



To

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

Memo No. 1/20/2016-5PR (FD)  
Dated, Chandigarh the 21.05.2026

**Subject:- Clarification regarding grant of increment on promotion.**

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I am directed to draw your attention towards FD's letter dated 08.02.2024 vide which following benefit of increment was allowed to the Clerks:-

Sr. No.	Name of Department	Name of Post	Existing Pay Structure	Modified/ Structure	Revised Pay	Remarks
1.	All Government Departments	Clerk	FPL-2	(i) FPL-3 (ii) On passing of SETC and successfully completion of probation period, they will be allowed next vertical cell (one increment) till completion of 8 years of regular satisfactory service. Thereafter, on grant of 1 <sup>st</sup> ACPL, their pay shall be fixed on the basis of pay normally admissible, as if this increment had not been granted. (iii) The clerks who do not get promoted even after 27 years of service, they shall be allowed one additional increment.		The modified pay structure shall be applicable <b>prospectively</b>

Now references are being received from the department for clarification on the point that **"consequent upon the grant of increment, if any clerk is promoted to the next post, as to whether pay is to be fixed on promotion or not"**.


The matter has been considered in the Finance Department at length and following clarification is issued

Point of Clarification	Clarification
A Clerk appointed on 17.01.1994 was granted three ACPs as admissible under the ACP Rules. Subsequently, he was allowed one additional increment on 08.02.2024 on completion of 27 years of regular service. Thereafter, he was promoted to the post of Assistant on 22.02.2024. Whether he is entitled to increment on promotion?	The additional increment granted upon completion of 27 years of service is provided in lieu of promotion. Accordingly, once an employee has availed the increment under Finance Department letter dated 08.02.2024, they shall not be entitled to the next vertical cell increment upon promotion to the post of Assistant. Instead, the employee will be placed in the corresponding cell of the promotional pay level.
A Clerk appointed on 16.03.2018, after successful completion of probation and passing the SETC examination, was granted an increment in terms of Finance Department letter dated	The next vertical cell granted on 08.02.2024 upon successful completion of probation and qualifying the SETC examination shall be treated independently for the purpose of pay fixation. In the event the employee is subsequently granted the



08.02.2024. Thereafter, he was promoted to the next post on 28.10.2024. Whether he is entitled to increment on promotion?

1st ACP, pay shall be re-fixed on the basis of the pay otherwise admissible, as if the aforesaid increment had not been allowed. However, where the employee is promoted to the next higher post prior to the grant of ACP, he/she shall be entitled only to placement in the corresponding cell of the promotional pay level, and no promotional increment shall be admissible. This is in consonance with Rule 7 of the HCS (ACP) Rules, 2016, which stipulates that two financial upgradations cannot be granted within a span of eight years of regular satisfactory service.

  
**Accounts Officer (PR)**

for Addl. Chief Secretary to Govt. Haryana  
Finance Department

cc.

Incharge, Computer Cell for uploading on website of Finance Department.