

INDIA TRADE PROMOTION ORGANISATION

INCENTIVISED ASSURED CAREER PROGRESSION SCHEME (IACP)

1. INTRODUCTION

An Incentivised Assured Career Progression (IACP) Scheme is introduced in ITPO to deal with the problem of stagnation being faced by the employees due to lack of adequate promotional avenues.

2. SCOPE

2.1. The Scheme will be applicable in the cases of regular employees. Regular service for the purpose of the Incentivised ACP Scheme shall be interpreted to mean the eligibility service counted for regular promotion in terms of Recruitment Rules of ITPO.

2.2. The adhoc promotion against the upgraded post on personal basis under the IACP Scheme shall be granted from the date of completion of the eligibility period prescribed in the Scheme or from the date of introduction, whichever is later.

3. COVERAGE

3.1. Group "A": The adhoc promotion against the upgraded post on personal basis under the scheme would be applicable to Group "A" service, upto the post of Manager level.

3.2. Group 'B','C' & 'D' Services/posts and isolated posts in Group 'A','B','C' & 'D' categories: While in respect of these categories also, promotion shall continue to be duly earned, Incentivised ACP Scheme will be applicable for these categories of employees in cases of acute stagnation either in a cadre or in an isolated post.

3.3. Casual employees (including those ad-hoc and contract employees), shall not qualify for the benefit under this scheme.

3.4. This Scheme will be effective from the date of its approval, ie, 22.9.2009.

4. TERMS AND CONDITIONS

4.1. The Incentivised ACP Scheme envisages adhoc promotion against the upgraded post on personal basis/grant of personal benefits attached with the post only to the employee concerned on personal basis and shall, therefore, neither amount to functional/regular promotion nor would require creation of new posts for the purpose.

4.2. The highest pay- scale upto which the adhoc promotion against the upgraded post on personal basis under the Scheme shall be available will be Rs.32900-58000(IDA)(revised). Beyond this level, there shall be no adhoc promotion against the upgraded post on personal basis and higher posts shall be filled strictly on vacancy based promotions.

4.3. The first adhoc promotion against the upgraded post on personal basis under the IACP Scheme shall be allowed after 10 years of regular service, the second adhoc promotion after 20 years of regular service and third adhoc promotion after 30 years

of regular service from the date of joining subject to fulfillment of prescribed conditions. In other words, if the first adhoc promotion gets postponed on account of the employee not found fit or due to departmental proceedings, etc. this would have consequential effect on the second/third upgradation which would also get deferred accordingly;

- 4.4. Three adhoc promotions against the upgraded post on personal basis under the IACP Scheme in the entire service career of an employee in ITPO shall be counted against regular promotions availed from the grade in which an employee was appointed as a direct recruit. This shall mean that three adhoc promotions against the upgraded post on personal basis under the IACP Scheme shall be available only if no regular promotions during the prescribed periods (10/20/30 years) have been availed by an employee. If an employee has already got one regular promotion, he shall qualify for the second adhoc promotion only on completion of 20 years of regular service. If an employee has already got two regular promotions, he shall qualify for the third adhoc promotion only on completion of 30 years of regular service under the IACP Scheme. In case three prior promotions on regular basis have already been received by an employee, no benefit under the IACP Scheme shall accrue to him;
- 4.5. Residency periods (regular service) for grant of adhoc promotion against the upgraded post on personal basis, under the IACP Scheme shall be counted from the grade in which an employee was appointed as a direct recruit;
- 4.6. Fulfillment of normal promotion norms (Bench-mark, departmental examination, seniority-cum-fitness in the case of Group "D" employees, etc.) for grant of adhoc promotion against the upgraded post on personal basis, performance of such duties as are entrusted to the employees together with retention of old designations, adhoc promotion against the upgraded post on personal basis, as personal to the incumbent for the stated purposes and restriction of the IACP Scheme for financial and certain other benefits (House Building Advance, allotment of accommodation, advances, etc.) only without conferring any privileges related to higher status (e.g. invitation to ceremonial functions, deputation to higher posts etc.) shall be ensured for grant of benefits under the IACP Scheme;
- 4.7. The adhoc promotion against the upgraded post on personal basis, under the Scheme shall be given to the next higher-grade/scale in accordance with the existing hierarchy in a cadre/category of posts without creating new post for the purpose. However, in case of isolated posts, in the absence of defined hierarchical grade, adhoc promotion against the upgraded post on personal basis shall be given in the immediately next higher (standard/common) pay –scale. Since adhoc promotion against the upgraded post on personal basis, under the scheme shall be personal to the incumbent of isolated post, the same shall be filled at its original level (pay-scales), when vacated.
- 4.8. The adhoc promotion against the upgraded post on personal basis, under the IACP Scheme shall be purely personal to the employee and shall have no relevance to his seniority position. As such there shall be no additional adhoc promotion against the upgraded post on personal basis, for the senior employee on the ground that the junior employee in the grade has got higher pay-scale under the IACP Scheme

- 4.9. On adhoc promotion against the upgraded post on personal basis under the IACP Scheme, pay of an employee shall be fixed under the provision of FR 22(I) a (1) subject to minimum financial benefit i.e. one increment (3% of basic pay). The personal benefits attached with the post allowed under IACP Scheme shall be final and no pay-fixation benefit shall accrue at the time of regular promotion, i.e. posting against a functional post in the higher grade.
- 4.10. Grant of adhoc promotion against the upgraded post on personal basis, under the IACP Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently. In case he refuses to accept the higher post on regular promotional subsequently, he shall be subject to normal debarment for regular promotion.

However, as and when he accepts regular promotion thereafter, he shall become eligible of the second/third adhoc promotions against the upgraded post on personal basis, under the IACP Scheme in that higher grade subject to the condition that the period for which he was debarred for regular promotion shall not count for the purpose.

For example, if a person has got one adhoc promotion against the upgraded post on personal basis, after rendering 10 years of regular service and after 2 years therefrom if he refuses regular promotion and is consequently debarred for one year and subsequently he is promoted to the higher grade on regular basis after completion of 13 years (10+2+1) of regular service, he shall be eligible for consideration for the second adhoc promotion against the upgraded post on personal basis, under the IACP Scheme only after rendering eight more years in addition to two years of service already rendered by him after the first adhoc promotion against the upgraded post on personal basis, (2+1) in that higher grade i.e. after 21 years (10+2+1+8) of regular service because the debarment period of one year cannot be taken into account towards the required 10 years of regular service in that higher grade.

- 4.11. In the matter of disciplinary/penalty proceedings, grant of benefits under the Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provision of ITPO CDA Rules/Service Regulations.
- 4.12. The IACP Scheme contemplates merely adhoc promotion against the upgraded post on personal basis/grant of personal benefits attached with the post only and shall not amount to actual/functional promotion of the employees concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not apply to the IACP Scheme, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, at the time of regular/functional (actual) promotion, it shall be ensured that all reservation orders are applied strictly.
- 4.13. Subject to condition 4.3 above, in cases where the employees have already completed 30 years of regular service with or without promotion, the adhoc promotion against the upgraded post on personal basis, under the Scheme shall be granted directly. Further, in order to rationalize unequal level of stagnation, benefit of surplus regular service (not taken into account for the first upgradation under

scheme) shall be given at the subsequent stage (second) of adhoc promotion against the upgraded post on personal basis, under the IACP Scheme as a one time measure. In other words, in respect of employees who have already rendered more than 10 years but less than 20 years of regular service, while the first adhoc promotion against the upgraded post on personal basis, shall be granted immediately, the surplus regular service beyond the first 10 years shall also be counted towards the next 10/20 years of regular service required for grant of the second/third adhoc promotion against the upgraded post on personal basis, and, consequently, they shall be considered for the second/third adhoc promotion against the upgraded post on personal basis, also as and when they complete 20/30 years of regular service without waiting for completion of 10 more years of regular service after the first/second adhoc promotion against the upgraded post on personal basis, already granted under the Scheme.

- 4.14. Introduction of the IACP Scheme should, however, in no case affects the normal (regular) promotion avenues available on the basis of vacancies. Vacancy based regular promotion, as distinct from adhoc promotion against the upgraded post on personal basis, under the IACP Scheme, shall continue to be granted after due screening by a DPC as per the relevant Recruitment Rules.

5. SCREENING COMMITTEE

- 5.1. A Departmental Screening Committee (DSC) shall be constituted for the purpose of processing the cases for grant of adhoc promotion against the upgraded post on personal basis, under the IACP Scheme. The composition of the Screening Committee shall be the same as that of the DPC prescribed under the ITPO's Recruitment Rules for regular promotions to the higher grade to which adhoc promotion against the upgraded post on personal basis is to be granted.
- 5.2. In order to prevent operation of the IACP Scheme from resulting into undue strain on the on the administrative machinery, the Screening Committee shall follow a time schedule and meet twice in a financial year preferably in the first week of January and July for advance processing of the cases. Accordingly cases maturing during the first half (April-September) for a particular financial year for grant of benefit under the IACP Scheme shall be taken up for consideration by the Screening Committee meeting in the first week of January of the previous financial year. 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.
- 5.3. To make the scheme operational, the Administration Division shall constitute the first Screening Committee of the current financial year within three months, from the date of approval of the Scheme to consider the cases that have already matured or would be maturing upto September 22, 2009 for grant of benefits under the IACP Scheme.

(Ammended vide O.O.No.Admn./1074/2011 dated 31.10.2011)