No.F.6(1)-FIN(PC)/2009
GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

Dated, Agartala, the 14th May, 2009

MEMORANDUM

Subject :- **Circulation of formats for initiating proposals under Assured Career Progression (ACP)**

The undersigned is directed to inform that a new scheme titled "Assured Career Progression (ACP) has been introduced with effect from 1st January, 2006 under Rule 10 of the Tripura State Civil Services (Revised Pay) Rules, 2009 in replacement of Career Advancement Scheme (CAS) provided under TSCS(Revised Pay) Rules, 1999. Now in pursuance of sub-rule 3 of Rule 10 of the TSCS(Revised Pay) Rules, 2009, the undersigned is directed to circulate herewith the formats to be used for initiating proposal and sanction of providing benefit under ACP.

Enclo: As Stated

14/5/09

(**N.Darlong**)
Joint Secretary to the
Government of Tripura

To

Secretary In-charge of all Departments /All Heads of Departments

Copy to :

1. Secretary to the Governor, Tripura, Agartala
2. Secretary to the Chief Minister, Tripura, Agartala
3. PS/PA to all Ministers, Tripura
4. Joint Secretary to the Chief Secretary, Tripura
5. Secretary, Tripura Legislative Assembly, Agartala
6. Registrar, Guwahati High Court, Agartala Bench, Agartala
7. Secretary, TPSC, Agartala
8. Accountant General (Audit), Tripura
9. Sr. Dy. Account General (A&E), Tripura, Agartala
10. All Treasury Officers/ Sub-Treasury Officers

Format-I

Format for initiating proposal for providing benefit under ACP as per TSCS(Revised Pay) Rules, 2009 for persons entered into the cadre service as direct recruit

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1] Name of Govt. Servant :

2] Name of the Cadre to which the officer/ employee now belongs :

3] Name of office where now posted :

4] Name of Cadre controlling Department :

5] Grade in which he/ she at present serving :

6] Pre-revised pay scale and grade under TSCS (RP) Rules, 1999 held at the time of coming over to the TSCS (RP) Rules, 2009 wherever applicable :

7] Date of entry into cadre indicating grade & pay scale as direct recruit :

8] Promotion(s)/grade movement, upper pay scale movement availed or benefit consumed as CAS as interpreted from Finance Deptt. in reference to TSCS (RP) Rules, 1999 after direct entry in the cadre

Date of movement	Pay scale		Grade	
	From	To	From	To

9] Number of CAS/ ACP benefit already provided as per materials given in item No.8 :

10] ACP benefit proposed to be provided under ROP, 2009 (ACP-1, ACP-2 & ACP-3) along with date :

11] Band Pay in which benefit of ACP :

is proposed to be provided

12] Grade pay to which benefit of ACP is proposed to be provided :

13] Pay in the pay band proposed to be fixed along with DNI under ACP :

14] Justification for entitlement of proposed ACP benefit covering points viz.

i) Total period of service rendered in the entire service career :

ii) Date when last promotion/ upgradation, CAS/ACP consumed :

(iii] No. of years completed on receipt / consumption of benefit mentioned in (ii) above :

Signature of Head of Office
(with name & designation)

Decision of the Head of Department in respect of sanction of ACP

Signature of Head of Department
Name:
Designation :

Format-II

Format for initiating proposal for providing benefit under ACP as per TSCS(Revised Pay) Rules, 2009 for persons entered into the cadre service on promotion:

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1] Name of Govt. Servant :

2] Name of the Cadre to which the officer/ employee now belongs :

3] Name of office where now posted :

4] Name of Cadre controlling Department :

5] Grade in which he/ she at present serving :

6] Pre-revised pay scale and grade under TSCS (RP) Rules, 1999 held at the time of coming over to the TSCS (RP) Rules, 2009 wherever applicable :

7] Name of feeder post(s) from where the incumbent got promotion to the existing cadre with date of entry :

8] Benefit of promotion(s) / upgradation(s) under CAS/ ACP received while serving in the channel of feeder post and

9] Date of entry in the present cadre indicating grade & pay scale as direct recruit :

10] Promotion(s)/grade movement, upper pay scale movement availed or benefit consumed as CAS as interpreted from Finance Deptt. in reference to in the TSCS (RP) Rules, 1999 after 1st entry in the channel of feeder post and in the cadre where he is at present serving

Date of movement	Pay scale		Grade	
	From	To	From	To

11] Number of CAS/ ACP benefit already provided as per material given in item No.10 :

12] Band Pay in which benefit of ACP is proposed to be provided :

13] Grade pay to which benefit of ACP is proposed to be provided :

14] Pay in the pay band proposed to be fixed along with DNI under proposed ACP :

15] Justification for entitlement of proposed ACP benefit covering points viz.

i) Total period of service rendered in the entire service career including feeder post(s) :

ii) Date when last promotion/ upgradation, CAS/ACP consumed

(iii] No. of years completed on receipt / consumption of benefit mentioned in (ii) above

Signature of Head of Office
(with name & designation)

Decision of the Head of Department in respect of sanction of ACP

Signature of Head of Department
Name
Designation

Format-III

Format for initiating proposal for providing benefit under ACP as per TSCS(Revised Pay) Rules, 2009 for Government employees other than cadre service

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1] Name of Govt. Servant :

2] Name of Department in which the employee has been serving :

3] Name of office where now posted :

4] Post in which he/ she at present serving :

5] Pre-revised pay scale and grade under TSCS (RP) Rules, 1999 held at the time of coming over to the TSCS (RP) Rules, 2009 wherever applicable :

6] Date of direct entry into Government service under the State of Tripura along with name of post and pay scale :

7] Promotion(s)/grade movement, upper pay scale movement availed or benefit consumed as CAS as interpreted from Finance Deptt. in reference to in the TSCS (RP) Rules, 1999 after direct entry into State Government service

Date of movement	Pay scale		Grade	
	From	To	From	To

8) Number of CAS/ ACP benefit already provided as per materials given in item No.7

9]	ACP benefit proposed to be provided under ROP, 2009 (ACP-1, ACP-2 & ACP-3) along with date	:
10]	Band Pay in which benefit of ACP is proposed to be provided	:
11]]	Grade pay to which benefit of ACP is proposed to be provided	:
12]	Pay in the pay band proposed to be fixed along with DNI under proposed ACP	:
13]	Justification for entitlement of proposed ACP benefit covering points viz.	
i)	Total period of service rendered in the entire service career	:
ii)	Date when last promotion/ upgradation, CAS/ACP consumed	
(iii]	No. of years completed on receipt / consumption of benefit mentioned in (ii) above	

<u>Signature of Head of Office</u>
(with name & designation)

Decision of the Head of Department in respect of sanction of ACP

<u>Signature of Head of Department</u>
Name:
Designation :