

**CONTRACT LABOUR
(Regulation & Abolition) Act & Rules**

1. Object of the Act.
 - To regulate and to improve the condition of service of contract labour and where necessary to abolish the same.
2. Applicability
 - Every establishment in which 20 or more workmen are employed as contract labour.
 - Every contractor who employed 20 or more workmen as contract labour and supply to the principal employer to carry out certain work as laid down in the contract.
3. Registration of Establishments
 - Every establishment, covered under the Act, will have to be registered once as the principal employer for the employment of contract labour directly or through contractor.
4. Licensing of Contractors.
 - Contractor, who engaged 20 or more labours, will have to be obtained the licence for appropriate authority by depositing required fee.
 - Valid for specific period of one year.
5. Liability of Principal Employer
 - To ensure provision of rest rooms, supply of drinking water, toilets, canteen and washing facilities.
 - Principal Employer entitled to recover from contractor for providing such amenities from amount payable.
6. Responsibilities & welfare measure by Contractor
 - Wherein contract labours numbering one hundred or more are employed by a contractors, one or more canteens shall be provided and maintained.
 - First Aid facilities to contract labours.
 - Number of rest rooms as required.
 - Drinking water, toilets, washing facilities.
7. Responsibilities of Contractor for Payment of Wages.
 - To pay timely and ensures the disbursement of wages in the presence of the authorized representative of principal employer.
 - Rate of wages not less than the rates as fixed in the agreement.

8. Muster Roll, Wages register by Contractor.

- Contractor shall maintain Muster Roll and Register of wages in the form XVI & XVII respectively.
- Also maintain a Register for damage or loss.
- Obtain a signature or thumb impression of the labour against the entries.
- To display an abstract regarding rate of wages, hours of work, wage period, date of payment in English, Hindi and language spoken by majority of labours.
- Supervision and control of labours are done by the contractor and not by the rep of principal employer.
- Leave to the workmen of contractor must be sanctioned by contractor.
- No advance is paid by principal employer to labours directly. Only contractor must regulate the same.

9. Employment of Female Workers.

- The employment of female contract labours by the contractor is prohibited before 6 am and after 7 pm.
- A separate rest room, toilets are to be provided for female labour.

10. Submission of Half yearly Returns

- Contractor should submit the half yearly return in form XXIV in duplicate to the licencing officer not later than 30 days from the close of half year.
- Principal employer of a registered establishment to send annually a return in form XXV in duplicate and reference may be made to Rule 82.

11. Issue of Service Certificate

- A service certificate may be issued to labour by a contractor & not by principal employer.

12. Contract Agreement

- these are two types of contract
 - a) Genuine - Where principal employer labours on job contract directly.
 - b) Sham - Where principal employer make a contract with the contractor for supply of labours to carry out the specific work.
- The agreement should be drafted and executed on non-judicial stamp paper.
- The agreement must disclose the name, address of contractor and the principal employer.
- The agreement must contain the rights and obligations of both parties.
- The agreement must disclose the place of work, working time, rate of compensation (towards consideration) and consequences arising out of breach of contract.
- Disclose the scope of work, deployment of man power in number, period of validity, compensation, security deposit and terms of payment bills.
- Witness by two witnesses.

- An undertaking proforma should be given by the contractor (page 84).

13. Fees for registration of Licence.

Fees to be paid Registration of Licence depends upon the workmen engaged as contract labours.

Registration	
- Upto 20	Rs. 60/-
- Exceed 20 upto 50	Rs. 150/-
- Exceed 50 upto 100	Rs. 300/-
- Exceed 100 upto 200	Rs. 600/-
- Exceed 200 upto 400	Rs. 1200/-
- Above 400	Rs. 1500/-
Licence	
- Upto 20	Rs. 15/-
- Exceed 20 upto 50	Rs. 37.50
- Exceed 50 upto 100	Rs. 75/-
- Exceed 100 upto 200	Rs. 150/-
- Exceed 200 upto 400	Rs. 300/-
- Above 400	Rs. 375/-

The above fees shall be paid through crossed DD drawn in favour of the Asst Labour Commissioner (Central) Nagpur and made payable of the Union Bank of India.

14. Wages

- No wage period shall exceed one month.
- Where contract labours employed less than 100, such labours shall be paid before expiry of 7th day in other cases before expiry of 10th day.
- Payment of wages shall be made on a working day at work premises and also during the working time.
- Wages due to every worker shall be paid to him or a person authorized by him.
- Principal employer should ensure the presence of his authorized representative at the place and time of disbursement of wages by the contractor.
- The authorized rep. of principal employer shall record under his signature a certificate at the end of the entries of payment register-cum-muster roll in the format,

“Certified that the amount shown in the column No. _____ has been paid to the workman in my presence on _____ at _____”.

Signature of the P.E. Rep.

15. Maintain the records

- Register of contractor in form XII

- Register of worker employed in form XIII
- Employment card in form XIV
- Service certificate (by contractor) in form XV
- Muster Roll, wage register (Form XVI, Form XVII)
- Daily record work perform

Note:

- Various formats are available in the booklet.
- Model Agreement in respect of contractor for canteen and catering services at the premises of the company Available.
- Model Agreement between a company of House eeping contractor for improvement environment in the primises of the company Available

RECORDS MANAGEMENT

ACTIVITIES INVOLVED IN RECORDS MANAGEMENT

Records management covers the activities concerning recording retention, retrieval and weeding out.

STAGE RECORDING

Files should be recorded after action on the issues considered thereon 'has been completed. However, files of purely ephemeral nature containing papers of little **reference or** research value may be destroyed after one year without being formally **recorded.**

PROCEDURE FOR RECORDING

1. After action on the issues (s) considered on the file has been completed , the dealing hand/initiating officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below
 - (a) indicate the appropriate classification of record (vide para 90. below) and in the case of class 'C' also specify the retention period and the year of destruction on the file cover
 - (b) where necessary , revise the'title of the file so that it describes adequately the contents at the stage
 - (c) get the file indexed (vide para 1 01) unless it is to be retained for less than 10 years from the date of closing
 - (d) extract from the file, copies of important decisions, documents, etc., as are considered useful for future reference and add them to the standing guard file/precedent book
 - (e) remove from the file all superfluous papers such as reminders acknowledgements, routine slips, working sheets , rough drafts, surplus copies , etc. and destroy them
 - (f) complete all references and , in particular mark previous and later references on the subject on the file cover,
 - (g) pass on the file clerk will

2. The record clerk will -
 - (a) complete columns (3) and (5) of the file register and correct the entry in column (2) where necessary
 - (b) enter the file number in column (2) of the register for watching progress of recording (Appendix 24)
 - (c) write the word 'recorded ' prominently in red ink, across the entries in the file movement register;
 - (d) indicate pages numbers and other references (except references to alphabetical slips) made in pencil / ink
 - (e) indicate the year of review on the file cover in respect of class ¹Cⁿ files
 - (f) prepare fresh cover, where necessary, with all the entries already made thereon and
 - (g) hand over the file to the daftary

3. The daftary will repair the damaged papers, if any stitch the file and, show it to the record clerk for making entries in the register for watching progress of recording (Appendix 24) before keeping it in the bundle of recorded files.

CLASSIFICATION OF RECORDS

Files may be recorded under any one of the following classes

1. Class 'A¹' meaning 'keep and microfilm'- this clarification will be adopted for
 - (a) files which qualify for permanent preservation for administrative purpose (vide Part 'A¹' of Appendix 25} and which have to be microfilmed because they contain -
 - i. a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum or
 - ii. material likely to be required for frequent reference by different parties.
 - (b) files of historical importance such as those listed in Part '@B' of Appendix 25

2. Class ' B' meaning 'keep but do not microfilm > This class will cover files required for permanent preservation for administrative purposes, such as those listed in Part 'A¹' of Appendix 25, but not containing material of the kind mentioned in (i) or (ii) of sub para (1) (a) above

3. class 'C' meaning 'keep for specified period only'¹ > This class will including files of secondary importance and having reference value for a limited period not exceeding 10 years.

STAGE OF INDEXING

Files will be indexed at the time of their recording, Only those files which are categorised as 'A'¹ and 'B' .and those in the 'C'¹ category which are to be retained for 10 years (vide para , 99) will be indexed.

MANNER OF INDEXING

1. While preparing a file for record (vide para. 98) the dealing hand or the de'sl assistant will underline
 - the 'index head' , i.e., the standard head or the most important catchword in the standard head which will naturally occur to any official searching for the file and which will determine the position of the relevant index slip in the consolidated index and
 - the 'index sub-head'¹ , i.e., the catch-word or catch - words in the standard sub-heads and / or the 'content'¹ of the title which the standard sub-head and /or the content¹ of the title which wil! give a further and more specific clue to the file under search.
2. Where the functional filing system is followed , files need not be indexed under the basic, primary, secondary and tertiary h'eads for which the classification scheme itself will provide the master index. However such files will have to be indexed under the catch-word used in the 'content' part of the title which falls outside the standardised headings .
3. After index heads and sub-heads in the title have been approved by the Section Officer/desk functionary, the recorded clerk/ desk assistant will
 - (a) type out, in duplicate as many index slips as there are index heads and sub-heads underlined-in the title.
 - (b) distinguish the index heads from the sub-heads by typing the former in capital letters
 - (c) indicate at the top of the index slips all the heads and sub-heads mentioned in the title, one below the other, followed by the complete title of the file and the file number, as per specimens in Appendix 26
 - (d) allot a pair of slips to each index head and sub-head by scoring out entries relating to the others as per specimens in Appendix 26
 - (e)

- (f) arrange the index slips in tow sets, one in alphabetical order of the heads/ sub-head for use in the section , and the other in the sequence of file members for the use of the compiler of the departmental index.
 - (g) keep each set of paper index slips in separate spring clip folders for each year and
 - (h) indicate the date of indexing on the file cover and initial it in the space provided for the purpose.
4. Index slips will normally be typed on good quality paper. In the case of important files requiring frequent and urgent reference , however, card indexes could also be prepared. Even here, the duplicate set meant for incorporation in the departmental index will be typed on good quality paper. Card index, where maintained , will be keep according to an alphabetical order of their respective catch-words, in a single series for all the yeara. Each department will issue departmental will issue departmental instructions specifying the classes of files in respect of which card indexes will be maintained.
 5. To ensure consistency and facilitate consolidation of departmental index, files relating to parliamentary business will be indexed not only under the appropriate standard heads and sub-heads but also, under the nature of such business , e.g. Parliament question, cut-motions, resolutions , etc.

CUSTODY OF INDEX SLIPS

1. Index slips will remain in the custody of the record clerk.
2. After all the files relating to a year have been recorded , the set of index slips in respect of that year meant for use within the section (viz., that arranged in alphabetical order) will be nearly stitched and the stitched compilation keep at a convenient place for reference by all concerned.

COMPILATION OF DEPARTMENTAL INDEX

- 1 . The index slips pertaining to files relating to a year will be sent to the compile of the departmental index one year after the close of the year to which they relate. If some files of that year still remain current even at the time of sending the index slips as envisaged above , the dealing hand with the approval of the Section Officer will prepare index slips in respect of such files as are likely to be retained for 10 years or more from the date of recording. These will also be added to the set of slips being sent to the compiler of the departmental index.
2. The compiler of the departmental index will
 - a. edit the index slips

- (i) allowing the full title to appear only on the main index slips, i.e. those indexed under the index heads
 - (ii) scoring out the title on the subsidiary index slips, i.e., those indexed under the index sub-heads and giving a cross reference to the relevant 'index head', as per specimen in Appendix 26 ,
- b. arrange the index slips received from different sections, in alphabetical order in a single series for the department as a whole and
- c. arrange for the printing or cyclostyling of the consolidated departmental index for each year.

PRECEDENT BOOK

Every section will maintain a precedent book in the prescribed form (Appendix 27) for keeping note of important fulling and decisions, having a precedent value for ready reference, Entries in this record will be made at the earliest opportunity and in any case, at the stage of recording the file.

RECORD RETENTION SCHEDULE

1. To ensure that files are neither prematurely destroyed nor kept for periods longer than necessary, every department will
 - (a) in respect of records connected with accounts, observe the instructions contained in Appendix 13 to the General Financial Rules.
 - (b) in respect of records, relating to establishment, personnel and housekeeping matters common to all departments, follow the I schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances
 - (c) in respect of records prescribed in this Manual , observe the retention periods specified in Appendix 28 and
 - (d) in respect of records, connected with its substantive functions, issue a departmental retention schedule prescribing the periods issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved in consultation with the National Archives of India.
- II, The above schedules should be reviewed at least once in 5 years. Custody of records
 1. Recorded files will be keep serially arranged in the sections/desk concerned for not more than one year, after which they will be transferred to the departmental record room, for files due for such transfer the register at Appendix 24 will be consulted.

2. In the event of transfer of work from one section to another the relevant files also will be transferred, after being listed in duplicate in the form at Appendix 29 . One copy of this list will be retained by the section taking over the files for its record and the other acknowledged and returned to the section transferring them
3. Files transferred by a section to the departmental record room will be accompanied by a list of files. (Appendix 29) in duplicate. The will be accompanied by a list of files (Appendix 29) in duplicate. The departmental record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other , duly signed, to the section concerned. In the record room , these lists will be kept sectionwise in separate file covers.
4. The departmental record room will maintain a record review register (Appendix 30) in which a few pages will be allotted for each future year.
 - Class 'C' files marked for review in a particular year will be entered in the page earmarked for that year in the register.
5. files surviving the review undertaken on their attaining the 25th year of life [vide para 107(3)] will be stamped prominently as transferred to NAP and retired to the National Archives. Files transferred to the National Archives will be accompanied by a list of files in triplicate, one copy of which will be returned by the National Archives,, duly signed, to the departmental record room.

REVIEW AND WEEDING OF RECORDS

1. A class 'C' file will be reviewed on the expiry of the specified retention period and ' weeded out unless there are sufficient grounds warranting its further retention. Justification for obtaining a file after review will be recorded on the file with the approval of Branch Officer /Divisional Head concerned . Retention after a review will be for a period not exceeding ten years.
2. Class 'A and class 'B'¹ files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews , the need for revising the original classification f class 'B' files may also be considered.
3. The' year of review of class 'C' files be reckoned with reference to the year of their closing and that for class 1 A* and class 'B' files with reference to the year of their opening.
4. Beginning in January each year, the departmental record room will send to the sections/desk concerned the files due for review in that year, together with a list of files in the form at Appendix 31, in four lots in January , April , July and September.
5. Files received for review will be examined by, or under the directions of, the. Section Office or the desk functionary concerned and those no longer required will be marked for destruction. Other files may be marked for further retention vide sub-paras (2) and (3)

6. After review the record clerk/desk assistant will make entries of revised classification/retention period in the file registers and return them to the departmental record room along with the list (Appendix 31) after completing column (3) thereof.
7. The departmental record room will
 - a transfer class 'A' and class 'B' files surviving the review under taken at the 25th year of their life vide sub-para (3) above to the National Archives;
 - b. in the case of other files
- i. destroy those marked for destruction, after completing column (4) of the list of files (Appendix 29) and
 - ii. restore the rest, i.e. those marked for further retention, to the departmental record stacks after making the required entries in the record review register in the case of class 'C' files.
8. Records not falling within the category of files, e.g. publications, spare copies of circulars, orders, will also be subjected to periodic reviews at suitable intervals and those no longer needed, should be weeded out. To facilitate such reviews each section will maintain a register in the form at Appendix 32.

RECORDS MAINTAINED BY OFFICERS AND THEIR PERSONAL STAFF

Each department may issue departmental instructions to regulate the review and weeding out of records maintained by officers and their personal staff.

REQUISITIONING OF RECORDS

No recorded file will be issued from the sectional departmental or Archival records except against a signed requisition in form b & M 65 in the case of Archival records and in the form at Appendix 33 in the case of other records.

CLASSIFICATION OF RECORDS

Files, after action on the issues considered thereon has been completed, should be recorded and preserved for retention for the purpose of future reference.

Normally the initiating/dealing Official in consultation with his/her Supervisory or Superior under any one of the following CLASSES:

- 1) **CLASS 'A'** - Means keep & microfilm . Under this category the files which qualify for permanent preservation for administrative purpose and which have to be microfilmed because they contain either a document so precious that Its original must be preserved intact and access to it in the original form must be restricted to the barest minimum, OR, material likely to be required for frequent reference by different parties. Files of historical importance also falls under this category of classification.

- 2) CLASS 'B'¹ - Means 'keep but do not microfilm'. Under this category the files required for permanent preservation for administrative purpose but do not contain any document mentioned at (1) above.
- 3) CLASS "C" - Means 'keep for specified period only. Files of secondary importance and having reference value for a limited period not exceeding 10 (ten) years falls under this category of Classification.

RECORDS OF VALUE FOR ADMINISTRATIVE PURPOSES

Papers of the following categories will normally be among those required to be kept indefinitely for administration's use.

- (1) Papers containing evidence of rights or obligations of or against the Government, e.g. title to property, claims for compensation not subject to a time-limit, formal instruments such as awards, schemes, orders, sanctions etc.
- (2) Papers relating to major policy decisions, including those relating to the preparations of legislation.
- (3) Papers regarding constitution, function and working of important committees, working groups, etc.
- (4) Papers providing lasting precedents for important procedures, e.g. administrative memoranda, historical reports and summaries, legal opinion on important matters.
- (5) Papers concerning rules, regulations, departmental guides or instructions of general application.
- (6) Papers concerning rules, regulations, departmental guides or instructions of general application.
- (7) Papers relating to salient features of Organisation and staffing of Government departments and offices.

RECORDS OF HISTORICAL IMPORTANCE,

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially considered as of value to historians >

- (1) Papers relating to the origin of a department or agency of Government; how it was organised; how it functioned; and (if defunct) how and why it was dissolved.
- (2) Data about what the department/agency accomplished. (Samples by way of illustration may be enough; but the need for such samples may be dispensed with where published annual reports are available).
- (3) Papers relating to a change of policy. This is not always easy to recognise, but, which should be kept for (a) a memo for a Minister, (b) The appointment of a departmental or interdepartmental committee or working group, and (c) note for the Cabinet or a Cabinet Committee. Generally there should be a conscious effort to

preserve all such papers, including those, reflecting conflicting points of view. In the case of interdepartmental committees, however, it is important that complete set of papers be kept only by the departments mainly concerned - usually the one providing secretariat.

- (4) Papers relating to the implementation of a change of policy, including a complete set of instructions to executive agencies, etc., and relevant forms.
- (5) Papers relating to a well-known public or international event or cause celebre, or to other events which rise to interest or controversy on the national plane.
- (6) Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain a long period or a wide area.
- (7) Papers cited in or noted as consulted in connection with, official publications.
- (8) Papers relating to the more important aspects of scientific or technical research and development.
- (9) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.
- (10) Papers relating to obsolete activities or investigations, or to abortive schemes in important fields.
- (11) Any other specific categories of records which, according to the departmental instructions issued in consultation with the National Archives, have to be treated as genuine source of economic, etc., or are considered to be of biographical or antiquarian interest.

CLASSIFICATION AND DEFINITION OF DOCUMENTS

1 There are the following four types of security gradings:-

- (A) TOP SECRET
- (B) SECRET
- (C) CONFIDENTIAL
- (D) PERSONAL - NOT FOR PUBLICATION.

A document bearing any of these security classifications is known as classified documents.

DEFINITION

Top Secret Information and material the unauthorised disclosure of which would cause exceptionally grave damage to the nation.

Secret: Information and material the unauthorised disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation or would be of great advantage to a foreign nation.

Confidential :Information and material the unauthorised disclosure of which would be prejudicial to the interests of the nation, any Government activity or individual or would cause administrative embarrassment or be of advantage to a foreign nation.

Personal: Not for publication; Communications to members of the public to make it clear that these communications or the information contained therein should not be published. The information passed on is for his personal use.

Note : Secret classification should be used for highly important matters and this is the highest classification ordinarily used.

Most matters on proper analysis will be classified no higher than confidential, great care must be taken in fixing the classification and to avoid a higher or lower classification being fixed to a document.

DPC AND PROMOTION

DEPARTMENTAL PROMOTION COMMITTEE (DPC)

FUNCTIONS:

1. PROMOTION
2. CONFIRMATION
3. COMPLETION OF PROBATIONARY PERIOD *
4. EFFICIENCY BAR CROSSING *

** SINCE DELETED BY GOVERNMENT OF INDIA*

COMPOSITION OF DPC

1. For all group-A and group-B officers UPSC should be associated for promotion through selection.
2. For non-selection posts UPSC members need not be associated.
3. For confirmation UPSC need not be associated
4. SC/ST representative must be a member of DPC
5. Where UPSC representative is associated; he shall be the chairman of the DPC
6. For group-A and group-B, DPC are conducted at OFB level or ministry of defence
7. For group-C and group-D (except AF, SH, FM) DPC are conducted at the factory level.
8. The frequency of DPC meeting must be once in a year.
9. DPC can be held for promotion only after clear vacancies exist in the grade including retirement
10. The officer on deputation should also be considered by the DPC-proforma promotion –NBR.

PROCEDURE TO BE OBSERVED BY DPC

1. NO PERSONAL INTERVIEW UNLESS SPECIFICALLY PROVIDED IN THE RECRUITMENT RULES.

2. ZONE OF CONSIDERATION
 - A. SELECTION METHOD - $2x + 4$
 - B. NON-SELECTION METHOD -EQUAL TO NO. OF VACANCY
3. THE ZONE OF CONSIDERATION CAN BE EXTENDED FOR SC/ST CANDIDATES TO 05 TIMES OF VACANCIES AS UNDER:

No. of Vacancies	Normal Zone	Zone for Consideration for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the No. of Vacancies + 4	5 times the No. of vacancies

4. DPC HAS FULL DISCRETION TO DEVICE ITS OWN METHODS BASED ON OBJECTIVE ASSESSMENT.
5. DPC SHOULD CONSIDER CRs ONLY FOR THE PRECEDING 05 YEARS.
6. THE DPC SHOULD NOT BE GUIDED MERELY BY OVER ALL GRADING BUT SHOULD GO INTO DETAILS OF VARIOUS ENTRIES.
7. THE REVIEW AUTHORITY AND THE ACCEPTING AUTHORITY HAVE THE FINAL SAY.
8. IN SELECTION METHODS OFFICER SHOULD BE GRADED AS OUTSTANDING, VERY GOOD, GOOD, AVERAGE OR UNFIT.
9. IN NON-SELECTION METHOD OFFICER SHOULD BE GRADED AS FIT OR UNFIT.
10. THE BENCHMARK FOR PROMOTION TO ALL POSTS UP TO GROUP-B IS "GOOD".
11. THE BENCHMARK FOR PROMOTION FROM GROUP-B TO GROUP-A IS "VERY GOOD".
12. THE BENCHMARK IN NON-SELECTION POSTS OF- GROUP-A OFFICER CADRE IS GOOD AND FOR ALL OTHER SELECTION POSTS IS "VERY GOOD" EXCEPT JA(SG)/NF.
13. THE YEARWISE PANELS SHOULD BE PREPARED BY THE DPC.

PROCEDURE TO BE FOLLOWED BY DPC IN CASE EMPLOYEES INVOLVED IN DISCIPLINARY CASES

THIS INVOLVES:

- A. 1. EMPLOYEES UNDER SUSPENSION
- 2. WHERE DISCIPLINARY ACTION IS PENDING
- 3. CRIMINAL CASES

B. SEALED COVER PROCEDURE

SEALED COVER TO BE OPENED AND OPERATED ONLY IF EMPLOYEE IS EXONERATED IN DISCIPLINARY PROCEEDINGS

C. WHERE DISCIPLINARY ACTION ENDS IN IMPOSITION OF PENALTY THE SEALED COVER SHOULD NOT BE OPERATED.

D. VALIDITY OF DPC PROCEEDINGS

VALID FOR ONE YEAR UNDER NORMAL CONDITIONS AND COULD BE EXTENDED UP TO 18 MONTHS UNDER SPECIAL CIRCUMSTANCES.

E. APPOINTING AUTHORITY HAS RIGHT TO DISAGREE WITH THE RECOMMENDATIONS OF DPC.

F. APPOINTING AUTHORITY HAS TO TAKE DECISION WITHIN A PERIOD OF 03 MONTHS OF THE DATE OF HOLDING DPC

ASSURED CAREER PROGRESSION SCHEME (ACP)

- 1. ACP IS INTRODUCED BASED ON THE RECOMMENDATIONS OF THE 5TH PAY COMMISSION.
- 2. NOT APPLICABLE FOR GROUP-A OFFICERS.
- 3. GOVT. ORDERS ISSUED WITH EFFECT FROM 09.08.1999
- 4. APPLICABLE TO ALL CENTRAL GOVT. EMPLOYEES WHO HAVE COMPLETED 12 | 24 YEARS OF SERVICE IN THEIR ENTRY GRADE.
- 5. THE SCHEME ASSURES MINIMUM 02 FINANCIAL UPGRADATIONS IN THE SERVICE CAREER OF AN INDIVIDUAL.
- 6. THE SCHEME IS NOT BASED ON THE VACANCIES, HOWEVER PRESCRIBED PROCEDURES FOR PROMOTIONS ETC SHALL BE FOLLOWED.
- 7. THE SCREENING COMMITTEE (DPC) SHALL MEET TWICE IN A YEAR ON 1ST OF JANUARY AND 1ST OF JULY.

8. RESERVATION ORDERS FOR SC I ST DO NOT APPLY IN ACP.
9. AN EMPLOYEE WHO HAS NOT RECEIVED ANY PROMOTION IN 24 YEARS COULD BE GRANTED 02 FINANCIAL UPGRADATION DIRECTLY AFTER COMPLETING 24 YEARS OF SERVICE AS ON 09.08.1999
10. TRADE TEST IS REQUIRED FOR ACP UPGRADATION.
11. THE DESIGNATION OF THE EMPLOYEE SHALL BE BRACKETTED WITH APC-I AND APC-II.
12. REDESIGNATION AND COMPASSIONATE GROUND, TRANSFER ETC. THE EARLIER SERVICES RENDERED SHALL BE COUNTED FOR FINANCIAL UPGRADATION.
14. FITMENT OF INDUSTRIAL EMPLOYEES ON ACCOUNT OF ECC ORDERS WILL NOT COUNT AS FINANCIAL UPGRADATION UNDER ACPS
15. HS-I EMPLOYEES SHALL BE DIRECTLY PLACED IN THE CH-II PAY SCALE IF COVERED UNDER ACP SCHEME.
16. GROUP-D EMPLOYEES APPOINTED TO LDC/SK, SHALL BE ELIGIBLE FOR ACP-I I ACP-II FROM DATE OF APPOINTMENT AS LDC/SK.