

No.A.45011/1/2019-P&AR (ARW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS WING)



Mizoram Secretariat
Mizoram New Capital Complex
Basement - 2, Room No. 081
Aizawl, Mizoram-796001

Aizawl, the 1st June, 2020

OFFICE MEMORANDUM

Subject: *Modified Assured Career Progression Scheme for the Mizoram Government Employees, 2020.*

The Governor of Mizoram is pleased to introduce the Modified Assured Career Progression Scheme, 2020 as under:

- 1 This Scheme shall be called, '***The Modified Assured Career Progression Scheme, 2020***' (hereinafter referred to as MACPS, 2020) for the Mizoram State Government Employees.
- 2 It shall come into effect from the date of issue of this Office Memorandum. The financial benefits will accrue from the date this Scheme comes into effect.
- 3 The details of the MACPS, 2020 and conditions for grant of the financial upgradation under the Scheme are given in *Annexure-I*.
- 4 The Modified Assured Career Progression Scheme, 2020 shall be applicable to all regular employees under the Government of Mizoram. Casual employees, muster roll/provisional employees, co-terminus employees, any employee granted temporary status and those appointed/engaged in the State Government on ad hoc, contract and officiating basis shall not qualify for benefits under this scheme.

5 DEPARTMENTAL SCREENING COMMITTEE:

A Departmental Screening Committee (DSC) shall be constituted in each Department to consider the case for grant of financial upgradation under the MACPS, 2020. The composition of the Departmental Screening Committee shall be as follows:

Group A & B (Gazetted)

1	Secretary of the concerned department	-	Chairman
2	Representative of DP&AR(ARW)	-	Member
3	Representative of the Administrative Department not below the rank of Under Secretary	-	Member-Secretary

Group B, C & D (Non-Gazetted)

1	Head of Department	-	Chairman
2	Representative of DP&AR(ARW)	-	Member
3	Dy. Director (Admin.) or equivalent rank	-	Member-Secretary

6 ANNUAL CONFIDENTIAL REPORT/PERFORMANCE APPRAISAL REPORT:

- a) The financial upgradation under the Scheme shall be subject to fitness based on the ACR/PAR of the government employee. The Departmental Screening Committee (DSC) shall assess the suitability of the employee based on the ACRs/PARs for 5(five) years preceding the eligibility date minus 1(one) immediate year (The term 'year' in this context refers to the financial year). If more than 1(one) ACRs/PARs have been written for a particular year, all the ACRs/PARs for the relevant years shall be considered together as the ACR/PAR for one year.

Illustration:

A government servant is eligible for financial upgradation on 01.06.2020 (2020 – 2021 financial year), the DSC should consider the ACR/PAR of the following years: 2014-2015, 2015-2016, 2016-2017, 2017-2018 and 2018-2019

- b) Where one or more ACR/PAR have not been written during the relevant period, the DSC may consider ACR/PAR of 1(one) preceding year beyond the relevant period.
- c) Provided that the ACR/PAR of at least 4(four) of the five years should not be below the prescribed benchmark for eligibility of financial upgradation.
- d) If a government servant's financial upgradation under MACPS, 2020 is delayed/withheld on account of not getting benchmark grading in the ACR/PAR as per analogies stated above, his ACR/PAR for subsequent year(s) shall be considered. If he obtained the required number of benchmark(s) only after the financial year of his eligibility date for financial upgradation, he will be granted financial upgradation on 1st April of the year he obtained the required number of benchmarks in the subsequent years. The benchmark(s) shall be taken from five consecutive years.

Illustration:

If the government servant in the above illustration obtained only 2(two) benchmarks, his ACR/PAR for subsequent years (2019-2020, 2020-2021, 2021-2022...) should be considered. If he obtained the required number of benchmarks only in the financial year 2021-2022, then he will be granted financial upgradation on 01.04.2021.

7 **BENCHMARK FOR ASSESSMENT.**

The ACR/PAR benchmark for assessment of the eligibility for financial upgradation under MACPS, 2020 shall be as follows:

Group	Benchmark	
	PAR	ACR
Group A	6	Very Good
Group B (Gazetted)	-	Very Good
Group B (Non-Gazetted)	-	Good
Group C & D	-	Good

- 8 In order to prevent undue strain on the administrative machinery, the Departmental Screening Committee (DSC) shall follow a time-schedule and meet twice in a financial year. The time schedule for meeting of the Departmental Screening Committee (DSC) is as shown below:

Month	
January	Cases matured during preceding April - September
July	Cases matured during preceding October - March

- 9 The standard/prescribed proforma of list of eligible employees for financial upgradation under MACPS, 2020 to be enclosed in the agenda note is at *Annexure-II*.
- 10 Any interpretation/clarification of doubts as to the scope and meaning of the provisions of the MACPS, 2020 shall be given by the Department of Personnel & Administrative Reforms (Administrative Reforms Wing).
- 11 All authorities having cases of employees due for financial upgradation under the Scheme shall submit updated Service Card/Service Book along with Volume-II to DP&AR (ARW) for checking with due information as per *Annexure-III* prior to consideration by the duly constituted Departmental Screening Committee.
- 12 This Scheme supersedes the MACPS, 2010 issued vide Office Memorandum No. B. 12014/1/2010-P&AR (ARW) dated 24.08.2011 and all its subsequent clarifications and other related Notification and Office Memorandum.
- 13 This issues with the approval of the Council of Minister vide No. J. 11011/1/2020-POL/Vol-II dated 11.05.2020.

Sd/- R. LALTHAZUALA
Joint Secretary to the Govt. of Mizoram
DP&AR (ARW)

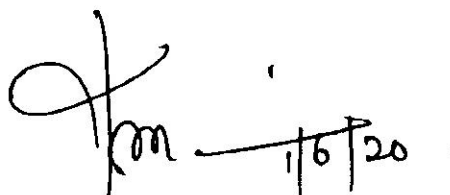
Memo No.A.45011/1/2019-P&AR(ARW)

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Aizawl, the 1st June, 2020

Copy to:

1. Secretary to the Governor, Mizoram
2. Addl. Chief Secretary to the Chief Minister, Mizoram
3. P.S to Speaker/Ministers/Dy. Speaker/Ministers of State, Mizoram.
4. Sr. PPS to Chief Secretary, Govt. of Mizoram
5. P.S to all Principal Secretaries/Commissioners/ Secretaries.
6. All Administrative Departments/Heads of Department.
7. Controller, P&S with 5(five) spare copies for publication in the Mizoram Gazette.
8. Web Manager, DP&AR.
9. Guard file.

A handwritten signature in black ink, appearing to be 'Lalmuankima', followed by a horizontal line and the date '1/6/20'.

(LALMUANKIMA)

**Under Secretary to the Govt. of Mizoram
DP&AR (ARW)**

MODIFIED ASSURED CAREER PROGRESSION SCHEME, 2020

- 1 There shall be 3(three) financial upgradations under the MACPS, 2020, counted from date of joining the post on direct entry on completion of 10, 20 and 30 years service, respectively, or 10 years of continuous service in the same Level in Pay Matrix, whichever is earlier, as illustrated below.

Illustration:

- A. (i) A Government servant gets his first regular promotion on completion of 8 years of service and then continues in the same level for further 10 years without any promotion, his 1st financial upgradation will lapse and he would be eligible for 2nd financial upgradation after completion of 18 years (8+10 years) from the date of entry.
- (ii)(a) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation on completion of further 10 years of service i.e. after 28 years (8+10+10) from the date of entry.
- (ii)(b) However, if he gets 2nd promotion after 5 years of further service from 2nd upgradation [i.e. on completion of 23 years (8+10+5 years)], then he would get 3rd financial upgradation on completion of 30 years of service.
- (iii) If, after 2nd upgradation, he gets 2nd promotion but before 20th year (say 19th year) from entry into service, then he gets 3rd upgradation on completion of further 10 years from 2nd promotion (i.e. on the 29th year of service)
- (iv) If he gets 2nd promotion on, say, 15th year from entry into service (i.e. before 2nd upgradation is due), his 2nd upgradation will lapse and he will get 3rd upgradation on completion of further 10(ten) years from 2nd promotion.
- B. (i) If a Government servant is granted 1st financial upgradation on completion of 10 years of service, and 5 years later, he gets 1st regular promotion, the 2nd financial upgradation (in the next level w.r.t. level held by the Government servant) will be granted on completion of 20 years of service. On completion of 30 years of service, he will get 3rd upgradation.
- (i) (a) If, after 2nd upgradation on completion of 20 years of service, he gets 2nd promotion before 30 years of service, he will also get 3rd upgradation on completion of 30 years of service.
- (ii) However, if two promotions are earned after 1st upgradation but before completion of 20 years of service, 2nd upgradation will lapse and only 3rd financial upgradation would be admissible on completion of 10 years of service from the date of 2nd promotion or on completion of 30 years of service, whichever is earlier.

(iii) If he is granted 2nd financial upgradations on completion of 20 years of service and then gets 1st promotion (and even 2nd promotion) before 30 years of service, he would get 3rd upgradation on completion of 30 years of service.

- 2 The phrase 'direct entry' shall mean the last direct entry into any regular post in the State Government which an employee holds substantively. However, if a government servant holding a post substantively has applied for other post having the same or lower pay scale through proper channel and has been selected, 'direct entry' shall mean the entry to the first post.
- 3 If three promotions are earned, no further financial upgradation will be granted.
- 4 If a Government servant had been granted 1st financial upgradation under MACPS 2010, he will be eligible for granting of 2nd and 3rd financial upgradations only under this scheme. If he had been granted 2nd financial upgradation under MACPS 2010, he will be eligible for granting of 3rd financial upgradation only under this scheme. If he had been granted 3rd financial upgradation under MACPS 2010, no financial upgradation will be granted under this scheme.
- 5 The MACPS, 2020 envisages merely placement in the immediate next higher level in the hierarchy of the Pay Matrix as given in Annexure-I of *The Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018*. Thus, the level in the Pay Matrix at the time of financial upgradation under the MACPS, 2020 can, in certain cases where regular promotion is not between two successive levels in the Pay Matrix, be lower than what is available at the time of regular promotion. In such cases, the higher level in the Pay Matrix attached to the next promotion post in the hierarchy of the concerned cadre/organisation will be given only at the time of regular promotion.
- 6 The financial upgradation under the MACPS, 2020 would be admissible up-to Level 14 in the Pay Matrix.
- 7 (i) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme as per Para 12(i) of the *Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018*.
(ii) There shall, however, be no further fixation of pay at the time of regular promotion, if it is in the same pay level as granted under this scheme.
(iii) However, at the time of actual promotion, if it happens to be in a post carrying higher pay Level than what is available under MACPS, 2020, then he shall be placed in the level to which he is promoted at a cell in the promoted level equal to the figure being drawn by him on account of this MACPS. If no such cell is available in the level to which promoted, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix. The employee may have an option to get this fixation done either on the date of promotion or with effect from the date of next increment as per the option to be exercised by him.

- 8 In the case of employees granted financial upgradations under MACPS, 2010, their revised pay under *The Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018* will be fixed with reference to the pay scale granted to them under the MACPS, 2010.
- 9 With regard to fixation of pay on grant of financial upgradation under MACPS, 2020, a government servant has an option under FR 22(l) (a) (l) to get his pay fixed in the next higher level of pay either from the date of his upgradation or from the date of his next increment. The pay and the date of increment will be fixed in accordance with the relevant provision of *The Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018*.
- 10 'Regular Service' for the purposes of MACPS, 2020 shall commence from the date of joining of a post in direct entry on regular basis either on direct recruitment basis or absorption basis for the last time.
- 11 'Regular Promotion/Promotion' shall mean promotion earned through seniority, Limited Departmental Examination and in situ promotion.
- 12 Date of promotion shall be taken from the date of joining the promotional post.
- 13 'Regular service' shall include all period spent on deputation/foreign service/study leave and all other kinds of leave, duly sanctioned by the competent authority.
- 14 Past service rendered by a Government servant in Statutory Body/Autonomous Body/Public Sector Organization before appointment under the Mizoram State Government shall not be taken into reckoning.
- 15 Service rendered on ad hoc/contract basis/officiating basis, if any, followed by regularization/confirmation without interruption of service shall be taken into reckoning for the purpose of granting financial upgradation in respect of those who were regularized/confirmed before the effective date of this scheme. If, after appointed on ad hoc/contract/officiating basis, fresh direct recruitments/appointments are made in respect of an ad hoc/contract/officiating employee, service shall be counted from the date of such fresh direct appointment.
- 16 One-third of the service rendered on ad hoc/contract basis, if any, followed by regularization without interruption of service shall be taken into reckoning for the purpose of granting financial upgradation in respect of those who are regularized on or after the effective date of this scheme.
- 17 One-third of the service rendered on muster roll/provisional employee basis prior to regularization shall be taken into reckoning, if regularized, for the purpose of granting financial upgradation.

- 18 On calculating one-third in respect of para 16 & 17, a fraction may arrive. In such a case, 0.5 or above may be rounded off to next higher whole number, and any fraction below 0.5 may be ignored. Further, past service shall be counted in terms of whole year only. In order to compute a whole year, a fraction may arrive. In such a case, a period of 6(six) or more months may be rounded off to one year, and below 6(six) months may be ignored.
- 19 The period of service rendered under CSS, if followed by absorption after implementation of this scheme, shall not be counted for the purpose of granting financial upgradation under this scheme.
- 20 The MACPS, 2020 shall be applicable to Work-charged Employees.
- 21 Existing time-bound promotion scheme, including in-situ promotion scheme or any other kind of non functional promotion scheme existing for a particular category of employees in an organisation/service cadre may continue to be operational for the concerned category of employees. However, these Schemes shall not run concurrently with MACPS, 2020 unless specific order/instruction is issued by the Government of Mizoram. In other words, this scheme shall not be applicable to these categories of employees unless a specific order is made by the competent authority i.e. DP&AR(ARW).
- 22 The MACPS, 2020 is directly applicable only to Mizoram State Government employees. It will not get automatically extended to employees of State Autonomous/Statutory Bodies under the administrative control of the State department. Keeping in view the financial implications involved, conscious decision in this regard shall have to be taken by the respective Governing Board/Body of Directors and the administrative department concerned where it is proposed to adopt the MACPS, 2020.
- 23 Financial upgradation may be deferred due to reason of the employee being found unfit or due to departmental proceedings, EOL other than on medical ground, absence or otherwise treated as 'not on duty', etc. If any financial upgradation is deferred in such cases, this would have consequential effect on the subsequent financial upgradation(s) which would also get deferred to the extent of delay in grant of upgradation(s).

Illustration:

- (A) A government servant's 1st financial upgradation under MACPS, 2020 is delayed for 50 (fifty) days due to imposition of penalty; his subsequent eligibility date of financial upgradations will be computed as shown below, provided that no further penalty is awarded to the government servant:

	Eligibility date if no penalty is given	Actual eligibility date after deducting penalty period
1 st	01.07.2020	21.08.2020 (+50 days)
2 nd	01.07.2030	21.08.2030 (+50 days)
3 rd	01.07.2040	21.08.2040 (+50 days)

- (B) In case he gets another penalty of 25 (twenty five) days before eligibility date of 2nd upgradation, his eligibility date will be as below:

	Eligibility date if no penalty is given	Actual eligibility date after deducting penalty period
1 st	01.07.2020	21.08.2020 (+50 days)
2 nd	01.07.2030	16.09.2030 (50+25=75 days)
3 rd	01.07.2040	16.09.2040 (50+25=75 days)

- 24 Only those having Vigilance Clearance from Vigilance Department shall be granted financial upgradation under this scheme.
- 25 On grant of financial upgradation under this Scheme, there shall be no change in designation, group classification or status. However, the benefits/entitlements which are linked to the pay drawn by an employee in respect of HBA and allotment of government accommodation shall be permitted.
- 26 In the matter of disciplinary/penalty proceedings, grant of benefit under this Scheme shall be subject to rules governing normal promotion. Such cases shall therefore be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.
- 27 The MACPS, 2020 contemplates merely placement on personal basis in the immediate higher level in the Pay Matrix and shall not amount to actual/functional promotion to the employees concerned. In other words, it is a non-functional financial upgradation of pay.
- 28 Financial upgradation under the MACPS, 2020 shall be purely personal to the employees and shall have no relevance to his seniority position.
- 29 Pay drawn in the level of the Pay Matrix allowed under the MACPS, 2020 shall be taken as the basis for determining the terminal benefits in respect of a retiring employee.
- 30 A government servant who has already enjoyed financial upgradation(s) under MACPS, 2010 shall be deemed to have been granted financial upgradation(s) as specified at para 4 of this scheme.
- 31 In case an employee is declared surplus in his/her department/organization and appointed in the same or lower level of the Pay Matrix in a new department, the regular service rendered by the employee in the previous department shall be counted as qualifying service for computation of his/her financial eligibility under MACPS, 2020. However, financial upgradation shall be allowed in the immediate next higher Pay Level of the existing pay.
- 32 In case an employee after getting promotion/MACPS, 2020 seeks unilateral transfer to a lower post or lower pay level, he/she will not be entitled for the next financial upgradation, but will be eligible for further financial upgradation.

- 33 If a regular promotion has been offered but was refused by an employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been granted and the employee subsequently refuses the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation under the Scheme till he agrees to be promoted. If he is promoted then, the subsequent financial upgradation(s) shall also be deferred to the extent of period of debarment due to the refusal. Refusal for promotion, if any, should invariably be reflected in the Service Book/Service Card.
- 34 Employees on deputation need not revert to the parent department for availing the benefit of financial upgradation under MACPS, 2020. They may exercise a fresh option to draw the pay in the level of the Pay Matrix attached to the post held by them on deputation or the pay level admissible to them under MACPS, 2020, whichever is beneficial to the employee. In case, the employee opts to draw pay in the pay level admissible to him/her under MACPS, the deputation (duty) allowance shall be regulated by the instructions on grant of deputation (duty) allowance issued by the Government from time to time.
- 35 There may be posts which are amalgamated/merged with its promotional post or re-designated and placed in same level of the pay. Such cases shall not amount to Regular Promotion within the meaning of MACPS, 2020.
- 36 There are employees whose scale of pay has been upgraded to a higher scale of pay after passing *in-service* training, like Section Assistant to Trained Section Assistant. In such a case, such upgradation shall not be treated as Regular Promotion in terms of MACPS, 2020. Further, in such cases, matching of pay level may be done on the date of completion of the in-service training course as illustrated below:

	Entry pay	1 st upgradation	2 nd upgradation	3 rd upgradation
Existing pay with MACP	Level 4	Level 5	Level 6	Level 7
Matching of pay after training	Level 5	Level 6	Level 7	Level 8

- 37 Post(s) that are upgraded/converted to a higher scale of pay by administrative decision and where fixation of pay in respect of the incumbent so upgraded is done under the provision of FR 22(1)(a)(1), then it shall be construed as Regular Promotion.
- 38 There may be instances of senior employees drawing less pay than junior employee as a result of financial upgradation(s) earned under MACPS, 2020, then, stepping up of pay shall be admissible on the following conditions:
- Both the senior and junior employees should enter into service in the same post in the same department or in the same cadre.

- b) The senior employee should draw equal or more pay than the junior before receiving any financial upgradation under MACPS, 2020.
- c) If promotion(s) is/are earned, the senior employee should remain senior to his junior employee in the promotional post(s).
- d) The anomaly should be directly the result of fixation of pay on grant of financial upgradation under MACPS, 2020.

If such cases arise, then the pay of the senior employee shall be stepped up at par with the junior employee from the date of granting of financial upgradation of pay to the junior employee.

- 39 There may arise cases in which date of promotion and date of financial upgradation under this Scheme fall on the same date. In such a situation, financial upgradation under this scheme shall be fixed from the pay drawn immediately before such promotion.
- 40 If, after the implementation of the *Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules 2018*, the pay of a post/cadre is upgraded to a higher level of pay, no matching of pay as per illustration at para 36 shall be done under this scheme.

Example:**As per illustration A:****Upgradation of LDC**

Date of Entry	1 st promotion	1 st upgradation	2 nd upgradation	2 nd promotion	3 rd upgradation	Remarks
1.6.2010 Level 4	1.6.2018 Level 6	Lapsed	1.6.2028 Level 7	-	1.6.2038 Level 8	Para 1A(i) & 1A(ii)(a)
1.6.2010 Level 4	1.6.2018 Level 6	Lapsed	1.6.2028 Level 7	1.6.2033 Level 7	1.6.2040 Level 8	Para 1A(ii)(b)
1.6.2010 Level 4	1.6.2018 Level 6	Lapsed	1.6.2028 Level 7	1.6.2029 Level 7	1.6.2039 Level 8	Para 1A(iii)

Date of Entry	1 st promotion	1 st upgradation	2 nd promotion	2 nd upgradation	3 rd upgradation	Remarks
1.6.2010 Level 4	1.6.2018 Level 6	Lapsed	1.6.2025 Level 7	Lapsed	1.6.2035 Level 8	Para 1A(iv)

As per illustration B:**Upgradation of LDC**

Date of Entry	1 st upgradation	1 st promotion	2 nd upgradation	2 nd promotion	3 rd upgradation	Remarks
1.6.2010 Level 4	1.6.2020 Level 5	1.6.2025 Level 6	1.6.2030 Level 7	-	1.6.2040 Level 8	Para 1B(i)

Date of Entry	1 st upgradation	1 st promotion	2 nd upgradation	2 nd promotion	3 rd upgradation	Remarks
1.6.2010 Level 4	1.6.2020 Level 5	1.6.2025 Level 6	1.6.2030 Level 7	1.6.2037 Level 7	1.6.2040 Level 8	Para 1B(i)(a)

Date of Entry	1 st upgradation	1 st promotion	2 nd promotion	2 nd upgradation	3 rd upgradation	Remarks
1.6.2010 Level 4	1.6.2020 Level 5	31.1.2023 Level 6	1.1.2029 Level 7	Lapsed	1.1.2039 Level 8	Para 1B(ii)

Date of Entry	1 st upgradation	2 nd upgradation	1 st promotion	2 nd promotion	3 rd upgradation	Remarks
1.6.2010 Level 4	1.6.2020 Level 5	1.6.2030 Level 6	1.1.2033 Level 6	-	1.6.2040 Level 7	Para 1B(iii)

Date of Entry	1 st upgradation	2 nd upgradation	1 st promotion	2 nd promotion	3 rd upgradation	Remarks
1.6.2010 Level 4	1.6.2020 Level 5	1.6.2030 Level 6	1.1.2033 Level 6	1.7.2039 Level 7	1.6.2040 Level 8	Para 1B(iii)

