

**GOVERNMENT OF MEGHALAYA
FINANCE (PAY REVISION) DEPARTMENT**

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No.F(PR) – 59/2017/18

Dated Shillong, the 19th December, 2017

OFFICE MEMORANDUM

Subject: Modified Assured Career Progression Scheme (MACPS) for the State Government Employees.

The undersigned is directed to say that consequent upon Government Resolution on the recommendation of the Fifth Meghalaya Pay Commission in Chapter 9 of its Report, the Governor of Meghalaya is pleased to order replacement of the existing Assured Career Progression Scheme (ACPS), notified vide O.M. No. F(PR)-76/2009/54, dated 22nd February, 2010 with the following Modified Scheme:-

- (1) The Scheme shall be known as the ***Modified Assured Career Progression Scheme (MACPS)*** for the State Government employees.
- (2) All State Government employees drawing pay up to and including the Level – 17 of the New Pay Structure, except those belonging to the Organized Group-A Services (*see clarification in Appendix*), will be eligible to the benefits of placement in the prescribed higher Pay Level, on completion of Tenth, Twentieth and Thirtieth years of service, provided that they have not been promoted to a higher level post during each of these time-periods, respectively.
- (3) Casual Workers including Regular Casual Workers and employees appointed under ad hoc basis, Regulation 3(f) of the Meghalaya Public Services Commission (Limitation of Function) Rules, 1972, shall not be eligible to the benefits under the MACP Scheme.
- (4) The benefit of the MACP Scheme shall apply to work-charged employees appointed before 27th October, 1997 provided their service conditions are comparable with the employees of regular establishment in all respects.
- (5) The MACP Scheme provides for mere placements of the government employees in the next higher Pay Level of the New Pay Structure purely on personal basis and shall, therefore, have no relevance to the employee's seniority in service vis-a-vis another employee. The placement(s) shall neither amount to regular promotion nor require the creation of new post(s) for the purpose. However, financial and certain other benefits which are linked to the pay drawn by an employee such as loans and advances, allotment of government accommodation, provident fund contribution and withdrawals, travel expenses, etc., may be permitted.
- (6) The Scheme shall, in no case, affect the normal or regular promotional avenues available to the employees on the basis of actual arising vacancies.
- (7) The eligible employees may be allowed the benefit of the MACP Scheme on completion of Ten, Twenty and Thirty years of service, respectively. In other words, the benefit of placements under the MACP Scheme should be available to eligible employees with effect from the First day of the month of

January or First day of the month of July, as the case may be, following the date of their completion of Ten, Twenty and Thirty years of service respectively.

- (8)** Each Department may constitute a Screening Committee, both at the level of the Administrative Department as well as at the level of the Head of the Directorate of such Department, consisting of three members, with one of them as Chairman. The Chairman of the Screening Committee of the Administrative Department should not be below the level of Joint Secretary. The Chairman of the Screening Committee at the Directorate level should not be below the level of Joint Director of the Directorate.
- (9)** The Screening Committee set up by the Administrative Department should place its recommendation before the Administrative Head of the Department for consideration and approval.
- (10)** The Screening Committee set up by the Head of the Directorate should place its recommendation before the Director of the Department for consideration and approval.
- (11)** The Screening Committee should meet at least six months before the 1st of January and the 1st of July every year to screen and prepare the list of eligible employees of that Department/Directorate who will have completed Ten / Twenty / Thirty Calendar Years of Service on the following 1st of January or 1st of July as the case may be, provided that such employee continues to remain in their present post without promotion during the first ten years, ten years to twenty years and twenty years to thirty years of their service, as the case may be. Such list should be finalized and the approval of the Head of Administrative Department/Directorate (as the case may be) obtained well in time, so as to ensure issue of appropriate orders by the third week of June/December each year, granting placement in the specified higher Pay Level to all eligible employees with effect from the first day of the month of July/January of their having completed Ten/Twenty/Thirty years of service, respectively.
- (12)** Employees who remain in their entry posts in the Pay Levels ranging from Level-1 (starting at ₹ 17400.00) to Level-17 (starting at ₹ 55,500.00) will be placed in higher Pay Levels on completion of the following specified periods of service in their posts –

 - (a)** The FIRST Placement on completion of ten years of service but effective from the first day of the month of January or July following their having completed ten years of service.
 - (b)** The SECOND Placement on completion of twenty years of service but effective from the first day of the month of January or July following their having completed twenty years of service.
 - (c)** The THIRD Placement on completion of thirty years of service, but effective from the first day of month of January or July following their having completed thirty years of service.

Provided that, if an employee who has been considered qualified by the Screening Committee for the Placement Level under the Scheme either with effect from 1st January or 1st July, as the case may be, is offered regular promotion before that placement date, he/she shall have to unconditionally accept the regular promotion offered to him.

- (13) Employees who continue to remain in their entry post in the Pay Levels ranging from Level-1 to Level-17 will be placed in the higher Pay Level, on completion of the period of qualifying service in their posts, as shown in **Table: MACPS – 1** below:

TABLE: MACPS – 1

Level of pay in the entry post as per Revision of Pay recommended by the 5th MPC	Level of pay on their FIRST Placement effective from the First Day of January/July of the Eleventh Calendar Year following their entry into service	Level of pay on their SECOND Placement effective from the First Day of January/July of the Twenty-first Calendar Year following their entry into service	Level of pay on their THIRD Placement effective from the First Day of January/July of the Thirty-first Calendar Year following their entry into service
To be deemed as Entry Level Grade	To be deemed as Grade – II (Non-functional)	To be deemed as Grade – I (Non-functional)	To be deemed as Senior Grade (Non-functional) Post
L – 1 Commencing from ₹ 17400	L – 2 Commencing from ₹ 19000	L – 3 Commencing from ₹ 20600	L – 4 Commencing from ₹ 22200
L – 2 Commencing from ₹ 19000	L – 3 Commencing from ₹ 20600	L – 4 Commencing from ₹ 22200	L – 5 Commencing from ₹ 24700
L – 3 Commencing from ₹ 20600	L – 4 Commencing from ₹ 22200	L – 5 Commencing from ₹ 24700	L – 6 Commencing from ₹ 26500
L – 4 Commencing from ₹ 22200	L – 5 Commencing from ₹ 24700	L – 6 Commencing from ₹ 26500	L – 7 Commencing from ₹ 28400
L – 5 Commencing from ₹ 24700	L – 6 Commencing from ₹ 26500	L – 7 Commencing from ₹ 28400	L – 8 Commencing from ₹ 30300
L – 6 Commencing from ₹ 26500	L – 7 Commencing from ₹ 28400	L – 8 Commencing from ₹ 30300	L – 9 Commencing from ₹ 32200
L – 7 Commencing from ₹ 28400	L – 8 Commencing from ₹ 30300	L – 9 Commencing from ₹ 32200	L – 10 Commencing from ₹ 35100
L – 8 Commencing from ₹ 30300	L – 9 Commencing from ₹ 32200	L – 10 Commencing from ₹ 35100	L – 11 Commencing from ₹ 37800
L – 9 Commencing from ₹ 32200	L – 10 Commencing from ₹ 35100	L – 11 Commencing from ₹ 37800	L – 12 Commencing from ₹ 39400
L – 10 Commencing from ₹ 35100	L – 11 Commencing from ₹ 37800	L – 12 Commencing from ₹ 39400	L – 13 Commencing from ₹ 42100
L – 11 Commencing from ₹ 37800	L – 12 Commencing from ₹ 39400	L – 13 Commencing from ₹ 42100	L – 14 Commencing from ₹ 43700

L – 12 Commencing from ₹ 39400	L – 13 Commencing from ₹ 42100	L – 14 Commencing from ₹ 43700	L – 15 Commencing from ₹ 45600
L – 13 Commencing from ₹ 42100	L – 14 Commencing from ₹ 43700	L – 15 Commencing from ₹ 45600	L – 16 Commencing from ₹ 49000
L – 14 Commencing from ₹ 43700	L – 15 Commencing from ₹ 45600	L – 16 Commencing from ₹ 49000	L – 17 Commencing from ₹ 55500
L – 15 Commencing from ₹ 45600	L – 16 Commencing from ₹ 49000	L – 17 Commencing from ₹ 55500	L – 18 Commencing from ₹ 62400
L – 16 Commencing from ₹ 49000	L – 17 Commencing from ₹ 55500	L – 18 Commencing from ₹ 62400	L – 19 Commencing from ₹ 71600
L – 17 Commencing from ₹ 55500	L – 18 Commencing from ₹ 62400	L – 19 Commencing from ₹ 71600	L – 20 Commencing from ₹ 76900

- (14) Employees in the posts on Pay Level-18 and above will not be eligible to the benefits under the MACP Scheme.
- (15) The pay of an employee whose placement Pay Level under the MACP Scheme is below the Pay Level of the regular promotion post shall be fixed in the following manner :

His/her pay in the placement Pay Level shall be fixed as per provision of F.R. 23(ii) of the Meghalaya F.Rs & S.Rs, 1984. Provided that when regular promotion (including ratio promotion) is granted to such employee (who is drawing pay as per the connected Placement Level in respect of the categories of posts specified above) and the Pay Level in the promotion post is higher than the Placement Level(s) being drawn by him/her, then the pay of the qualified incumbent will be re-fixed as per provisions of FR 23(i) of the Meghalaya FRs and SRs, 1984 in the Pay Level of the regular promotion post in the direct line of promotion, with effect from the date of such regular promotion.

- (16) The pay of an employee whose placement Pay Level under the MACP Scheme is same as the Pay Level of the regular promotion post shall be fixed in the following manner:

His/her pay in the placement Pay Level shall be fixed as per provision of F.R. 23(i) of the Meghalaya F.Rs & S.Rs, 1984 and when regular promotion (including ratio promotion) is granted to such employee (who is drawing pay as per the connected Placement Level in respect of the categories of posts specified above) and the Pay Level in the promotion post is same as the Placement Level being drawn by him/her, there will be no more fixation of his pay in the Pay Level of the regular promotion post in the direct line of promotion.

In all such cases the next increment of the employee will be allowed on the normal increment date of the connected placement scale/post.

- (17) The pay of an employee whose placement Pay Level under the MACP Scheme is above the Pay Level of the regular promotion post shall be fixed in the following manner:

His/her pay in the placement Pay Level shall be fixed as per provision of F.R. 23(ii) of the Meghalaya F.Rs & S.Rs, 1984. Whenever regular promotion (including ratio promotion) is granted to such employee (who is drawing pay as per the connected placement level, in respect of the categories of posts specified above) and the Pay Level of the promotion post is lower than the Placement Pay Level being drawn by the employee, then the qualified incumbent will be allowed to continue to draw the Placement Pay Level being already drawn, till such time as the employee is promoted to a regular promotion post in the direct line of promotion, the Pay Level of which is higher than the Placement Level being drawn by such incumbent. In all such cases, the fixation of pay in the promotion post with higher Pay Level than the Placement Level shall be done as per provisions of FR 23(i) of the Meghalaya FRs and SRs, 1984 and the next increment will be allowed on the normal increment date of the connected promotion post.

- (18)** The Placement under the Scheme shall be counted against regular promotions availed from the grade in which an employee was appointed as a direct recruit. If the First Placement under the Scheme is followed by regular promotion, the Second Placement shall not be admissible to the employee but this shall not debar him/her for the Third Placement provided he/she completes 30 years of service or, for further regular promotion when vacancy in the higher grade arises. If an employee has already got one regular promotion before he/she completes 10 years of service, he/she shall qualify for the Second Placement only on completion of 20 years of regular service. In case two prior promotions on regular basis have already been received by an employee, the Third Placement under the Scheme shall be admissible to him/her on completion of 30 years of service.
- (19)** If the First Placement under the MACP Scheme is deferred and not allowed after 10 years due to the reason of the employee being unfit or due to departmental proceedings, etc., it shall have consequential effect on the Second and Third Placements, which shall also get deferred to the extent of delay in grant of First Placement.
- (20)** The Placement under the Scheme shall be on non-functional basis and subject to the employee being fit and eligible otherwise for regular promotion. In other words, only those employees who fulfil all promotional norms are eligible to be considered for the benefit under the MACP Scheme. Therefore, various stipulations and conditions specified in the recruitment rules for promotion to the next higher grade, including in-service departmental training which is a condition for promotion, would need to be met for consideration under the MACP Scheme.
- (21)** In the matter of disciplinary/penalty proceedings, grant of the benefit under the Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the Discipline & Appeal Rules of the State Government.
- (22)** The existing schemes of promotion, such as those for promotion of the drivers, typists, etc., shall continue to be operational for the categories of employees concerned, but the higher level of financial benefit(s) granted

under such schemes, along with those under Placements admissible under the MACP Scheme shall not exceed three levels, in total.

- (23) While effecting placement of an employee under the MACP Scheme, any earlier placement or placements of the employee under the existing ACP Scheme shall be offset. In other words, the total number of placements of an employee in a higher level of pay either under the earlier ACP Scheme or the recommended MACP Scheme, taken together, shall not exceed three placements, during the entire service of the employee
- (24) Regular service in a post shall include all periods spent on deputation/foreign service, officiating in a higher post, study leave and all other kinds of leave, duly sanctioned by the competent authority.
- (25) Counting of regular service for the purpose of the MACP Scheme shall commence from the date of joining of a post in direct entry post on a regular basis either on direct recruitment or on absorption.
- (26) The term 'entry post' shall be defined as the post to which an employee is initially appointed in government service by direct recruitment by the competent authority.
- (27) An employee who has been initially appointed in a post in one Department but gets subsequently appointed by direct recruitment through the Public Service Commission, or by other authorized means, in another post carrying a higher or same Pay Level in the same or another Department, will be eligible for consideration for placement under the MACP Scheme based on the date of entry to the new post only.
- (28) In the case of employees who get inter departmental transfer (inter-departmental transferees), their prior service in the entry post in the former Department carrying the same Pay Level of the latter Department will also be reckoned as qualifying service for placement under the MACP Scheme.
- (29) Break in service/dies-non period shall be treated as non-qualifying service for the purpose of computing Tenth, Twentieth and Thirtieth years of service under MACP Scheme.
- (30) EOL, without Medical Certificate, but sanctioned by the competent authority, will count for computing regular service under the MACP Scheme.
- (31) Placement in the higher Pay Level under the Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be deemed to have given his unqualified acceptance of regular promotion on occurrence of vacancy, subsequently. All employees who relinquish regular promotion, whether permanently or for specified periods, will not be eligible for availing the benefit of the MACP Scheme.
- (32) Similarly, all employees who have been placed in a higher Pay Level under the MACP Scheme, but subsequently relinquish regular promotion, whether permanently or for specified periods, will not be eligible for any further benefit under the MACP Scheme.

- (33) Further an employee who availed the benefit of being placed in a higher Pay Level under the MACP Scheme will, on no account, be permitted to relinquish regular promotion to that grade either permanently or for specified periods.

The Modified Assured Career Progression Scheme (MACPS) shall be deemed to have come into effect from 1st January, 2017.

Cases of government employees who have been granted financial up-gradation(s) under the existing Assured Career Progression Scheme in terms of O.M. No. F(PR)-76/2009/54 dated 22nd February, 2010 between 1st January, 2017 and the date of issue of these orders may be reviewed and such employees may be allowed placement in the Pay Level of the Revised Pay Structure in terms of the instructions contained herein. Their cases need not be referred to the Screening Committee for re-examination.

Sd/- R.V. Suchiang
Principal Secretary to the Govt. of Meghalaya
Finance Department

Memo No. F(PR) – 59/2017/18-A

Dated Shillong, the 19th December, 2017

Copy to:-

1. Principal Accountant General (Audit), Meghalaya, Shillong for information (Attention: CASS Section).
2. Accountant General (A&E), Meghalaya, Shillong for information.
3. All Administrative Departments.
4. All Heads of Departments.
5. All Deputy Commissioners/Sub-Divisional Officers (Civil)
6. All Financial Advisers/Finance & Accounts Officers/Treasury Officers.
7. Secretary, Meghalaya Legislative Assembly.
8. Secretary, Meghalaya Public Service Commission.
9. Director of Printing and Stationery with a request that the Office Memorandum be published in the Gazette of Meghalaya Extraordinary and supply 200 copies of the Office Memorandum to this Department.
10. State Informatics Officer, NIC, Shillong with a request to upload a copy of the Office Memorandum on the website of Finance Department.

By Order etc.,



Deputy Secretary to the Govt. of Meghalaya
Finance (Pay Revision) Department

Clarification on Organised Group ‘A’ Service –

The attributes of an Organised Group ‘A’ Service are laid down in the following paragraphs for reference while considering the grant of Placement Benefits under the Modified Assured Career Progression Scheme (MACPS):-

- (a) A typical uni-functional Group ‘A’ Service has a cadre structure which is constituted in the form of a pyramid with its various layers corresponding to different levels of responsibilities with no functional distinction. The pyramid starts with **Junior Time Scale**, which is generally a direct entry point to Group ‘A’ Posts/Services and passes through **Senior Time Scale**, **Junior Administrative Grade** and **Senior Administrative Grade**. In a number of services, a **Selection Grade** also exists as part of **Junior Administrative Grade**.
- (b) The standard grades of Organized Group ‘A’ Service in the State is generally of the following description –
 - (i) **Junior Time Scale (JTS)** placed at **Level - 15** of the Revised Pay Structure, which is the entry point into Group ‘A’ Service;
 - (ii) **Senior Time Scale (STS)** placed at **Level - 16** of the Revised Pay Structure;
 - (iii) **Junior Administrative Grade (JAG)** placed at **Level - 17** (in some Services **Level-18**) of the Revised Pay Structure; and
 - (iv) **Senior Administrative Grade (SAG)** placed at **Level - 19** of the Revised Pay Structure.
- (c) At least 50% of the vacancies in the **Junior Time Scale (JTS)** in such services are required to be filled by direct recruitment.
- (d) All the vacancies above the **Junior Time Scale (JTS)** and up to the **Senior Administrative Grade (SAG)** level in such services are filled up by promotion from the next lower grade.
- (e) While a service may comprise one or more distinct cadre(s), all such cadres should be governed by composite Service Rules facilitating horizontal and vertical movement of officers of a particular cadre at least up to **Senior Administrative Grade (SAG)** level. The cadre posts of an Organised Service expressly belong to that service. The posts not belonging to any service are classified as General Service and, therefore, an Organised Group ‘A’ Service cannot have posts/grades classified as General Service.
- (f) Such a service consists of two distinct components, namely Regular Duty Posts and Reserves. The reserves are generally of three types, namely –
 - (i) Leave Reserve.
 - (ii) Training Reserve.
 - (iii) Deputation Reserve.

The various types of reserves are usually created and accounted for in the Junior Time Scale.