

Kendriya Vidyalaya Sangathan



Standard Operating Procedure for Grant of MACP and Senior Scale in a time bound manner

Standard Operating Procedure for Grant of MACP and Senior Scale

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STANDARD OPERATING PROCEDURE		
Department	Kendriya Vidyalaya Sangathan	
SOP Title	Standard Operating Procedure for Grant of MACP and Senior Scale	
Applicability	SOP shall apply to all KVs	
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Standard Operating Procedure for Grant of MACP and Senior Scale

1. Objective

The objective of this SOP is:

- To establish a uniform and transparent procedure for processing cases related to grant of Modified Assured Career Progression (MACP) and Senior Scale benefits.
- To ensure timely identification of eligible employees and processing of proposals.
- To conduct meetings of the committee members to recommend eligible staff for MACP & Senior Scale at regular intervals of six-months.
- To ensure compliance with KVS, DoPT and Government of India guidelines.
- To maintain accountability and proper record management throughout the process.

2. Scope

This SOP shall apply to:

- All Kendriya Vidyalayas under the Regional Office.
- Eligible Teaching and Non-Teaching Employees.
- Members of the committee to recommend eligible staff for MACP & Senior Scale to be nominated by the Competent Authority.

3. General Principles

1. MACP and Senior Scale cases shall be processed twice every year, covering the January–June and July–December cycles.
2. Eligibility for MACP shall be determined based on the completion of 10, 20, or 30 years of regular service and strictly in accordance with the Consolidated Guidelines regarding the MACP Scheme for Central Government Civilian Employees issued by the Department of Personnel and Training vide OM No. 35034/3/2015-Estt.(D) dated 22 October 2019.
3. Eligibility for Senior Scale shall be determined on the basis of 12 years of continuous regular service in the entry scale of the respective cadre. In addition:
 - Teachers must have completed 50 hours of Continuous Professional Development (CPD) annually or a 21-day In-Service Course within the six years preceding the due date.
4. Vigilance clearance, APAR grading's, and service records shall be verified before placing cases before the members of the committee to recommend eligible staff for MACP & Senior Scale.
5. No case shall be considered unless all required documentation is complete.
6. Transparency, fairness, and adherence to prescribed timelines shall be ensured throughout the process.
7. The recommendations/decisions of the members of the committee to recommend eligible staff for MACP & Senior Scale shall be duly recorded in the proceedings and submitted for approval by the Competent Authority.
8. All records relating to MACP and Senior Scale cases shall be maintained in both physical and digital form, wherever feasible.


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4. Documents Required

A. For MACP

- Invitation of Proposals by Regional Office through Kendriya Vidyalayas in the prescribed proforma.
- Verification of qualifying service.
- APARs for prescribed period (Last 05 Years).
- Vigilance Clearance Certificate.
- Details of previous promotions/MACP benefits granted.

B. For Senior Scale

- Invitation of Proposals by Regional Office through Kendriya Vidyalayas in the prescribed proforma.
- Verification of eligible service.
- APARs for prescribed period.
- Training certificates as per KVS norms.
- Vigilance Clearance Certificate.
- Recommendation of Principal/Controlling Officer.

5. Procedure Timeline and Responsibilities

Note: 'T' denotes the date of issue of circular from Regional Office for inviting proposals from KVs.

S. No.	Activity/ Action Point	Description	Responsibility	Timeline (Working Days)
1	Invitation of Proposals	Regional Office shall issue a circular inviting proposals from Kendriya Vidyalayas. The circular shall specify eligibility conditions, checklist and submission deadline.	Dealing Hand	01 Jan/ 01 July
2	Submission by Kendriya Vidyalayas	Principals shall scrutinize records of eligible employees and submit complete proposals with all required documents, Incomplete proposals shall not be forwarded	Principal/KV	T + 30
3	Scrutiny at Regional Office	DH of administration Section shall verify: ○ Service eligibility ○ APAR grading ○ Training requirements (21 Days In-Service Course/ 50 Hours CPD every year) ○ Vigilance status ○ Previous promotions/MACP details Section level note sheet writing & No. of cases received to be put-up to DC.	Dealing Hand + SO/AO	T + 45
4	Preparation of Agenda	All cases shall be compiled by DH. Note-sheet to be put-up to the Deputy Commissioner for fixing a date for the meeting of the members of the committee to recommend eligible staff for MACP & Senior Scale Meeting and the proposed names of the members should be mentioned in the note –sheet	Dealing Hand +SO/AO	T + 55

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S. No.	Activity/ Action Point	Description	Responsibility	Timeline (Working Days)
5	To conduct Meeting	The members of the committee shall examine all eligible cases and to recommend eligible staff for MACP & Senior Scale. Recommendations shall be recorded in minutes. Deferred and rejected cases shall be clearly documented with reasons.	Dealing Hand+ Committee Members	By 30 Apr / 31 Oct T + 120
6	Approval of Competent Authority	After the meeting is done, the list of cases eligible and non-eligible are mentioned in the minutes of the meeting and shall be submitted for approval of DC. Proceedings shall be submitted for approval. Approved recommendations shall be implemented.	DH + SO/AO + DC	T + 127
7	Issue of Orders	Formal sanction/order shall be issued	DH + SO/AO + DC	T + 137
8	Record Updation	Service Book entries shall be made. Employee database and personal records shall be updated	Principal of KV	T + 144

6. Consolidated Timeline Matrix

Note: 'T' denotes the date of issue of circular from Regional Office for inviting proposals from KVs.

S. No.	Process Step	Responsibility	T + (Days)	Total Timeline	Cumulative Time
1	Invitation of Proposals	Dealing Hand	01 JAN/ 01 July		
2	Submission by Kendriya Vidyalayas	Principal/KV	T + 30	T + 30	T+30
3	Scrutiny at Regional Office	Dealing Hand	T + 05	T + 15	T+45
		Section Officer	T + 10		
		Admn. Officer	T + 15		
4	Preparation of Agenda	Dealing Hand	T + 05	T + 10	T+55
		Section Officer/Admn. Officer	T + 10		
5	To conduct Meeting	Committee Members	By 30 Apr/ 31 Oct	T+65	T+120
6	Approval of Competent Authority	Dealing Hand	T + 1	T + 7	T+127
		SO/AO	T + 4		
		Deputy Commissioner	T + 7		
7	Issue of Orders	Dealing Hand	T + 2	T + 10	T+137
		SO/AO	T + 5		
		Deputy Commissioner	T + 10		
8	Record Updation	Principal of KV	T +7	T + 7	T+144

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7. Important Instructions

1. Incomplete proposals shall not be considered.
2. APARs must be complete and available for prescribed period.
3. Vigilance clearance must be valid on the date of the meeting of the members of the committee.
4. Cases under disciplinary proceedings shall be dealt with as per extant rules.
5. Records shall be preserved as per KVS record retention policy.

8. Responsibility and Accountability

a) Principal, Kendriya Vidyalaya

- Identification of eligible officials and forwarding of their cases within the prescribed timelines.
- Verification and certification of service records and other relevant documents.

b) Dealing Hand, Administration Section

- Consolidation of proposal received from Kendriya Vidyalayas.
- Collection, scrutiny, and processing of proposals along with supporting documents.
- Ensuring completeness of records before submission to the SO/AO.

c) Section Officer/Administrative Officer (SO/AO), Administration Section

- Examination and verification of proposals with reference to applicable rules and guidelines.
- Submission of eligible cases for consideration by the members of the committee to recommend eligible staff for MACP & Senior Scale.
- Monitoring timely processing and disposal of cases.

d) Committee Members to recommend eligible staff for MACP & Senior Scale

- Objective and impartial assessment of cases in accordance with the prescribed rules and guidelines.
- Recording recommendations and proceedings with due justification.

e) Competent Authority (Deputy Commissioner)

- Approval of members of the committee along-with details / minutes of proceedings with recommendations.
- Ensuring transparency, compliance with rules, and timely disposal of cases.

9. Review

1. These SOPs shall be reviewed periodically by KVS Headquarters. Amendments may be issued from time to time in view of:

- Changes in Government policies;
- Judicial pronouncements;
- Statutory requirements;
- Administrative necessities.

The latest approved version issued by KVS Headquarters shall supersede all previous instructions on the subject to the extent of inconsistency.

2. In case of any ambiguity, inconsistency, or dispute regarding interpretation or application of any provision of this SOP, the matter shall be referred to KVS Headquarters for clarification. The decision of the Commissioner, Kendriya Vidyalaya Sangathan (HQ) shall be final, conclusive, and binding on all units and offices under KVS.

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