

**HARYANA GOVERNMENT****FINANCE DEPARTMENT****Notification**

The 28th October, 2016

**No. 1/20/2016(ACP)-5PR(FD)**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely :—

**1. Short title, commencement and objective.—**

- (1) These rules may be called the Haryana Civil Services (Assured Career Progression) Rules, 2016.
- (2) These rules shall be deemed to have come into force on the 1st day of January, 2016, unless otherwise provided by the Government for any class or category of persons.
- (3) The objective of these rules is to provide two categories of assured career progression schemes for the employees of Haryana Government. The first category of scheme is cadre-specific Assured Career Progression Scheme for some cadres/ posts/ services. The second category of scheme is primarily to remove stagnation in service, in the form of a general assured career progression scheme. The second category scheme seeks to ensure that all Government employees, whose cadres are not covered by cadre-specific assured career progression scheme, get at least three financial upgradations, including financial upgradation, availed by such Government employees as a consequence of functional promotion during his entire career. It also seeks to ensure that no Government employee stagnates without any financial upgradation for more than eight years unless he has already availed three financial upgradations in his career.

**2. Categories of Government employees to whom these rules apply.—**

Save as otherwise provided under these rules, it shall apply to the persons appointed to civil services and posts in connection with the affairs of the Government of Haryana, who are under the administrative control of the Government of Haryana and whose pay is debitable to the Consolidated Fund of the State of Haryana.

**Note.**— These rules shall also be applicable to re-employed pensioners, including military pensioners, who are drawing pay in the existing pay structure subject to revision of pension from 1st January, 2016.

These rules shall not apply to—

- (i) Members of All India Services working in connection with the affairs of Government of Haryana;
- (ii) Officers of judicial services working in connection with the affairs of Government of Haryana;
- (iii) Persons not in whole time employment ;
- (iv) Persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on daily wages basis or on contract basis or appointed under outsourcing policies;

**3. Definitions.—**

In these rules, unless the context otherwise requires;

- (a) “ACP Level” in relation to any Government employee means corresponding Assured Career Progression level in which the Government employee is eligible or entitled to be placed as a consequence of application of these rules in place of his present pay structure;
- (b) “applicable level” in the ACP Pay Matrix shall mean the ACP Level corresponding to the pay band and grade pay/ scale as on 1st January, 2016 specified in Schedule-I;
- (c) “cadre specific Assured Career Progression Scheme” means a scheme falling within the scope of these rules and as mentioned in the Part I of Schedule I of these rules;
- (d) “CSR” means the Civil Services Rules as applicable to Haryana Government employees as amended from time to time;

- (e) “direct recruit” means the post on which a Government employee was recruited as a regular and direct recruit fresh entrant in the Government service and is in continuous employment of Government since such recruitment;
- (f) “existing basic pay” means pay as on 1st January, 2016 or on the date of option in the present pay structure as on 31st December, 2015, it does not include any other type of pay like “special pay”, “personal pay” etc;
- (g) “existing ACP pay structure” in relation to any post or any Government employee means the pre-revised ACP pay structure as on the date immediately before the coming into force of these rules.
- (h) “first / second/ third assured career progression level under general ACP scheme” means the first/second/third financial upgradation in terms of higher level for all Government employees covered under the General ACP scheme, as mentioned in column 3, 4 and 5 respectively of Part II of Schedule I with reference to the functional grade pay as on 1st January, 2016 mentioned in column 3 of Part II of Schedule I, and shall be referred to as 1st ACPL, 2nd ACPL and 3rd ACPL respectively;
- (i) “Government” means the Government of the State of Haryana in the Finance Department, save as otherwise provided by or under these rules;
- (j) “Government employee” means the Government employees to whom these rules apply under rule 2;
- (k) “leave” means any sanctioned leave as defined in Civil Services Rules, except “casual leave”. Any type of absence without the sanction of competent authority shall not be considered as leave;
- (l) “memorandum explanatory” means the memorandum explanatory appended to these rules, as Annexure-I briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;
- (m) “present pay structure” in relation to a Government employee or post means the ACP Pay Band and Grade Pay admissible under the rules applicable immediately before the coming into force of these rules;
- (n) “persons” mean persons who are Government employees for the purposes of these rules;
- (o) “revised emoluments” means pay in the ACP level of a Government employee in the revised pay structure;
- (p) “Schedule” means Schedule appended to these rules.

**4. Cadre Specific Assured Career Progression Scheme.—**

The ACP Level mentioned in column 4 of Part I of Schedule I to certain cadres/ posts/ services mentioned in column 2 of Part I of Schedule I shall be admissible to the Government employees who become members of such specific cadres/services by way of direct recruitment or promotion subject to eligibility.

**5. General Assured Career Progression scheme.—**

Financial upgradation in the form of the first, the second and the third ACP Level as mentioned in column 3, 4 and 5 of Part II of Schedule I shall be admissible to all Government employees covered under this scheme with reference to the functional grade pay as on 1st January, 2016. However, in case of an employee holding a post after promotion, the entitled ACP level shall be the level of pay corresponding to the existing functional grade pay as on 1st day of January, 2016 of the promotional post.

**6. Eligibility for grant of cadre specific ACP Level.—**

For the grant of cadre specific ACP Level the eligibility conditions shall be the same as mentioned in Part I of Schedule I of these rules, apart from the general conditions of eligibility given in rule 8, hereunder;

**Note 1.—** Where grant of ACP Level is restricted to the percentage of cadre strength, it shall be worked out in

the following manner;

- (i) If ACPL is available to 20% (twenty percent) of the total cadre strength, the minimum strength of the cadre must be three. It shall be admissible to only one eligible Government employee where the cadre strength is of three to seven posts.
- (ii) If ACP is available to 15% (fifteen percent) of the total cadre strength, the minimum strength of the cadre must be four. It shall be admissible to only one eligible Government employee where the cadre strength is of four to ten posts.

**Note 2.**— Cadre strength mean total sanctioned post in a cadre.

**Note 3.**— See also Note 1 and 2 below rule 8.

#### **7. Eligibility for grant of ACP Level under the General ACP scheme.—**

- (1) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the first ACP Level (given in column 3 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his post) if he has completed 8 (eight) years of regular satisfactory service and has not got any financial upgradation in these 8 (eight) years with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- (2) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the second ACP Level (given in column 4 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his post) if he has completed 16 (sixteen) years of regular satisfactory service provided he has availed only one financial upgradation with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- (3) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the third ACP Level (given in column 5 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his post) if he has completed 24 (twenty four) years of regular satisfactory service and has not got more than two financial upgradations so far with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- (4) In case of a Government employee who gets promoted, he shall be considered for the next ACP Level after he completes 8 (eight) years of regular satisfactory service in the promotional post without any financial upgradation after promotion and shall be entitled to the next ACP Level with reference to the level of the promotional post he holds:

Provided that a Government employee shall not be entitled to avail ACP upgradation if, he has already availed of three financial upgradation of any kind in his career.

#### **Explanation 1. — “Regular Satisfactory Service” for the purpose of these rules shall mean—**

the service on regular basis mentioned below shall be deemed to be satisfactory if no departmental or judicial proceedings are pending against the Government employee during this period and there are no adverse remarks about integrity in the Annual Confidential Reports of this period :-

- (1) Service from the date of joining to a post on regular basis in a Department of Haryana Government either by direct recruitment or otherwise.
- (2) The period spent on deputation/foreign service shall be counted towards 'Regular service' for the purpose of these rules.

- (3) All kinds of leave (excluding EOL without medical certificate) duly sanctioned by the competent authority.
- (4) On appointment from one Department to another under the Haryana Government by direct recruitment or otherwise, the past regular satisfactory service where the Pay Structure/ Pay Level as well as **line of service** of both the posts are identical/ same shall be counted. However, under these rules the Government employee shall not be considered until he completes the probation period of the new post satisfactorily. The financial upgradations already availed shall also be kept in view.

For the purpose of the explanation;

“Line of service” means same nature of job profile e.g. appointment from Engineering to Engineering cadre of the post of same pay structure cover under this rule. However, appointment, say from Conductor to Clerk is not covered.

- (5) Benefit of deemed date of appointment/ promotion counted towards seniority.
- (6) The period of service rendered by a Government employee who while working on a regular basis is given adhoc promotion within the prescribed quota and subsequently regularized on the same post, then his period of service of adhoc promotion shall be treated as regular satisfactory service.
- (7) Past regular service rendered by surplus employees of any Department / Boards/ Corporations of Haryana Government declared surplus and subsequently appointed on transfer basis or adjusted in other departments with the benefit of pay protection shall also be counted for the grant of ACP Level; provided the financial upgradations already availed shall also be taken into account.

**Regular satisfactory service however, does not include—**

- (1) Service rendered on adhoc/contract/ work-charged basis/ daily wages followed by regularization, shall not be counted.
- (2) Past service(s) of an employee on his subsequent appointment by direct recruitment or otherwise to a post of lower or higher pay scale/pay structure. The financial upgradations already availed shall not be taken into account.
- (3) Past service rendered in any other State Government/ Central Government before appointment in any Department of Haryana Government.
- (4) Military service (other than emergency military service counted towards seniority) rendered by an ex-serviceman before his re-employment in civil service.

**Note 1.—** Resignation from service, to join subsequent appointment shall be a technical formality, if application for the same has been submitted through proper channel.

**Note 2.—** The regular service defined above shall be deemed to be satisfactory if no departmental or judicial proceedings are pending against the Government employee. There are no adverse remarks about integrity in the Annual Confidential Reports during the period

of regular service.

**Explanation 2.—**

**“Financial Upgradations” for the purpose of these rules shall mean—**

any kind of following benefit(s) granted to a Government employee:-

- (1) Grant of 1st, 2nd or 3rd ACP upgradation under HCS (ACP) Rules, 1998 or 2008.
- (2) Promotion from one post to another in the same or higher pay scale with the benefit of next stage or one increment or more in the pay scale of promotional post.
- (3) Promotion while drawing pay in ACP Pay structure at a stage less than minimum of the pay scale or pay band of promotional post where pay is fixed at minimum of pay scale or pay structure of the promotional post with the benefit of equal to or more than one increment
- (4) Promotion before 1st January, 1996 with the benefit of next stage or more while drawing pay in Higher Standard Pay Scale.
- (5) Grant of Higher Standard Pay Scale provided pay was fixed directly from Higher Standard Pay Scale to ACP Pay Scale admissible under HCS (ACP) Rules, 1998.
- (6) Modification of Pay Level from a date after 1st January, 2016.
- (7) Benefit of Stepping up of ACP Scale or ACP Level for whatsoever reason, before or after 1st January, 2016.
- (8) Grant of Selection Grade provided the Government employee was promoted to a post of higher pay scale while drawing pay in Selection Grade of the feeder post.
- (9) Grant of benefit under special entitlement of Haryana Civil Services (Assured Career Progression) Rules, 1998/ 2008, as the case may be.
- (10) Grant of 2nd ACP directly on completion of 16 (sixteen) years or more regular satisfactory service shall be treated as two financial upgradations instead of one.

**Benefits not to be treated a financial upgradation:-**

- (i) Benefit of additional increment(s) at 11th/22nd stage or on 8/18 years service in Group ‘C’ or ‘D’ post.
- (ii) Grant of selection grade/Higher Standard Scale shall not be financial upgradation if pay has been fixed in functional pay scale at the time of general revision of pay scales.
- (iii) Promotion(s) availed while working on ex-cadre post(s) for a limited period provided the pay of ex-cadre post(s) has not been taken into account at the time of reversion to a cadre post. For example, initial appointment as Clerk, then Clerk to Steno-typist and to Junior Scale

Steno by way of department examinations, thereafter promotion to a post of Assistant with reference to seniority as Clerk, provided neither the pay of Steno-typist nor that of Junior Scale Steno has been taken into account at the time of fixation of pay of Assistant.

**8. Other general conditions of eligibilities of ACP Level.**— The following general conditions shall also be fulfilled by a Government employee for availing benefit of ACP Level :-

- (a) after completing the respective prescribed period for eligibility for the grant of any of 1st, 2nd or 3rd ACP Level the Government employee shall be fit to be promoted to the immediate next higher post only in the functional hierarchy in his cadre, but despite of fitness he could not be functionally promoted due to lack of vacancy or otherwise on the promotional post in the hierarchy to which he is eligible to be promoted;
- (b) if such promotion involved passing of any departmental or other test, acquisition of higher educational qualification, etc., such condition shall also be fulfilled by the Government employee.

**Exception.**— The condition of educational qualification and departmental test, if any, shall not be applicable to Group D employees while determining the eligibility for ACP Level where there is no promotional post in the hierarchy other than the post for which educational qualification of Matriculation or above is essential.

**Note 1.**— When a Government employee is not fit for promotion due to departmental/judicial proceedings pending against him or otherwise on the date of eligibility for grant of ACP Level, he shall not be granted the benefit of ACP Level until he is declared fit for promotion, it has also consequential effect on subsequent ACP upgradation.

**Note 2.**— Where a Government employee is denied for grant of benefit of ACP Level due to departmental

proceedings pending against him, and subsequently another charge sheet is also issued in connection with another case but in the meanwhile if the previous charge sheet is dropped he shall be granted the benefit of ACP Level provided the same is otherwise admissible before the date of issue of subsequent charge sheet.

**Note 3.—** ACP Level will be granted from the 1st day of the following month in which a Government employee becomes eligible for the same.

**Note 4.—** Where there is no promotional post in the hierarchy, in such case the ACP Level shall be granted on completion of prescribed regular satisfactory service only.

**9. Responsibility to be discharged etc.—** On placement in the ACP Level, the Government employee shall continue to hold operational duties of his previous post held by him and shall continue to hold the previous designation till such time as he is actually promoted to the higher post on the occurrence of a vacancy.

**10. Consequences of ACP Level etc.—** Placement in the ACP Level shall entitle only financial benefit of drawal of pay and allowances on pay in the ACP Level. The other entitlements including the entitlement generally dependent on the status of the employee shall continue to be determined with reference to his post on which he is working in the substantive or officiating capacity, while drawing pay the ACP Level.

**11. Grant of Assured Career Progression Level.—**

- (1) Rule 6, 7 and 8 only prescribe eligibility conditions for placement in the relevant ACP Level and does not authorize automatic placement in ACP Level in which Government employee is eligible to be placed under these rules. The authority competent to grant promotion in case of a Government employee shall be required to pass suitable orders for grant of ACP Level under these rules, authorizing the placement of a Government employee in the appropriate ACP Level.

Before passing such order under rule 6 or 7, the authority competent shall ensure:-

- (a) that if there is a Departmental Promotion Committee, such Committee should consider the cases for grant of ACP Level as if these were cases for determining the suitability for promotion and that its recommendations are considered in the manner as considered in case of functional promotions;
- (b) that the conditions and provisions laid down in these rules or any other order/instructions etc. issued under these rules or otherwise with this purpose, are strictly adhered to;
- (c) that the number of financial up-gradations granted to a Government employee, covered under ACP General Scheme is counted with reference to the pay scale or pay structure of the post to which the Government employee was inducted as a direct recruit fresh entrant. For this purpose, each financial upgradation will be counted as one upgradation. The benefit of ACP shall not be extended to a Government employee under ACP General Scheme if he has already availed three financial upgradations in his career by way of ACP or otherwise;
- (d) that provisions of these rules or any other rules or instructions issued by the Government from time to time have been complied with.

**Explanation.—** The “authority competent” for the purpose of this rule shall mean the authority competent to grant promotion to the next promotional post in the hierarchy.

- (2) The ACP Level so granted shall be effective from the 1st day of the following month in which a Government employee becomes eligible and not from the date on which the orders are issued by the competent authority, if the orders are issued by the competent authority on a date which is different from the due date of eligibility :

Provided that the Government employee shall draw his pay only after the orders for granting such pay structure are issued by the competent authority

in the relevant ACP Level .

- (3) In case of Government employees who are drawing pay in ACP pay structure on or before the date of notification of these rules, there shall be no need to pass any orders under the provisions of sub-rules (1) and (2) above and they shall be entitled to draw their pay in the ACP Level corresponding to their ACP pay structure in which they are drawing their pay :

Provided that this deemed grant of ACP Level shall not affect his entitlement for revised pay structure in which he shall be placed as a consequence of application of these rules. Such Government employees shall be placed in the appropriate revised ACP Level as per their eligibility under these rules for the purposes of fixation of pay as a consequence of application of these rules.

**12. Admissibility of stepping up in certain cases.—**

If the service rules provide for or circumstances warrant filling up of a post through direct recruitment as well as through promotion, benefit of stepping up of ACP Level and/or pay shall be admissible to the senior employee appointed by promotion on the same post on which the junior direct recruit Government employee is drawing higher ACP Level. The condition of maximum three financial upgradations shall not be a bar. However, condition of satisfactory record and qualification etc. shall be fulfilled for the purpose of this rule. ACP Level and/or Pay shall be stepped up in the following manner;

- (i) If the Level of Matrix of senior is inferior than that of junior, the Level shall be stepped up;
- (ii) if both Level of Matrix as well as pay are inferior than both Level as well as pay shall be stepped up upto the extent admissible on grant of ACP Level subject to satisfactory record and eligibility.

**13. Special entitlement for ACP Level.—**

Where a Government employee after promotion from one post to another is drawing pay in the level inferior than his presumptive pay and/or ACP Level which shall have been admissible to him in 1st/2nd/3rd ACP Level had he not been promoted, he shall be granted difference of pay of promotional post and presumptive pay of ACP pay structure and/or change of level to ACP Level as a special entitlement:

Provided that such functional promotion to a post with such inferior pay structure shall not be counted as a financial upgradation for the purposes of these rules.

**14. Ceasing of entitlement of ACP Level.—**

- (1) A Government employee who foregoes his promotion in the line of hierarchy or seeks reversion on his own accord to feeder post on any ground whatsoever, while drawing pay in—

- (a) 3rd ACP Level, the pay shall be re-fixed in 2nd ACP Level ;
- (b) 2nd ACP Level, the pay shall be re-fixed in the 1st ACP Level ;
- (c) 1st ACP Level, the pay shall be re-fixed in the Functional pay structure,

equal to the presumptive pay which shall have been admissible had he not been granted 3rd/2nd/1st ACP Level , as the case may be.

- (2) If such Government employee becomes ready to accept promotion, in such case the period of service between the date of foregoing promotion/reversion and date of application indicating readiness to accept the promotion, subject to minimum one year, shall be excluded from the regular satisfactory service for the purpose of grant of ACP Level. On assuming the charge of promotional post the pay shall be re-fixed equal to the pay drawn in ACP Pay structure immediately before foregoing promotion or fixation of pay of the promotional post under normal rules, whichever is higher:



Provided that the request for seeking reversion or foregoing promotion once accepted by the competent authority shall not be withdrawn. Once a Government employee has foregone his promotion or sought reversion to a feeder post, such foregoing/ reversion shall remain in force for a minimum period of one year or upto the period he gives in writing to re-consider his name for promotion, whichever is later.

**15. ACP Levels of posts.—**

The ACP Level (ACPL) for the purpose of these rules shall be as under:—

- (a) The revised ACP Level in case of cadre-specific ACP schemes shall be as mentioned in Part I of Schedule I :
- (b) The revised ACP Level in case of General ACP scheme shall be as specified in Part II of Schedule I :

Provided that in case of the posts for which the functional pay structures have been revised/modified on or before 1st January, 2016, the so revised scales shall be considered as the functional scales of those posts for the purpose of this rule.

**16. Drawal of pay in revised ACP Level.—**

- (1) Save as otherwise provided in these rules, a Government employee shall draw pay in the revised ACP Level , that is in 1st ACPL or 2nd ACPL or 3rd ACPL, as applicable in his case :

Provided that a Government employee may elect to continue to draw pay in the present pay structure until the date on which he earns his next increment in the present pay structure or until he vacates his post or ceases to draw pay in the present pay structure :

Provided further that in cases where a Government employee has been granted ACP, between 1st day of January, 2016 and the date of notification of these rules may elect to switch over to the revised pay structure from the date of grant of such ACP, 1st July, 2016, as the case may be.

**Explanation 1.—** The option to retain the present pay structure under the proviso to this rule shall be admissible in respect of only one pay structure.

**Explanation 2. —** Where an ACP Grade Pay of a post has been upgraded by way of merger, the employee granted ACP Pay Structure of such post, between the period from 1st January, 2016 and the date of notification, may opt for revised pay structure from a date of grant of ACP Pay Structure or 1st July, 2016 but in that case the existing basic pay admissible on the date of option in the ACP pay structure as on 31st December, 2015 of the post shall be taken into account for the purpose of fixation of pay in the revised ACP pay structure.

**Explanation 3. —** The aforesaid option shall not be admissible to any person granted ACP for the first time on or after the 1st day of January, 2016, and he shall be allowed pay only in the revised pay structure.

**17. Exercise of option.—**

- (1) The option under the provisos to rule 16 shall be exercised in writing in the form appended to these rules so as to reach the authority mentioned in sub-rule (2) within three months from—
  - (a) the date of notification of these rules; or
  - (b) the date where revision in the pay structure and/or re-fixation of pay with retrospective effect is made by any order subsequent to the date of notification of these rules;

Provided that—

- (i) in the case of a Government employee who is, on the date of such notification or, as the case may be, date of such order, out of India either on leave or deputation or foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge

of his post in India; and

- (ii) where a Government employee is under suspension on the 1st day of January, 2016, the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this sub-rule.
- (2) The option shall be intimated by the Government employee to the Head of his office alongwith an undertaking, in the form appended to these rules.
- (3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), the Government employee shall be deemed to have elected to be governed by the revised ACP pay structure w.e.f. the 1st day of January, 2016.
- (4) The option once exercised shall be final.

**Note 1.—** Persons whose services were terminated on or after the 1st January, 2016, and who could not exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, shall be entitled to exercise option under sub-rule (1).

**Note 2.—** Persons who have died on or after the 1st day of January, 2016, and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2016, or such later date as is most beneficial to their dependents, if the revised pay structure is more favorable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

**Note 3.—** Persons who were on earned leave or any other leave on 1st day of January, 2016 which entitled them to leave salary shall be entitled to exercise option under sub-rule (1).

#### **18. Fixation of pay in the revised ACP pay structure.—**

The pay of a Government employee who elects or is deemed to have elected under rule 17 to be governed by the revised ACP pay structure on and from the 1st day of January, 2016, shall be fixed in the following manner namely:-

- (a) In the case of all employees covered under ACP Schemes—
  - (i) The pay in the applicable ACP Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that ACP Level and if such an identical figure corresponds to any Cell in the applicable ACP Level, the same shall be the pay, and
  - (ii) If no such Cell is available in the applicable ACP Level, the pay shall be fixed at the immediate next higher Cell in that applicable ACP Level. If the minimum of the revised ACP Level is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised ACP Level;

Where a Government employee has been granted ACP between the period from 1st January, 2016 and the date of notification, to a post the Grade Pay of which has been merged with higher grade pay or upgraded, opt for revised pay structure from a date later than 1st January, 2016 but in their case the pay structure as on 31st December, 2015 of the post held by them on the date of option shall be taken into account.

- (b) in the case of employees who are in receipt of special pay/allowance in addition to pay in the present scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of (a) above :
- (c) in the case of employees who are in receipt of special pay component with any other nomenclature in addition to pay in the present scales, such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised structure shall be fixed in accordance with the provisions of clause (a) above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised structure of pay from the date specified in the relevant notifications related to these allowances;

- (d) In the case of Medical Officers in respect of whom Non-Practicing Allowance (NPA) is admissible, the pay in the revised ACP pay structure shall be fixed in the following manner; namely:-
- (i) The existing basic pay shall be multiplied by a factor of 2.57 and the figure so arrived at shall be added to by an amount equivalent to Dearness Allowance on the pre-revised Non-Practicing Allowance admissible as on 1st day of January, 2016. The figure so arrived at will be located in the ACP Level and if such an identical figure corresponds to any Cell in the applicable ACP level, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.
  - (ii) The pay so fixed under sub-clause (i) shall be added by the pre-revised Non Practicing Allowance admissible on the existing basic pay until further decision on the revised rates of Non Practicing Allowance.

**Note 1.—** A Government employee who is on leave including Study Leave on the 1st day of January, 2016, and is entitled to leave salary shall be entitled to pay in the revised ACP pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.

**Note 2.—** In case of Government employee under suspension, he shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised ACP pay structure will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.

**Note 3.—** Where the 'existing emoluments' exceed the revised emoluments in the case of any Government employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

**Note 4.—** Where a Government employee is in receipt of personal pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such Government employee as personal pay to be absorbed in future increase in pay.

- Note 5.-**
- (a) Where in the fixation of pay under this rule, the pay of a Government employee, who, in the existing ACP pay structure was drawing immediately before the 1st day of January, 2016, more pay than another Government employee junior to him in the same cadre, gets fixed in the revised ACP pay structure in a cell lower than that of such junior, his pay shall be stepped up to the same cell in the revised pay structure as that of the junior.
  - (b) In case where a senior Government employee granted ACP pay structure before the 1st day of January, 2016, draws less pay in the revised ACP pay structure than his junior who is granted ACP level on or after the 1st day of January, 2016, the pay of the senior Government employee should be stepped up to an amount equal to the pay in the ACP pay structure as fixed for his junior. The stepping up should be done with effect from the date of grant of ACP level to the junior Government employee.

The stepping up under (a) and (b) above shall be done subject to the fulfillment of the following conditions, namely:-

- (i) both the junior and the senior Government employees should belong to the same cadre and the ACP pay structure should be identical;
- (ii) the present pay structure and the revised ACP pay structure of the lower and higher posts in which they are entitled to draw pay should be the same;
- (iii) the senior Government employee at the time he moved into 1st, 2nd or 3rd ACP, as the case may be, should have been drawing equal or more pay than that of the junior;
- (iv) the anomaly is directly as a result of the application of the provisions of Civil Services Rules or any other rule or order regulating pay fixation on such

promotion in the revised pay structure:

Provided that if the junior officer was drawing more pay in the present pay structure than senior by virtue of any advance increment(s) or otherwise granted to him on a personal measure, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

- (c) The order relating to re-fixation of the pay of the senior officer in accordance with clause (a) and (b) shall be issued under the Haryana Civil Services Rules and the senior officer shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

**Note.—** The placement in the first, second or third ACP Level, as the case may be, does not amount to a functional promotion but the benefit of one increment @ 3% (three percent) is admissible in the ACP Level. On promotion from one post to another of higher level while drawing pay in ACP Pay structure the benefit of one increment of promotion shall also be admissible, however, such benefit of promotion shall not be admissible where the level of promotional post is identical to or lower than the ACP Level in which the Government employee is drawing his pay before promotion.

**19. Date of next increment in the revised ACP pay structure.—**

- (1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of grant of ACP upgradation.

Provided further that a Government employee who does not complete six months qualifying service before the date of normal increment due on 1st July or 1st January, as the case may be, his date of next increment shall be changed to 1st January or 1st July and shall be granted subject to admissibility.

- (2) The increment in respect of an employee on grant of financial upgradation during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee on grant of financial upgradation during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

(a) In case of an employee granted ACP during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.

(b) In case of an employee granted ACP during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay in the revised ACP pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

**20. Fixation of pay from a date subsequent to the 1st day of January, 2016.—**

Where a Government employee continues to draw his pay in the present pay structure is brought over to the revised pay structure from a date later than the 1st day of January, 2016, his pay from the later date in the revised pay structure shall be fixed in accordance with clause (A) of sub-rule (1) of rule 18.

**21. Fixation of pay on placing in ACP Level on or after 01.01.2016.—**

- (1) In the case of moving from one level to another in the revised ACP Level, the fixation shall be done as follows:—

One increment shall be added in the Cell of the Level of Government employee in which he is drawing pay immediate before the grant of ACP level and he shall be placed at a Cell equal to the figure so arrived at in the ACP Level and if no such Cell is available in the ACP Level, he shall be placed at the next higher Cell in that ACP Level.

On enhancement in presumptive pay of previous level due to increment or otherwise while drawing pay in the ACP Level, the pay of present level shall be re-fixed as if the incumbent has been granted ACP Level on the date of such enhancement, if it is advantageous to him, as provided in rule 4.14 (2) of Punjab Civil Services Rules Volume-I Part-I, applicable prior to 19th July 2016 and rule 21 of Haryana Civil Services (Pay) Rules 2016, applicable from the 19th July, 2016.

**22. Mode of payment of arrears of pay.—**

The arrears shall be paid in cash preferably during the current financial year 2016-17.

**Explanation.— For the purposes of this rule;**

- (a) “arrears of pay” in relation to a Government employee means the difference between:
- (i) the aggregate of the pay and dearness allowance to which he is entitled on account of the revision of his pay under these rules, for the period effective from the 1st day of January, 2016; and
  - (ii) the aggregate of the pay and dearness allowance to which he would have been entitled (whether such pay and dearness allowance had been received or not) for that period had his pay and allowances not been so revised;
- (b) The Interim Relief ₹ 2,000/- (Two thousand rupees only) per month paid to Group C and D employees is discontinued from 1st January, 2016 and the same paid from 1st January, 2016 onwards shall be recovered from them.
- (c) The Risk Allowance of Rs. 5,000/- (Five Thousand rupees only) per month granted to the personnel of Haryana Police and Prisons Department Haryana vide instructions dated 19th December, 2013 shall be continued till such time as may be separately ordered by the Government.

**23. Overriding effect of rules.—**

The provisions of Civil Services Rules or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

**24. Power of relax.—**

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**Note.—** The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government employees and therefore, shall not amount to any discrimination with other class and categories of Government employees.

**25. Power to make addition or deletion etc.—**

Where the Government is satisfied that there is a necessity to make additions or delete any class or categories of posts or change the designations and structure of pay either permanently or temporarily in the Schedules of these rules, the Government shall be competent to add or delete or change such conditions. The provisions of these rules shall apply on such additions or deletions or changes, as the Government may direct by specific orders or in the absence of that, all the provisions of these rules shall apply as if the changes were made.

**26. Interpretation.—**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Finance Department through Administrative Department concerned.

**27. Residuary provisions.—**

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government shall prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such conditions and such additional conditions as prescribed by the Government under this rule shall be deemed to be the part of these rules.

Schedule-A																										
Pay Band	-1S, 4440-7440	PB-1, 5200-20200						PB-2, 9300-34800						PB-3, 15600-39100						PB-4, 37400-67000						67000-79000 (HAG)
GP	GP-1300 & 1400 merged with GP-1650	1800	1900	2000	2400	2800	3200	3600	4000	4200	4600	4800	5400	6000	6400	6600	7600	8000	8700	8800	8900	9500	9800	10000		
<b>Entry Pay (pay in PB +GP)</b>	6580	7000	7730	8460	9910	11360	12500	12900	13300	13500	17140	18150	20280	24600	25000	25350	29500	33110	46100	46200	46300	46900	47200	47400	67000	
<b>Index</b>	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.62	2.62	2.62	2.62	2.67	2.67	2.67	2.67	2.67	2.57	2.57	2.67	2.67	2.67	2.72	2.72	
<b>level</b>	DL**	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
1	18000	19900	21700	25500	29200	32100	33200	34200	35400	44900	47600	53100	65700	66800	67700	78800	88400	118500	118700	123600	125200	126000	128900	182200		
2	17400	18500	20500	22400	26300	30100	33100	34200	36500	46200	49000	54700	67700	68800	69700	81200	91100	122100	122300	127300	129000	129800	132800	187700		
3	17900	19100	21100	23100	27100	31000	34100	35200	36300	37600	47600	50500	56300	69700	70900	71800	83600	93800	125600	126000	131100	132900	133700	136800	193300	

4	18400	19700	21700	23800	27900	31900	35100	36300	37400	38700	49000	52000	58000	71800	73000	74000	86100	96600	129600	128800	135000	136900	137700	140900	199100
5	19000	20300	22400	24500	28700	32900	36200	37400	38500	39900	50500	53600	59700	74000	75200	76200	88700	99500	133500	133700	139100	141000	141800	145100	205100
6	19600	20900	23100	25200	29600	33900	37300	38500	39700	41100	52000	55200	61500	76200	77500	78500	91400	102500	137500	137700	143300	145200	146100	149500	211300
7	20200	21500	23800	26000	30500	34900	38400	39700	40900	42300	53600	56900	63300	78500	79800	80900	94100	105600	141600	141800	147600	149600	150500	154000	217600
8	20800	22100	24500	26800	31400	35900	39600	40900	42100	43600	55200	58600	65200	80900	82200	83300	96900	108800	145800	146100	152000	154100	155000	158600	224100
9	21400	22800	25200	27600	32300	37000	40800	42100	43400	44900	56900	60400	67200	83300	84700	85800	99800	112100	150200	150500	156600	158700	159700	163400	
10	22000	23500	26000	28400	33300	38100	42000	43400	44700	46200	58600	62200	69200	85800	87200	88400	102800	115500	154700	155000	161300	163500	164500	168300	
11	22700	24200	26800	29300	34300	39200	43300	44700	46000	47600	60400	64100	71300	88400	89800	91100	105900	119000	159300	159700	166100	168400	169400	173300	
12	23400	24900	27600	30200	35300	40400	44600	46000	47400	49000	62200	66000	73400	91100	92500	93800	109100	122600	164100	164500	171100	173500	174500	178500	
13	24100	25600	28400	31100	36400	41600	45900	47400	48800	50500	64100	68000	75600	93800	95300	96600	112400	126300	169000	169400	176200	178700	179700	183900	
14	24800	26400	29300	32000	37500	42800	47300	48800	50300	52000	66000	70000	77900	96600	98200	99500	115800	130100	174100	174500	181500	184100	185100	189400	
15	25500	27200	30200	33000	38600	44100	48700	50300	51800	53600	68000	72100	80200	99500	101100	102500	119300	134000	179300	179700	186900	189600	190700	195100	
16	26300	28000	31100	34000	39800	45400	50200	51800	53400	55200	70000	74300	82600	102500	104100	105600	122900	138000	184700	185100	192500	195300	196400	201000	
17	27100	28800	32000	35000	41000	46800	51700	53400	55000	56900	72100	76500	85100	105600	107200	108800	126600	142100	190200	190700	198300	201200	202300	207000	
18	27900	29700	33000	36100	42200	48200	53300	55000	56700	58600	74300	78800	87700	108800	110400	112100	130400	146400	195900	196400	204200	207200	208400	213200	
19	28700	30600	34000	37200	43500	49600	54900	56700	58400	60400	76500	81200	90300	112100	113700	115500	134300	150800	201800	202300	210300	213400	214700	219600	



20	29600	31500	35000	38300	44800	51100	56500	58400	60200	62200	78800	83600	93000	115500	117100	119000	138300	155300	207900	208400
21	30500	32400	36100	39400	46100	52600	58200	60200	62000	64100	81200	86100	95800	119000	120600	122600	142400	160000		
22	31400	33400	37200	40600	47500	54200	59900	62000	63900	66000	83600	88700	98700	122600	124200	126300	146700	164800		
23	32300	34400	38300	41800	48900	55800	61700	63900	65800	68000	86100	91400	101700	126300	127900	130100	151100	169700		
24	33300	35400	39400	43100	50400	57500	63600	65800	67800	70000	88700	94100	104800	130100	131700	134000	155600	174800		
25	34300	36500	40600	44400	51900	59200	65500	67800	69800	72100	91400	96900	107900	134000	135700	138000	160300	180000		
26	35300	37600	41800	45700	53500	61000	67500	69800	71900	74300	94100	99800	111100	138000	139800	142100	165100	185400		
27	36400	38700	43100	47100	55100	62800	69500	71900	74100	76500	96900	102800	114400	142100	144000	146400	170100	191000		
28	37500	39900	44400	48500	56800	64700	71600	74100	76300	78800	99800	105900	117800	146400	148300	150800	175200	196700		
29	38600	41100	45700	50000	58500	66600	73700	76300	78600	81200	102800	109100	121300	150800	152700	155300	180500	202600		
30	39800	42300	47100	51500	60300	68600	75900	78600	81000	83600	105900	112400	124900	155300	157300	160000	185900			
31	41000	43600	48500	53000	62100	70700	78200	81000	83400	86100	109100	115800	128600	160000	162000	164800	191500			
32	42200	44900	50000	54600	64000	72800	80500	83400	85900	88700	112400	119300	132500	164800	166900	169700	197200			
33	43500	46200	51500	56200	65900	75000	82900	85900	88500	91400	115800	122900	136500	169700	171900	174800				
34	44800	47600	53000	57900	67900	77300	85400	88500	91200	94100	119300	126600	140600	174800	177100	180000				
35	46100	49000	54600	59600	69900	79600	88000	91200	93900	96900	122900	130400	144800	180000	182400	185400				

36	47500	50500	56200	61400	72000	82000	90600	93900	96700	99800	126600	134300	149100	185400	187900	191000			
37	48900	52000	57900	63200	74200	84500	93300	96700	99600	102800	130400	138300	153600						
38	50400	53600	59600	65100	76400	87000	96100	99600	102600	105900	134300	142400	158200						
39	51900	55200	61400	67100	78700	89600	99000	102600	105700	109100	138300	146700	162900						
40	53500	56900	63200	69100	81100	92300	102000	105700	108900	112400	142400	151100	167800						

**Schedule I****PART - I****Cadre Specific ACP Scheme****(in ₹)**

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
1	<b>HCS Executive Services (Ex. Br.)</b>	(i) 15600-39100 (entry level pay band)	PB-3	5400	FPL-10 (56100)
		(ii) 15600-39100 (after 5 years of regular satisfactory service)	PB-3	6000	ACPL -13 (65700)
		(iii) 15600-39100 (after 10 years of regular satisfactory service limited to 30% of the cadre post)	PB-3	7600	ACPL-16 (78800)
		(iv) 37400-67000 (after 15 years of regular satisfactory service limited to 20% of the cadre post)	PB-4	8700	ACPL-18 (118500)
2	<b>HPS (Deputy Superintendent of Police)</b>	(i) 9300-34800 (entry pay band)	PB-2	5400	FPL -9 (53100)
		(ii) 15600-39100 (after 5 years of regular satisfactory service)	PB-3	6000	ACPL -13 (65700)
		(iii) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	7600	ACPL -16 (78800)
		(iv) 37400-67000 (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post assuming pre revised upgradation to 14300-18300 on completion of 17 years of regular satisfactory service)	PB-4	8700	ACPL -18 (118500)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
3	<b>Excise and Taxation Officer</b>	(i) 9300-34800 (entry pay band)	PB-2	5400	FPL -9 (53100)
		(ii) 15600-39100 ( Sr. Scale) (after 7 years of regular satisfactory service)	PB-3	6000	ACPL -13 (65700)
		(iii) 15600-39100 (Selection Grade) (after 12 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	7600	ACPL -16 (78800)
		(iv) 37400-67000 (Super time Scale) (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	PB-4	8700	ACPL -18 (118500)
4	<b>Haryana Civil Medical Services</b>				
	<b>(i) Medical Officers</b>	(a) 15600-39100 (entry pay band)	PB-3	5400	FPL-10 (56100)
		(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000	ACPL -13 (65700)
		(c) 15600-39100 (after 10 years of regular satisfactory service).	PB-3	7600	ACPL -16 (78800)
		(d) 37400-67000 (after 15 years of regular satisfactory service).	PB-4	8700	ACPL -18 (118500)
	<b>(ii) SMOs/ Medical Supdts/ Dy. Directors/ District Programme Officers</b>	(a) 15600-39100	PB-3	7600	FPL- 12 (78800)
		(b) 37400-67000 (After 3 years of regular satisfactory service as SMO).	PB-4	8700	ACPL -18 (118500)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
5	<b>Haryana Dental Services</b>				
	<b>(i) Dental Surgeon</b>	(a) 9300-34800 (entry pay band)	PB-2	5400	FPL- -9 (53100)
		(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000	ACPL -13 (65700)
		(c) 15600-39100 (after 11 years of regular satisfactory service limited to 25% of the cadre post)	PB-3	7600	ACPL -16 (78800)
		(d) 37400-67000 (After 17 years of regular satisfactory service limited to 20% of the cadre post).	PB-4	8700	ACPL -18 (118500)
	<b>(ii) Senior Dental Surgeon</b>	(a) 15600-39100 (entry pay band)	PB-3	7600	FPL-12 (78800)
		(b) 37400-67000 (After 17 years of regular satisfactory service as DS and above and after 6 years as SDS to the Direct SDS's).	PB-4	8700	ACPL -18 (118500)
6	<b>Ayush Doctors</b>				
	<b>AMO/ HMO/ UMO/ DAO/ Asstt. Director</b>	(a) 9300-34800 (entry pay structure of AMO/ HMO/ UMO)	PB-2	4800	FPL-8 (47600)
		(b) 9300-34800 (after 7 years of regular satisfactory service as AMO/ HMO/ UMO)	PB-2	5400	ACPL -12 (53100)
		9300-34800 (entry pay structure of DAO)	PB-2	5400	FPL-9 (53100)
		(c) 15600-39100 (after 5 years of regular satisfactory service in GP ₹ 5400 (12 years as AMO/ HMO/ UMO or 5 years as	PB-3	6000	ACPL -13 (65700)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
		DAO) limited to 20% of the cadre post of AMO/ HMO/ UMO/ DAO)			
		15600-39100 (Entry pay structure of Asstt. Director)	PB-3	6000 (merged with 6600)	FPL-11 (67700)
		(d) 15600-39100 (after 8 years of regular satisfactory service in GP ₹ 6000 (20 years as AMO/ HMO/ UMO or 13 years as DAO or 8 years service as Asstt. Director) limited to 20% of the cadre post of AMO/ HMO/ UMO/ DAO)	PB-3	7600	ACPL -16 (78800)
<b>7</b>	<b>Haryana Veterinary Services</b>				
	<b>Veterinary Surgeons/ SDO (AH)/ Deputy Director</b>	(a) 9300-34800 (Entry pay band for Veterinary Surgeon (Group-B))	PB-2	5400	FPL- -9 (53100)
		15600-39100 (Entry pay band for SDO (AH) (Group-A))	PB-3	5400	FPL -10 (56100)
		(b) 15600-39100 (After 5 years of regular satisfactory service after entry as Veterinary Surgeons/ SDO (AH))	PB-3	6000	ACPL -13 (65700)
		15600-39100 Deputy Director (entry pay band)	PB-3	6000 (merged with 6600)	FPL-11 (67700)
		(c) 15600-39100 (After 11 years of regular satisfactory service after entry as Veterinary Surgeons/ SDO (AH) and limited to 25% of the total cadre posts in the categories of Veterinary Surgeons/ SDO (AH)/ Deputy Director).	PB-3	7600	ACPL -16 (78800)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
		(d) 37400-67000 (After 17 years of regular satisfactory service after entry as Veterinary Surgeon/ SDO (AH) and limited to 20% of the total cadre posts in the categories of Veterinary Surgeons/ SDO (AH)/ Deputy Director).	PB-4	8700	ACPL -18 (118500)
<b>8</b>	<b>Haryana Engineering Services</b>				
	<b>(i) SDEs/AEs/AEEs/ XENs/ SEs in three wings of PWDs (B&amp;R, Irrigation and Public Health)</b>	(a) 9300-34800 (Entry pay scale for AE/ SDE (Group-B) in three wings of PWDs)	PB-2	5400	FPL-9 (53100)
		15600-39100 (Entry pay scale for AEE (Group-A) in three wings of PWDs)	PB-3	5400	FPL -10 (56100)
		(b) 15600-39100 (After 5 years of regular satisfactory service after entry as SDE/ AE/ AEE)	PB-3	6000	ACPL -13 (65700)
		15600-39100 XEN (entry pay band)	PB-3	6000 (merged with 6600)	FPL-11 (67700)
		(c) 15600-39100 (After 11 years of regular satisfactory service after entry as SDE/ AE/ AEE and limited to 25% of the total cadre posts in the categories of SDEs/ AEs, AEEs, XENs and SEs).	PB-3	7600	ACPL -16 (78800)
		(d) 37400-67000 (After 17 years of regular satisfactory service after entry as SDE and limited to 20% of the total cadre posts in the categories of SDEs/ AEs, AEEs, XENs and SEs).	PB-4	8700	ACPL -18 (118500)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
	<b>(ii) SDEs/ XENs/ SEs in Panchayati Raj Department (Engineering Wing)</b>	(a) 9300-34800 (Entry pay scale for SDE (Group-B) in Panchayati Raj Department)	PB-2	5400	FPL-9 (53100)
		(b) 15600-39100 (After 5 years of regular satisfactory service after entry as SDE)	PB-3	6000	ACPL -13 (65700)
		15600-39100 XEN (entry pay band)	PB-3	6000 (merged with 6600)	FPL-11 (67700)
		(c) 15600-39100 (After 11 years of regular satisfactory service after entry as SDE and limited to 25% of the total cadre posts in the categories of SDEs/ XENs and SEs).	PB-3	7600	ACPL -16 (78800)
		(d) 37400-67000 (After 17 years of regular satisfactory service after entry as SDE and limited to 20% of the total cadre posts in the categories of SDEs/ XENs and SEs).	PB-4	8700	ACPL -18 (118500)
<b>9.</b>	<b>Architect Department</b>				
	<b>Assistant Architect/ Architect/ Sr. Architect in Chief Architect Deptt</b>	(a) 9300-34800 (Entry pay scale for Assistant Architect)	PB-2	5400	FPL-9 (53100)
		(b) 15600-39100 (After 5 years of regular satisfactory service after entry as Assistant Architect)	PB-3	6000	ACPL -13 (65700)
		15600-39100 Architect (entry pay band)	PB-3	6000 (merged with 6600)	FPL-11 (67700)



Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
		(c) 15600-39100 (After 11 years of regular satisfactory service after entry as Assistant Architect and limited to 25% of the total cadre posts in the categories of Assistant Architect/ Architect/ Sr. Architect).	PB-3	7600	ACPL -16 (78800)
		(d) 37400-67000 (After 17 years of regular satisfactory service after entry as Assistant Architect and limited to 20% of the total cadre posts in the categories of Assistant Architect/ Architect/ Sr. Architect).	PB-4	8700	ACPL -18 (118500)
<b>10.</b>	<b>Town &amp; Country Planning Department</b>				
	<b>ATP/ DTP/ STP in Town and Country Planning Deptt</b>	(a) 15600-39100 (Entry pay scale for ATP (Group-A) in Town and Country Planning Deptt)	PB-3	5400	FPL-10 (56100)
		(b) 15600-39100 (After 5 years of regular satisfactory service after entry as ATP)	PB-3	6000	ACPL -13 (65700)
		15600-39100 DTP (entry pay band)	PB-3	6000 (merged with 6600)	FPL-11 (67700)
		(c) 15600-39100 (After 11 years of regular satisfactory service after entry as ATP and limited to 25% of the total cadre posts in the categories of ATP, DTP and STP).	PB-3	7600	ACPL -16 (78800)
		(d) 37400-67000 (After 17 years of regular satisfactory service after entry as ATP and limited to 20% of the total cadre posts in the categories of ATP, DTP and STP).	PB-4	8700	ACPL -18 (118500)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
<b>11.</b>	<b>Agriculture Department (Engineering Cadre)</b>				
	<b>AAE/AE/JD/AD</b>	(a) 9300-34800 (Functional pay scale)	PB-2	5400	FPL -9 (53100)
		(b) 15600-39100 (After 5 years of regular satisfactory service after entry as AAE)	PB-3	6000	ACPL -13 (65700)
		(c) 15600-39100 (After 11 years of regular satisfactory service after entry as AAE and limited to 25% of the total cadre posts in the categories of AAE/AE/JD/AD).	PB-3	7600	ACPL -16 (78800)
		(d) 37400-67000 (After 17 years of regular satisfactory service after entry as AAE and limited to 20% of the total cadre posts in the categories of AAE/AE/JD/AD).	PB-4	8700	ACPL -18 (118500)
<b>12</b>	<b>Technical Education Department</b>				
	<b>(i) Lecturer (Group-B)/ Programmer (Academic)</b>	(a) 9300-34800 (Entry Pay Structure for Lecturer (Group- B)/Programmer (Academic))	PB-2	5400	FPL -9 (53100)
		(b) 15600-39100 (After 6 years of regular satisfactory service as Lecturer/Programmer (Academic))	PB-3	6000	ACPL -13 (65700)
		(c) 15600-39100 (After 12 years of regular satisfactory service as Lecturer/ Programmer (Academic)).	PB-3	7600	ACPL -16 (78800)
		(d) 15600-39100 (After 17 years of regular satisfactory service as Lecturer/ Programmer (Academic)).	PB-3	8000	ACPL -17 (88400)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
		(d) 37400-67000 (After 20 years of regular satisfactory service as Lecturer/ Programmer (Academic) (limited to 15% of the total sanctioned posts of Lecturer (Group- B)/ Programmer (Academic)).	PB-4	8700	ACPL -18 (118500)
	<b>(ii) Workshop Superintendent (Group-A)</b>	(a) 15600-39100 (Entry Pay Structure for Workshop Superintendent (Group-A))	PB-3	5400	FPL- 10 (56100)
		(b) 15600-39100 (After 6 years of regular satisfactory service as Workshop Superintendent (Group-A))	PB-3	6000	ACPL -13 (65700)
		(c) 15600-39100 (After 12 years of regular satisfactory service as Workshop Superintendent (Group-A)).	PB-3	7600	ACPL -16 (78800)
		(d) 15600-39100 (After 17 years of regular satisfactory service as Workshop Superintendent (Group-A)).	PB-3	8000	ACPL -17 (88400)
		(d) 37400-67000 (After 20 years of regular satisfactory service as Workshop Superintendent (Group-A) (limited to 15% of the total sanctioned posts of Workshop Superintendent (Group-A)).	PB-4	8700	ACPL -18 (118500)
	<b>(iii) Sr. Lecturer</b>	(a) 15600-39100 (Entry Pay Structure for Sr. Lecturer)	PB-3	6000 (merged with 6600)	FPL- 11 (67700)
		(b) 15600-39100 (After 6 years of regular satisfactory service as Sr. Lecturer).	PB-3	7600	ACPL -16 (78800)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
		(c) 15600-39100 (After 11 years of regular satisfactory service as Sr. Lecturer).	PB-3	8000	ACPL -17 (88400)
		(d) 37400-67000 (After 14 years of regular satisfactory service as Sr. Lecturer (limited to 15% of the total sanctioned posts of Sr. Lecturer).	PB-4	8700	ACPL -18 (118500)
	<b>(iv) HOD/ JD (Academic)/ TPO</b>	(a) 15600-39100 (Entry Pay Structure for HOD/ JD (Academic)/ TPO)	PB-3	7600	FPL- 12 (78800)
		(b) 15600-39100 (After 4 years of regular satisfactory service as HOD/ JD (Academic)/ TPO).	PB-3	8000	ACPL -17 (88400)
		(c) 15600-39100 (After 7 years of regular satisfactory service as HOD/ JD (Academic)/ TPO).	PB-4	8700	ACPL -18 (118500)
<b>13.</b>	<b>Home Guards Department</b>				
	<b>Senior Staff Officer</b>	(a) 15600-39100	PB-3	6000 (merged with 6600)	FPL- 11 (67700)
	<b>Distt. Commandant in Home Guard Department</b>	(b) 9300-34800	PB-2	5400	FPL -9 (53100)
		(c) 15600-39100 (To those Sr. Staff Officer and District Commandants who have completed at least 11 years of regular satisfactory as commandant and above and limited to 20 % of the Combined cadre of Sr. Staff Officers and District Commandants	PB-3	7600	ACPL -16 (78800)

Sr. No	Name of the Post/ Cadre	Existing ACP pay structure			Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹)
		Pay Band	Pay Band	Grade Pay (₹)	Level of Pay Matrix and First Cell in the applicable level
1	2	3			4
14.	<b>Junior Engineer in Three wings of PWD, Panchayati Raj and Town and Country Planning Departments</b>	(a) 9300-34800 (entry level pay band)	PB-2	<b>3600</b> (4000 w.e.f. 01.09.2014) (merged with 4200)	FPL-6 (35400)
		(b) 9300-34800 (on completion of 8 yrs regular satisfactory service)	PB-2	<b>4000</b>	ACPL -10 (44900)
		(c) 9300-34800 (on completion of 16 yrs regular satisfactory service with changed designation of Addl. SDE)	PB-2	5200	ACPL -12 (53100)
		(d) 9300-34800 (on completion of 24 years regular satisfactory service with changed designation of Addl. SDE)	PB-2	5400	ACPL -13 (65700)

**Note.— FPL denotes functional pay level.**

**Schedule-I**  
**PART - II**  
**General ACP Matrix**

(in ₹)

Sr. No.	Functional Pay structure as on 01.01.2016	1st ACPL (8 yrs.)	Min. of the ACPL	2nd ACPL (16 yrs.)	Min. of the ACPL	3rd ACPL (24 yrs.)	Min. of ACPL
1	2	3		4		5	
1	1650	ACPL-1 (1800)	18000	ACPL-4 (2400)	25500	ACPL-6 (3200)	32100
2	1800	ACPL-4 (2400)	25500	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200
3	1900	ACPL-4 (2400)	25500	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200
4	2000	ACPL-4 (2400)	25500	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200
5	2400	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200	ACPL-8 (4000)	34200
6	2800	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200	ACPL-8 (4000)	34200
7	3200	ACPL-7 (3600)	33200	ACPL-8 (4000)	34200	ACPL-9 (4200)	35400
8	3600	ACPL-8 (4000)	34200	ACPL-9 (4200)	35400	ACPL-10 (4600)	44900
9	4000	ACPL-9 (4200)	35400	ACPL-10 (4600)	44900	ACPL-11 (4800)	47600
10	4200	ACPL-10 (4600)	44900	ACPL-11 (4800)	47600	ACPL-12 (5400)	53100
11	4600	ACPL-11 (4800)	47600	ACPL-12 (5400)	53100	ACPL-13 (6000)	65700
12	4800	ACPL-12 (5400)	53100	ACPL-13 (6000)	65700	ACPL-14 (6400)	66800
13	5400	ACPL-13 (6000)	65700	ACPL-14 (6400)	66800	ACPL-15 (6600)	67700
14	6000	ACPL-14 (6400)	66800	ACPL-15 (6600)	67700	ACPL-16 (7600)	78800
15	6400	ACPL-15 (6600)	67700	ACPL-16 (7600)	78800	ACPL-17 (8000)	88400
16	6600	ACPL-16 (7600)	78800	ACPL-17 (8000)	88400	ACPL-18 (8700)	118500
17	7600	ACPL-17 (8000)	88400	ACPL-18 (8700)	118500	ACPL-19 (8800)	118700



**SCHEDULE - II**

**Form of Option**

*[See rule 6]*

\* (i) I, \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2016.

\* (ii) I, \_\_\_\_\_ hereby elect to continue on the existing pay structure of pay of my substantive/ officiating post mentioned below until:

\* The date of my next increment;

I vacate or cease to draw pay in the existing pay structure;

the date of my promotion to \_\_\_\_\_

Present pay structure \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Station: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

\* To be scored out, if not applicable.



**Annexure- I**

[See rule 3 (L)]

**MEMORANDUM EXPLANATORY TO THE HARYANA CIVIL SERVICES  
(ASSURED CAREER PROGRESSION) RULES, 2016**

**Rule 1.** This rule is self explanatory.

The objective of this rule is to provide two kinds of Assured Career Progression Scheme namely :—

- (1) Cadre Specific Assured Career Progression Scheme for certain categories of employees/cadres.
- (2) General Assured Career Progression Scheme for all other group A, B, C and D employees of Haryana Government who are not covered under scheme (1).
- (3) The object is that in case of stagnation i.e. in the absence of promotion for a certain years of service, the employee will move to the 1st, 2nd and 3rd ACP structure of pay though he shall continue to discharge the same responsibility. Functionally, therefore, this movement shall not amount to a promotion and the objective of this scheme is to offset the financial stagnation as a consequence of non-availability or non-requirement of functional promotion posts. These rules have been framed so that this facility is available to all the employees equally under equal circumstances. The classification, therefore, is based on the principle that one requires reasonable financial upgradations at different stages of his career if the requirements do not allow him an opportunity of functional promotion and consequential financial upgradation due to non availability of functional promotional avenues.

The problem of stagnation was widely recognized throughout the country in Government employments. It was felt that to keep the level of motivation of the employees at a satisfactory level it is required that this general problem of lack of promotional avenues and thereby lack of financial advantages should be addressed to adequately.

The entire scheme of Assured Career Progression is about granting a person pay upgradation, when functional considerations do not permit him to rise in the hierarchy. He continues to perform the same job as before but moves into the prescribed higher pay band and grade pay, subject to his eligibility. The idea here is the basic one that reasonable financial upgradation at different stages of his career can be provided in the absence of opportunity of functional promotion. The effort of these rules are to relieve stagnation without unduly upsetting the hierarchy. Thus, the State Government employee of group A, B, C and D shall be covered under this scheme in following manner :-

- (i) The scheme will provide opportunities of financial upgradation to employees on completion of 8, 16 and 24 years of services, if they have not got promotion during previous 8 years of service. For this purpose, every employee's service record may be reviewed on completion of 8, 16 and 24 years. If on these landmarks of career, it is found that they have not been promoted in the last 8 years, then they may be given financial upgradation in the form of conferring the next available grade pay.
- (ii) When an employee gets promoted, for the purpose of admissibility of ACP subsequent to the promotion, his service in the promoted cadre/ post will be taken into consideration to determine if he has stagnated at that stage. For example, if a peon gets promoted as clerk, his case will be reviewed after 8 and 16 years as clerk and ACP will be given with reference to the functional level of clerk.
- (iii) As per General ACP Scheme, an employee can get a maximum of three ACPs in his career. This means, if the employee has got ACP upgradation in the post in which he was

initially recruited, then in the promotional post, the number of ACPs will be reduced after adjusting the number of ACPs he got in the post of his initial recruitment. However, direct recruitment to a higher post will not debar for the entitlement of ACP Scheme. An employee initially appointed to a lower post and subsequently appointed to a higher post through direct recruitment or limited competition of existing employee will also be entitled to full range of ACP.

The ACP scheme through these rules provides for the following:

- (i) every employees recruited in a particular level shall be allowed to move to his respective and specific higher level on completion of specified period of residency in the lower level, with reference to the level or post, to which he was recruited as a direct recruited fresh entrant.
- (ii) on placement in next higher level, the incumbent shall continue to perform duties of his original posts and will continue to hold the old designation till such time as he is actually promoted to the higher level on the occurrence of a vacancy.
- (iii) placement in higher level will entail only the financial benefits.
- (iv) the number of financial up-gradations to be given shall be counted from the pay scale where an employee was inducted on direct recruitment basis. The number of financial up-gradations shall be strictly adhered to and there shall be no additional financial upgradation for a senior employee on the ground that a junior employee got higher level under this scheme, if both the senior and junior are not subject to identical circumstances.

The present scheme provides for following distinguishing features:-

- (i) the classification is based on the differentiation distinguishing the direct recruits in a lower pay structure and the direct recruits in a higher pay structure. Further it differentiates Government employees based on the length of service. For example a suitably eligible employee in a lower pay structure may be granted the higher pay structure after completing 8, 16 and 24 years of service while he still continues functionally holding the same post on which he was recruited. He may, therefore, actually be placed in a higher pay structure after completion of 16 or 24 years of service, as the case may be, in the lower post than the pay structure prescribed for the next promotional post in the hierarchy. But he constitutes a different class and category of employees recruited directly against such higher post, which is the next promotional post for the post on which an employee has been granted the benefit of ACP pay structure under these rules, based on a different principle.
- (ii) the objective sought is to compensate financially an employee who is stagnating without any promotion in a lower post in cases for example for 8, 16 and 24 years. There is no functional requirement for creating posts in the higher hierarchy for all such employees. Therefore, they are being allowed a higher grade pay in compensation. The classification explained in (i) above meets this objective and, therefore, is having a rational relation to the object sought to be achieved by these rules.

**Rule 2.** This rule lays down the categories of employees of whom the rules apply. Except for the categories excluded under sub-rule (2) of this rule, the rules are applicable to all Government employees appointed under the rule making power of the Government employees appointed under the rule making power of the Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debit to the consolidated fund of the State of Haryana.

**Rule 3.** This rule is self explanatory.

Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/instructions/orders/notifications etc. issued in connection with these rules, definitions as

prescribed under this rule is to be taken as the meaning of such terms unless specifically a different definition is prescribed for such terms to be taken as meaning for and in these rules or, as the case may be, in any other rules/instructions/orders/notifications etc.

**Rule 4.** This rule is self explanatory.

**Rule 5.** This rule is self explanatory.

**Rule 6.** This rule is self explanatory.

**Rule 7 & 8.** These rules are self explanatory.

It lays down the conditions which are essential to be met by a Government employee to be eligible for grant of the benefit under these rules.

**Rule 9 & 10.** These rules are self explanatory.

The objective of grant of ACP pay structure is only limited to offset financial consequences of stagnation. No other benefit in any way or in any manner is to be extended to the Government employee.

**Rule 11.** This rule is self explanatory.

The rule lays down the authorisation of grant of the benefit to be extended under these rules. It further exempts the categories of Government employees who have already been extended the corresponding benefit in the past. In case of such Government employees the eligibility is not to be assessed afresh or a formal order granting the benefit is not to be passed separately. However, for the purposes of providing and placing in the revised pay scales and for all other purposes under these rules they shall be governed by the conditions laid down in this rule.

**Rule 12.** This rule is self explanatory.

**Rule 13.** This rule is self explanatory.

The rule aims at removing the distortions which may crop up in isolated cases where if the employee had not been promoted, he would have been entitled to better financial benefits.

**Rule 14.** This rule is self explanatory.

The rule provides that the benefit of these rules are not granted as a matter of right, rather it is granted as a consequence of non-availability of posts in the hierarchy for such Government employees to be promoted against and as a consequence to get the financial upgradation based on the concept of responsibility and status. Therefore, after having taken the benefit as a consequence of non-availability if adequate number of posts in the promotional hierarchy, if somebody foregoes the promotion and thereby refuses to shoulder higher responsibility, he is not entitled for the benefit of these rules.

**Rule 15.** The rule is self explanatory.

**Rule 16.** The rule is self explanatory.

**Rule 17.** This rule prescribes the manner in which option has to be exercised and also the authority who should be apprised of such option. The option has to be exercised on the appropriate proforma appended to the rule. It should further be noted that it is not sufficient for a Government employee to exercise the option within the specified time limit, but also to ensure that it reaches the prescribed authority within the time limit officially and in writing on the prescribed proforma. In the case of persons who are on leave or on deputation or on foreign service at the time these rules are notified, the period within which the option has to be exercised is three months from the date they take over charge of the post. It is further made clear that unauthorized absence shall not entitle the Government employee to get the relief as granted under these rules for the Government

employees who are on leave. The period of 3 months shall be counted from the date on which the sanctioned leave expires. No other exigency shall enable such Government employees the above said relief.

The persons, who have retired between 1st January, 2016 and the date of issue of these rules are also eligible to exercise the option.

**Rule 18.** (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1st January, 2016. For the purposes of these rules the procedure under this rule and no other procedure under a different rule shall be followed. A few illustrations indicating the manner in which pay of Government employee should be fixed under this rule subject to the permissible stepping up of pay under notes in this rule are given below :—

**Rule 19 & 20.** This rule prescribes the manner in which the next increment in the new scale should be regulated. The provisos to this rule are intended to eliminate the anomalies of junior Government employees drawing more pay than their senior by the operation of substantive part of this rule.

However, the benefit of this rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the posts.

**Rule 21 and 22.** These rules are self explanatory.

**Rule 23.** This rule relates to the overriding effect to the rule which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail and apply.

**Rule 24.** This rule is self explanatory.

There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances the provisions of rule is clear that it has to be invoked only if the Government is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would, therefore, not amount to any discrimination where such hardship has either not been found to exist or has not been found to be justified for relaxation.

**Rule 25.** This rule is self explanatory

If the circumstances so require the Government can add or delete or charge any of the parameters as mentioned in the 1st Schedule and may further direct the mode in which the provisions of these rules shall be applicable on such changes either generally or specifically. However, in event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes.

**Rule 26.** This rule is self explanatory.

**Rule 27.** This rule is self explanatory.

**Illustration 1**

**Mr. A** was recruited as fresh entrant on the post of Clerk (by direct recruitment) on 05.08.2010 in the PB-1, 5200-20200, GP-1,900/- and he is working on the same post and has not got any financial upgradation. He will be completing 8 years of service on 04.08.2018 and will be entitled for 1st ACP w.e.f. 01.09.2018 (from 1st day of following month in which he completes required service of 8 years). He will be drawing pay in FPL-2 and his pay will be fixed in ACP level-4 in following manner:-

Functional level of the post of Clerk	FPL-2
Date of entitlement of 1st ACP under Rule 7.1 of HCS (ACP) Rules, 2016	01.09.2018
ACP level admissible	ACPL-4
Existing pay in Level-2 on 31.08.2018	₹ 24,500/-
Pay level on adding one increment on account of ACP	₹ 25,200/- in Level-2
Nearest next higher stage in Level-4	₹ 25,500/- this will be his pay on grant of 1st ACP Level-4 w.e.f. 01.09.2018, subject to fulfillment of eligibility conditions.

**Illustration 2**

**Mr. B** was recruited as fresh entrant on the post of Peon on 05.08.2007 in the PB-1S, 4440-7440, GP-1300/- and he is working on the same post. He has got 1st ACP grade pay of ₹ 1800/- on 01.09.2015. in case, he remain on the same post and does not get any financial upgradation in next 8 years, he will be entitled for 2nd ACP w.e.f. 01.09.2023 and his pay in relevant ACP level will be fixed as under:-

Functional level of the post of Peon	DL
Present ACP level in which employee is drawing his pay w.e.f. 01.09.2015 onwards	ACPL-1 of ACP Pay Matrix
2nd ACP level admissible under Rule 7.2 of HCS (ACP) Rules, 2016	ACPL-4
Existing pay in ACP Level-1 on 31.08.2023 (imaginary)	₹ 24,500/-
Pay level on adding one increment on account of ACP	₹ 25,200/- in ACPL-1
Nearest next higher stage in ACPL-4	₹ 25,500 this will be his pay on grant of 2nd ACP Level-4 w.e.f. 01.09.2023, subject to fulfillment of eligibility conditions.

**Illustration 3**

**Mr. C** was recruited as fresh entrant on the post of Clerk on 04.02.2007 in the PB-1, 5200-20200, GP-1,900/-. He was promoted as Assistant on 08.10.2010 in PB-2, 9300-34800, GP-3,200/- which was further modified to GP-3600/- w.e.f. 01.09.2014. Assuming that he will be holding the post of Assistant upto 2020, he will be entitled for 2nd financial upgradation (1st ACP Level corresponding to the pay scale of the post held by him), on 01.11.2018 and his pay in relevant ACP level will be fixed as under:-

Level of the post of Assistant	FPL-6
1st ACP level admissible under Rule 7.4 of HCS (ACP) Rules, 2016	ACPL-10
Existing pay in FPL-6 on 31.10.2018 (imaginary)	₹ 44,900/-
Pay level on adding one increment on account of ACP in FPL-6	₹ 46,200/-
Nearest next higher stage in ACPL-10	₹ 46,200/- this will be his pay on grant of 1st ACP (2nd financial upgradation) in ACPL-10 w.e.f. 01.11.2018, subject to fulfillment of eligibility conditions.

**Illustration 4**

**Mr. D** was recruited as fresh entrant on the post of Junior Engineer on 19.09.2006 in the PB-2, 9300-34800, GP-3,600/- and he is working on the same post and has not got any financial upgradation. The grade pay ₹ 3,600/- has been upgraded to ₹ 4,000/- w.e.f. 01.09.2014. He has completed 8 years of service on 18.09.2014 and is entitled for 1st ACP w.e.f. 01.10.2014 (from 1st day of following month in which he completes required service of 8 years). His pay will be fixed in the following manner:-

FPL of the post of JE	FPL-6
1st ACP level admissible under Rule 7.4 of HCS (ACP) Rules, 2016	ACPL-10
Existing pay in Level-8 (ACP) on 01.01.2016 (13290 + 4000 = 17290 * 2.57 = 44435/-)	₹ 44,900/-
Due date of 2nd ACP and relevant ACPL	01.10.2022. ACPL-12,
Existing basic pay in 1st ACPL-10 as on 30.09.2022 (imaginary)	₹ 53,600/-
Pay level on adding one increment on account of ACP (GP-5400/-)	₹ 55,200/-
Nearest next higher stage in Level-12	₹ 56,300/- this will be his pay on grant of 2nd ACPL-12 w.e.f. 01.10.2022, subject to fulfillment of eligibility conditions.

P. RAGHAVENDRA RAO,  
Additional Chief Secretary to Government Haryana,  
Finance Department.