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

( 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
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

Name of Government Servant:

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

Name of Office where now posted:

Name of Cadre controlling Department:

Grade in which he/ she at present serving:

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:

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

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:

<table>
<thead>
<tr>
<th>Date of movement</th>
<th>Pay scale</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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:

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

<table>
<thead>
<tr>
<th>Date of movement</th>
<th>Pay scale From</th>
<th>To</th>
<th>Grade From</th>
<th>To</th>
</tr>
</thead>
</table>
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 for initiating proposal for providing benefit under ACP as per TSCS( Revised Pay) Rules, 2009 for Government employees other than cadre service

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

<table>
<thead>
<tr>
<th>Date of movement</th>
<th>Pay scale</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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: