

स./No.6-01/2023-Adm.I

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/Directorate of Plant Protection, Quarantine & Storage

एन.एच.-4, फरीदाबाद (हरियाणा)/N.H.-IV, Faridabad (Haryana) – 121001

दिनांक/Date: 14th February, 2024

परिपत्र/CIRCULAR**Subject:-Grant of Financial up-gradation under Modified Assured Career Progression Scheme in the Central Government Civilian Employees.**

Attention of all Officer-In-Charge(s)/Head of Office(s) in the Directorate is invited to the provisions contained in para No. 6 of Government of India O.M. No.35034/3/2015-Estt. (D), dated 22nd October, 2019, which provide that in order to prevent undue strain on the Administrative Machinery, the Screening Committee shall meet **twice** in a financial year i.e., preferably in first week of **January** and first week of **July** of a year for advance processing of the cases maturing in that half. Cases maturing during the **first half (April-September)** of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the **first week of January**. Similarly, the Screening Committee meeting in the **first week of July** of any financial year shall process the cases that would be maturing during the **second half (October - March)** of the same financial year.

2. It has however been noticed that most offices are not submitting proposals as per the aforesaid time schedule for grant of financial up-gradation under MACP Scheme in respect of eligible employees posted at their respective stations.

3. It is, therefore, requested that all Officer-In-Charge(s)/ Head of Office(s) of all Regional/Sub-offices of the Directorate shall submit proposals for grant of MACP benefits i.r.o. Group 'A' Officers and Plant Protection Officers (all streams) of this Directorate whose cases have already matured for MACP but MACP not granted as well as i.r.o. employees whose cases for MACP shall mature during **April-September, 2024 in the enclosed proforma by 25th February, 2024 positively.**

Encl : Proforma

Signed by Kusum Goel

Date: 14-02-2024 17:43:36

(Kusum Goel)

Chief Administrative Officer

To**All Officer In-Charge(s)/H.O.O(s) of the Sub-Office(s) through website of the Directorate.**

Copy to:

1. I.T. Cell for uploading the same on the official website.
2. PA to PPA.
3. Guard File.

CHECK - LIST

INFORMATION REQUIRED TO BE PLACED BEFORE SCREENING COMMITTEE FOR THE PURPOSE OF PROCESSING THE CASES FOR GRANT OF FINANCIAL UP-GRADATION UNDER MACP SCHEME.

1.	Name of Office / Department	
2.	Name of Incumbent	
3.	Designation	
4.	Existing Pay Band + Grade Pay (Level/Cell)	
5.	REGULAR APPOINTMENT	
(a)	Date of initial regular appointment by Direct Recruitment	
(b)	Date of Clearance of Probation Period	
6.	Whether any period of extraordinary leave/dies-non/break in service	
7.	Length of regular service	

8. **PROMOTION:**

Sl. No.	Date of Promotion , if any	Designation of the post to which promoted	Pay Scale of the Promotional Post*	Whether Promotion accepted or not/debarment (mention period)

9. **ACP / MACP GRANTED, IF ANY:**

Sl.No.	Nature (1 st ACP /2 nd ACP / 1 st MACP /2 nd MACP)	Date of effect of ACP / MACP	Pay Scale / (Pay Band + Grade Pay) Granted on ACP/MACP** (Level/Cell)

10. **ACP / MACP PROPOSED NOW:**

Sl.No.	Higher Pay Band + Grade Pay being proposed as per ACP / MACP	Date of effect

* Indicate revised Pay Band + Grade Pay/Level & Cell as per accepted recommendation of 6th/7th CPC and Orders of Govt. of India.

** Copies of Order for grant of 1st ACP/2nd ACP/1st MACP/2nd MACP, if any to be attached.

(Name and Signature of Officer-In-Charge)
Where the Service Book is maintained
(with Seal & date)