly.

13. The existing time-bound promotion scheme, i.e. the in-situ promotion scheme, notified through Railway Board letter No.E(NG)/91/PM1/24 dated 5.2.92 shall cease to exist and shall not run concurrently with the ACP Scheme.

14. In case of an employee declared surplus in his/her cadre and in case of transfers including transfer on request, the regular service rendered by him/her in the previous organisation shall be counted along with his/her regular service in his/her new organisation for the purpose of giving financial upgradation under the Scheme. and

15. Subject to the Condition No.4 above, in cases where the employees have already completed 24 years of regular service, with or without a promotion, the second financial upgradation under the scheme shall be granted directly. Further, in order to rationalise unequal level of stagnation, benefit of surplus regular service (not taken into account for the first upgradation under the scheme) shall be given at the subsequent stage (second) of financial upgradation under the ACP Scheme as a one time measure. In other words, in respect of employees who have already rendered more than 12 years but less than 24 years of regular service, while the first financial upgradation shall be granted immediately, the surplus regular service beyond the first 12 years shall also be counted towards the next 12 years of regular service required for grant of the second financial upgradation and, consequently, they shall be considered for the second financial upgradation also as and when they complete 24 years of regular service without waiting for completion of 12 more years of regular service after the first financial upgradation already granted under the Scheme.

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New Delhi, Dated.01-10-1999

ANNEXURE II

STANDARD/Common PAY SCALES

As per Part-A of the First Schedule Annexed to the Ministry of Railways Notification  
Dated 8.10.1997

(REFERENCE PARA 7 OF ANNEXURE I TO THIS LETTER)

S.No.	Revised pay scales (Rs.)	
1.	S-I	2550-55-2660-60-3200
2.	S-2	2610-60-3150-65-3540
3.	S-3	2650-65-3300-70-4000
4.	S-4	2750-70-3800-75-4400
5.	S-5	3050-75-3950-80-4590
6.	S-6	3200-85-4900
7.	S-7	4000-100-6000
8.	S-8	4500-125-7000
9.	S-9	5000-150-8000
10.	S-10	5500-175-9000
11.	S-12	6500-200-10500
12.	S-13	7450-225-11500
13.	S-14	7500-250-12000
14.	S-15	8000-275-13500
15.	S-19	10000-325-15200
16.	S-21	12000-375-16500
17.	S-23	12000-375-18000
18.	S-24	14300-400-18300

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