

**(TO BE SUBSTITUTED BEARING WITH SAME NUMBER AND DATE)**

No.1/20/2016-5PR (FD)  
Finance Department, Haryana  
Pay Revision Branch

Dated, Chandigarh, the 20<sup>th</sup> December, 2024

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Head of Departments of Haryana.
3. Registrar (General), the High Court of Punjab & Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Dy. Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.
7. Member Secretary, Haryana Bureau of Public Enterprises.

**Subject:- Regarding stepping up of pay of senior employee at par with that of junior employee.**

**Sir/Madam,**

I am directed to draw your attention towards Rule 12 of HCS (ACP) Rules, 2016 which provides that:-

**Rule 12**

**Admissibility of stepping up in certain cases.—**

*If the service rules provide for or circumstances warrant filling up of a post through direct recruitment as well as through promotion, benefit of stepping up of ACP Level and/or pay shall be admissible to the senior employee appointed by promotion on the same post on which the junior direct recruit Government employee is drawing higher ACP Level. The condition of maximum three financial upgradations shall not be a bar. However, condition of satisfactory record and qualification etc. shall be fulfilled for the purpose of this rule. ACP Level and/or Pay shall be stepped up in the following manner;*

*(i) If the Level of Matrix of senior is inferior than that of junior, the Level shall be stepped up;*

*(ii) if both Level of Matrix as well as pay are inferior than both Level as well as pay shall be stepped up upto the extent admissible on grant of ACP Level subject to satisfactory record and eligibility.*

2. Keeping in view the above provisions of rules, facts of the cases which are covered under this rule is as under:

Facts of the case which are covered u/r 12 of HCS(ACP) Rules, 2016	
Senior	Junior
Appointed by direct recruitment as Peon (feeder post)	--
Allowed 1 <sup>st</sup> ACP of the Peon	--
Promoted as Clerk (senior as clerk)	Appointed as clerk (By direct recruitment)
Allowed 1 <sup>st</sup> ACP of Clerk	Allowed 1 <sup>st</sup> ACP of Clerk
He was not eligible for 2 <sup>nd</sup> ACP of the post of Clerk as he has already availed three upgradation	Allowed 2 <sup>nd</sup> ACP of Clerk
Junior has availed two ACPs of post of clerk whereas Senior has availed only one ACP of promotional post. Resultantly, pay/ACP pay scale of senior would become less and shall be stepped up as per Rule 12 ibid	

3. From the above it is clarified that the provision regarding benefit of stepping-up to senior exist in rules where both junior and senior have initially been appointed on the feeder post and promotional post respectively. But the rules are silent regarding stepping-up of those where both junior and senior were initially appointed on the same post and anomaly arrised between them due to grant of ACP subject to maximum three financial upgradation. Some examples of similar nature are as under:-

**Example-I**

Senior employee	Date	Junior employee	Date
Appointed as Peon.	01.04.1993	Appointed as Chowkidar	19.12.1997
Granted 1 <sup>st</sup> ACP as Peon (1 <sup>st</sup> financial upgradation)	01.05.2003	---	---
Promoted as Clerk (after having 1 <sup>st</sup> ACP) 2 <sup>nd</sup> financial upgradation)	27.05.2005	Promoted as Clerk (Without having ACP of feeder post) (1 <sup>st</sup> financial upgradation)	03.06.2005
Granted 1 <sup>st</sup> ACP as Clerk (3 <sup>rd</sup> financial upgradation)	04.03.2014	Ist ACP as Clerk 2 <sup>nd</sup> financial upgradation)	04.03.2014
Senior have been deprived for grant of benefit of 2 <sup>nd</sup> ACP of the Clerk as he had already availed three upgradations.		Granted 2 <sup>nd</sup> ACP Clerk (3 <sup>rd</sup> financial upgradation)	01.07.2021

**Note: There is provision of promotion as Clerk from both posts i.e. Peon and Chowkidar as per Departmental Service Rules.**

**Example: 2**

Senior employee	Date	Junior employee	Date
Appointed as Clerk.	23.01.1997	Appointed as Clerk	03.08.1998
Granted 1 <sup>st</sup> ACP as Clerk (1 <sup>st</sup> financial upgradation)	01.02.2007	---	---
Promoted as Assistant <b>9300+3200 GP</b> (2 <sup>nd</sup> financial upgradation)	16.01.2008	Promoted as Assistant <b>9300+3200 GP</b> (1 <sup>st</sup> financial upgradation)	16.01.2008
Granted 1 <sup>st</sup> ACP as Assistant (3 <sup>rd</sup> financial upgradation)	01.02.2016	1 <sup>st</sup> ACP as Assistant (2 <sup>nd</sup> financial upgradation)	01.02.2016
Promoted as Deputy Supdt. Without pay fixation	21.02.2023	Promoted as Deputy Supdt. without pay fixation	21.02.2023
Senior have been deprived for grant of benefit of ACP of promotional post as he had already availed three upgradations. --		Granted 2 <sup>nd</sup> ACP as Assistant (3 <sup>rd</sup> financial upgradation)	01.02.2024

**Example: 3**

Senior employee	Date	Junior employee	Date
Appointed as Peon	01.04.2003	Appointed as Peon	22.03.2004
Promotion as Record Lifter (First Financial Upgradation)	01.07.2009		
Promotion as Daftri	01.07.2012		
Promotion as Restorer (2 <sup>nd</sup> Financial Upgradation)	28.05.2013		
Clerk (3 <sup>rd</sup> Financial Upgradation)	02.08.2013	Promoted as Clerk (1 <sup>st</sup> Financial Upgradation)	02.08.2013
Promoted as Assistant <b>9300+3600 GP</b> (4 <sup>th</sup> Financial upgradation)	31.12.2015	Promoted as Assistant <b>9300+3600 GP</b> (2 <sup>nd</sup> Financial Upgradation)	31.12.2015
Senior have been deprived for grant of benefit of ACP of promotional post as he had already availed three upgradations.		Granted next ACPL-10 (3 <sup>rd</sup> Financial Upgradation)	01.01.2024

4. It is clear from the above examples that all the cases are similar in nature and in some cases senior has availed third/fourth financial upgradation either by getting ACP or in shape of promotion. While working on the same promotional post and drawing same pay, junior becomes entitled to 3<sup>rd</sup> financial upgradation in the shape of ACP of promotional post and his pay is fixed more than that of senior and also in pay scale higher than that of senior.

5. Now after careful consideration at length, it has been decided by the Finance Department to consider such type of cases for stepping up of pay and or ACPL in the spirit of Rule-12 ibid subject to the condition that the senior employee should have been eligible to get the ACP under the HCS (ACP) Rules. However, where pay of junior is otherwise higher due to personal reason, step-up to such extent shall not be admissible to the senior.

Yours Sincerely,

**Joint Secretary (Finance)**  
for Addl. Chief Secretary to Government Haryana,  
Finance Department

Endst.No. No.1/20/2016-5PR (FD)

Dated, Chandigarh, the 20.12.2024

A copy is forwarded to the Principal Accountant General, Haryana, Chandigarh for information and necessary action.

**Joint Secretary (Finance)**  
for Addl. Chief Secretary to Government Haryana,  
Finance Department