



**OFFICE OF THE REGISTRAR ::: ASSAM AGRICULTURAL UNIVERSITY  
JORHAT-785013**

No. AAU/RG/1.5.106 (MACPS)/Part-I/2024/

Dated: /2024

**NOTIFICATION**

In pursuance of this office order No. AAU/RG-1.11(6)/2015/4843 dated 28-06-2021, all the Controlling Officers/ Head of the Establishments/ Departments under Assam Agricultural University are hereby requested to submit the applications/proposals of eligible non-teaching officers and employees under their control for consideration for financial up-gradation under Modified Assured Career Progression Scheme (MACPS) for the year 2024 on completion of 10/20/30 years of continuous and satisfactory service and who have not awarded one regular promotion/scale promotion within first 10 years or two regular promotions/ scale promotion benefit within 20 years or three promotion/ scale promotion benefit within the 30 years of regular service.

Last 5 (five) years' Confidential Report (in separate forms for each year) of the eligible non-teaching Officers/Employees along with their Service Books and duly filled in 'Form-A' and 'Form-B' (formats enclosed) are to be submitted through proper channel. The proposals duly completed in all respect must reach the office of the Registrar, AAU, Jorhat within one month from the date of issue of this notification and no proposal will be entertained after scheduled time.

Before submitting the applications under MACPS, the conditions as stated in the aforementioned order may kindly be go through meticulously.

*Sd/- T. K. Gohain, ACS,*

Registrar,

Assam Agricultural University,

Jorhat-785013

Memo No. AAU/RG/1.5.106 (MACPS)/Part-I/2024/ 1667-743

Dated: 26/04/2024

**Copy for favour of information and necessary action to:**

1. The Secretary to the Hon'ble Vice Chancellor, AAU, Jorhat.
2. The Comptroller, AAU, Jorhat.
3. The Director of Research (Agri./Vety.)/ DEE/ DPGS/ DSW/ DPP/ DEEI(NER), AAU, Jorhat/ Khanapara.
4. The Dean, Faculty of Agriculture/ Community Science/ College of Fisheries, AAU, Jorhat/ Raha.
5. The Dean i/c, Faculty of Veterinary Science, AAU, Khanapara
6. The Chief Librarian i/c, Rev. B. M. Pugh Library, AAU, Jorhat.
7. The Joint Registrar (Acad.), AAU, Jorhat/Khanapara.
8. The Assoc. Dean, BNCA/ LCVSc/SCS College of Agriculture/College of Horticulture & FSR, AAU, Biswanath Chariali/ North Lakhimpur/ Dhubri/ Nalbari/ USD, College Sericulture, AAU, Titabar (Jorhat).
9. The Assoc. Director of Extension Education/ Dy. Director of Students' Welfare, AAU, Khanapara

**Signature valid**

Digitally Signed by:  
Tapan Kumar Gohain, ACS,  
Assam Agricultural University  
Registrar (ACS)

Date: 2024-04-  
25T20:15:07.2024930+05:30

10. The Chief Scientists, AAU-CPCRS/AAU- SMAPRS/AAU-HRS/AAU-GRS/AAU-ARRI/AAU-ZLRS/ZRS, Tinsukia/ Buralikson /Kahikuchi/ Byrnihat/ Titabar/ Mandira/ Shillongani/ N.Lakhimpur/ Gossaigaon/ Diphu/ Karimganj.
11. The Chief Scientist, AICRP on Water Management/ Chief Agronomist, AICRP on IFS, AAU, Jorhat
12. The Senior Scientist & Head, Krishi Vigyan Kendra, AAU, Baksa/ Barpeta/ Bongaigaon/ Cachar/ Chirang/ Darrang/ Dhemaji/ Dhubri/ Dibrugarh/ Golaghat/ Jorhat/ Kamrup/ Karbi Anglong/ Karimganj/ Kokrajhar/ Lakhimpur/ Moroigaon/ Nagaon/ Nalbari/ Sibsagar/ Tinsukia/ Udalguri.
13. All the Head of the Departments, Faculty of Agriculture/ Community Science/ Veterinary Science/ College of Fisheries, AAU, Jorhat/ Khanapara/ Raha.
14. Director of Clinics, AAU, Khanapara
15. The Senior Estate Officer/ Senior Medical Officer, AAU, Jorhat.
16. The Professor & I/c, AKMIT Cell, AAU, Jorhat- with a request to take necessary action for publishing the notification on AAU Website.
17. The Suptd. Engineer, Directorate of Physical Plant, AAU, Jorhat.
18. The Dy. Registrar (P) / Dy. Librarian/Dy. Comptroller/EE, DPP, AAU, Jorhat/ Khanapara
19. The Farm Manager, ICR Farm/ Horticultural Experimental Farm, AAU, Jorhat.
20. The In-charge Fishery Research Centre, AAU, Jorhat.
21. The Assistant Registrar (A/G)/ Administrative Officer, O/o the Registrar, AAU, Jorhat.
22. The I.T. Officer, AKMIT Cell, AAU, Jorhat
23. The P.S. to the Registrar, AAU, Jorhat
24. The Archive Manager, O/o the Registrar, AAU, Jorhat
25. Office Copy

**Signature valid**

Digitally Signed by:  
Tapan Kumar Gohain  
Assam Agricultural University  
Registrar (ACS)

Date: 2024-04-  
25T20:16:06.2558768+05:30



OFFICE OF THE REGISTRAR:: ASSAM AGRICULTURAL UNIVERSITY::  
JORHAT-13

No.: AAU/RG-1.11(6)/2015/ 4843 / dated the 28/06/2021

NOTIFICATION

Subject: Modified Assured Career Progression Scheme (MACPS)

In pursuance of the orders by the Hon'ble Governor of Assam and followed by the Notification issued by the Under Secretary to the Government of Assam, Finance (PRU) Department, vide memo no.FPC.12/2017/7-A dated Dispur the 6<sup>th</sup> July, 2017 and also with the approval of the Hon'ble Vice Chancellor, AAU the undersigned is please to introduce the Modified Assured Career Progression Scheme (MACPS) w.e.f. 01.07.2017 instead of Scale Promotion Scheme in respect of non-teaching employees of Assam Agricultural University with following provision.

**A) Introduction:**

- i) The scheme should be known as Modified Assured Career Progression Scheme (MACPS) for the regular State Government employees and will exclude the ad-hoc employees, casual employees, contractual employees, work charged employees, muster roll workers from its coverage.
- ✓ ii) The scheme will cover the regular employees drawing GP in PB-1, PB-2, PB-3 and PB-4 excluding the last GP of the PB-4.
- ✓ iii) The scheme will also cover isolated post, where there is no scope for promotion at all.

**B) Salient Features of the Scheme:**

- i) MACPS would include grant of financial up-gradation three times in the entire service period viz., on completion of 10 years, 20 years and 30 years to those employees who do not get one regular promotion within the first 10 years or two regular promotions/ ACPS benefit within 20 years or three promotions/ ACPS benefit within the 30 years of regular service.
- ii) The MACPS will provide only financial up-gradation and shall not entail any change in designation, place and nature of work and change in the seniority of the person concerned in the gradation list.

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iii) The financial up-gradation will involve grant of one increment in the PB of the employee without changing its GP. In case any employee is drawing the highest amount of the PB, he would be granted an increment and the PB for this purpose shall be deemed to have been extended to that extent.

iv) The benefits under MACP should be granted on the following basis:-

Service length from date of joining	No of promotion/ ACPS benefit/ MACP/ Scale Pay benefit availed	Entitled benefit that can be granted
10 years	A None B One	1 increment None
20 years	A None B One C Two	2 increments 1 increment None
30 years	A None B One C Two D Three	3 increments 2 increments 1 increment None

**Note-1:** Date of effect for financial benefit shall be from 1.1.2017 as clarified in para (vii) below.

**Note-2:** Service length will also include period of previous service as per rule ix, x & xi.

v) There will be no reservation or roster to be followed in implementing the MACPS.

vi) If an employee is holding a higher post as a temporary/ ad-hoc arrangement, the same shall not be considered as a promotion and the employee will be entitled to get the benefit of MACPS as per details in para (iv).

vii) The financial benefit of the scheme shall be given with effect only from 1.1.2017. However, the services rendered by the employee before 1.1.2017 and promotions/ACPS benefit availed before 1.1.2017 shall be taken into account for deciding and determining the extent of benefit under MACPS. For example an employee who has joined regular service in 1995 and his case has been considered in 2016, the service for the purpose of MACPS shall be counted from 1995 and accordingly he will be entitled for one promotion in 2006 and another in 2016. The first benefit under MACPS will in this case start only from 1.1.2017 and not earlier.

viii) If the post of an employee has been upgraded at any stage of the service life, the same shall be considered as a promotion for the purpose of deciding the benefit of MACPS.

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26/6/2017



Similarly if an employee decides to decline a promotion for any reason what-so-ever his case will not be considered for the benefit under MACPS.

ix) In case an employee is transferred from one department to other department in the same pay scale, the services in the previous department and promotion availed during that period shall be counted for deciding the benefit under MACPS. If an employee is transferred from one department to other department to a post with higher pay scale, this will be treated as a promotion and employee will lose his claim of MACPS benefit.

x) The past service rendered in public sector undertaking, under any other State Public Sector undertaking, autonomous bodies, state level public enterprise or any other statutory body shall not be counted for the purpose of MACPS.

xi) If any employee is ordered by the Government for any reason what-so-ever to join at a lower post either in the same department or in any other department, he shall be entitled to the benefit of MACPS provided that such order is not issued as a consequence of a departmental proceedings resulting into the reversion.

xii) Financial and other benefits which are linked to the pay drawn shall be permitted on the basis the pay fixed after the benefit of MACPS.

xiii) Pay drawn in the PB and GP allowed under the MACPS shall be taken as the basis for determining the terminal benefits for retiring employees.

xiv) Normally the benefits under MACPS shall be applicable from the 1<sup>st</sup> day of January of the year in which the Screening Committee has held the meeting and recommended the case. This would imply that any employee who has completed 10/20/30 years of service in the previous year shall get the benefit only from 1<sup>st</sup> January of the year in which the Screening Committee meeting is held. However if there is a DP or criminal proceeding against the employee, the benefit will be granted provisionally from the same date as in normal case and subject to the condition as follows:-

a) If there is any amount to be recovered as penalty, the recovery will be made as usual under existing rules of the Government.

b) If stoppage of increment is ordered as penalty, the date of effect of MACPS benefit will be delayed by the number of years equal to the number of stopped increments and recovery for the excess drawn will be made as usual.

xv) If within a year after the date of grant of financial benefit under MACPS the employee becomes eligible and is granted a promotion as per the service rules, the pay fixation for the

said promotion will be on the basis of the pay drawn by the employee before receipt of the MACPS benefit. However if the said promotion is given after the expiry of one year from the date of the MACPS benefit, the fixation for such promotion shall be done on the basis of the pay drawn after the MACPS benefit;

Provided that if after the promotion the pay of the employee exceeds the pay of the senior, the MACPS benefit will be withdrawn from the date of promotion and such withdrawn MACP benefit shall not be counted for calculation of entitled benefit to be granted as per rule (iv).

xvi) The employees who are on deputation and become due for consideration for benefit under MACPS, their cases shall be considered as follows:-

- a) If the post of deputation carries the same pay scale as that of the post held by that employee before the deputation, his case will be considered for MACPS benefit.
- b) If the pay drawn on deputation is more than the pay drawn by the employee before deputation, his case will not be considered for MACPS benefit.
- c) In any case the employee will be given an option to accept either the MACPS or the pay scale of the deputation post and such option will be final.
- d) In case the employee prefers to avail MACPS benefit and borrowing agency is not willing to pay the MACPS determined pay, the employee will be reverted to the parent department.

xvii) For any interpretation or clarification or doubt regarding any provision of the scheme, the Finance (PRU) Department of the Government of Assam shall be consulted.

xviii) Copies of the orders granting MACPS benefits shall invariably be sent to the Finance (PRU) Department.

**C) Procedure for grant of financial up-gradation benefit:-**

- i) Every department shall have a Screening Committee with the senior-most Secretary or any other Secretary authorized by the Senior-most Secretary as Chairman. The Head of the Department under the control of that Secretary and Financial Advisor of the department shall be the members of the Committee and Deputy Secretary of the department shall be the Member-Secretary of the Committee.
- ii) The Committee, in the month of January every year, will consider all the cases of Government servants who have completed 10 years of service/ 20 years of service/ 30 years of service in the previous calendar year. The list of such Government servants will be

*1/1/2024*



prepared by the HODs in the month of December of the previous year and submitted to the Secretary for holding the meeting of the Screening Committee.

iii) The Committee will verify the length of service as on 1<sup>st</sup> January of the year in which the meeting is held and will verify if any DP/ Criminal Case is contemplated or under process against the Government servants under consideration. ACRs need not be considered for deciding the MACP benefit.

iv) All the cases where the Government servants have completed 10/20/30 years of service and have no DP or Criminal Case against them, shall be short listed for MACP benefit.

v) This list shall be submitted to the Minister in-charge of the department for approval to issue necessary orders. The department will issue orders granting the benefit of financial up-gradation with effect from 1<sup>st</sup> January of that year.

Sd/- T.K.Gohain, ACS,  
Registrar,  
Assam Agricultural University,  
Jorhat-785013

Memo No.: AAU/RG-1.11(6)/2015/ 4844-903 / dated the 28/08 /2021

Copy forwarded for information & necessary action to:

- 1) The Secretary to the Hon'ble Vice Chancellor, AAU, Jorhat.
- 2) The Dean, FA/ FCSc./ FVSc./ CFSc., AAU, Jorhat/ Raha/ Khanapara.
- 3) The Director of Research (Agri./Vety)/ DEE/ DEEI (NER)/ DPGS/ DPP/ DSW/ Director, AERC, Cost of Cultivation, AAU, Jorhat/Khanapara.
- 4) The Director, DBT Centre/ The Chief Librarian, RBMPL, AAU, Jorhat.
- 5) The Comptroller, AAU, Jorhat.
- 6) The Joint Registrar, AAU, Jorhat/ Khanapara.
- 7) The Associate Dean, AAU, BNCA/LCVSc., Biswanath Chariali/ North Lakhimpur.
- 8) The Senior Estate Officer/ Senior Medical Officer, AAU, Jorhat.
- 9) The OSD, College of Sericulture/ College of Horticulture, AAU.
- 10) The ADEE {P & I (T), AAU, Jorhat}/ ADEE/ Dy. Comptroller/ ADSW/ Dy. Librarian, AAU, Khanapara.
- 11) The Chief Agronomist, IFS/ The Chief Warden, AAU, Jorhat.
- 12) The In-charge Fishery Research Centre/ In-charge AAU Guest House, AAU, Jorhat.
- 13) The Chief Scientist, RARS, AAU, Diphu/ Gossaigaon/ Karimganj/ North Lakhimpur/ Shillongoni/ Titabor/ CRS, Tinsukia/ GRS, Burnihat/ HRS, Kahikuchi/ LRS, Mondira/ SRS, Buralikson.
- 14) The Senior Scientist & Head, KVK, AAU, Baksa/ Barpeta/ Bongaigaon/ Cachar/ Chirang/ Darrang/ Dhemaji/ Dhubri/ Dibrugarh/ Golaghat/ Jorhat/ Kamrup/ Karbi Anglong/ Karimganj/ Kokrajhar/ Lakhimpur/ Morigaon/ Nagaon/ Nalbari/ Sibsagar/ Tinsukia/ Udalguri.
- 15) The Farm Manager, ICR Farm/ Horticultural Experimental Farm, AAU, Jorhat.
- 16) Assistant Registrar (A/G), AAU, Jorhat-13.
- 17) Office copy/ Concerned file.

*[Signature]*  
26/6/2021  
Registrar,

Assam Agricultural University,  
Jorhat-785013

**FORM-A**

**CONFIDENTIAL REPORT OF NON-TEACHING OFFICERS/EMPLOYEES FOR LAST  
5 (FIVE) YEARS BASED ON THE ACRs FOR CONSIDERATION UNDER**

**AAU MODIFIED ASSURED CAREER PROGRESSION (MACP) SCHEME (w.e.f. 01.01.2017)**

(To be submitted to the Registrar, AAU through the Competent Authority under closed cover marked 'CONFIDENTIAL')

**Period of report from..... to..... (last 5 years)**

1. Name (in full) & Address of the Employee:	
2. Qualification (s):	
3. Date of Birth (dd/mm/yyyy):	
4. Present Designation with pay band and grade pay:	
5. Date of Joining AAU Service with designation & Pay Scale:	
6. Direct entry grade on absorption/re-employment basis:	
7. Name of past organization (if any) along with designation in that Org. and Length of service in that Org.	
8. Date of completion of 10/20/30 years of regular service (count from January to December):	
9. Details of 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> general Promotion (if any) along with date/designation/pay scale	
10. Whether the employee had enjoyed any scale promotion prior to this. If so mention the date and scale.	
11. Whether any previous proposal for Scale Promotion was not recommended:	
12. Whether any vigilance/non.vig. case pending against the employee:	
13. Whether any penalty imposed & pending against the employee:	



14. ACR grading for last 5 years:	
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15.

- a) i) Performance of duties: Good/ Fair/Not satisfactory  
ii) Personality: Good/ Fair/ Average
- b) i) Technical Knowledge: Sufficient / Insufficient  
ii) Knowledge of rules and regulations: Sufficient / Insufficient
- c) Quality of Work: Good / Fair/ Not satisfactory
- d) Promptness: Very Prompt/ Prompt/ Slow
- e) Planning and control of work: Sufficient / Insufficient
- f) Zeal, diligence and sense of responsibility: Sufficient / Insufficient
- g) Management of personnel/subordinates: Good / Fair/ Not satisfactory
- h) Relation with colleagues/superiors: Good / Fair/ Not satisfactory
- i) Integrity: Good / Fair/ Not satisfactory
- j) Routine work regularly done/ kept pending
- k) Overall assessment: Good / Fair/ Not satisfactory

16. Physical fitness: Good/ Not up to the mark

17. Attendance in the last 12 months: punctual/ regular/ Irregular

18. General conduct and commend ability to discipline: Good / Fair/ Not satisfactory

19. Disciplinary action taken/pending and initiated, if any, details to be given:.....

.....  
.....

20. Nature of punishment given (details to be mentioned):

.....

- a) Certified that the Service Book and other records of service were thoroughly examined in preparing this report.
- b) Recommendation shall be made on the overall assessment of the clauses from 1 to 21 of Form-A.

**(Signature of the Competent Authority)**

**FORM-B**

**FORM FOR SUBMISSION OF PARTICULARS BY OFFICER/EMPLOYEE IN CONNECTION WITH  
AAU MODIFIED ASSURED CAREER PROGRESSION (MACP) SCHEME (w.e.f. 01.01.2017)**

1. Name of the Officer/Employee in full :  
(in block letters)
2. Department/Office to which attached :
3. Name of the Post held :
4. Date of Birth (dd/mm/yyyy) :
5. Age on the date of Application :
6. Educational Qualification :
7. Length of Service in the University :
8. Post held in the University prior to the :  
present post
9. Date of joining in the present post :
10. Scale of pay :
11. Present Pay :
12. Date of completion of 10/20/30 years in the :  
present post
13. Higher post/responsibility if held temporarily/ :  
officiating capacity during last 10/20/30 years
14. Whether the officer/employee had enjoyed any :  
scale promotion prior to this. If so mention the  
date and scale.
15. Whether any previous proposal for Scale :  
promotion was not recommended.
16. Whether the officer/employee has forgone his/ :  
her regular promotion? If so, mention year and  
date.

The particulars given above have been verified  
from the office record and found correct.

Head of the Department/Office

Signature of the Officer/Employee

Designation: \_\_\_\_\_

Date: \_\_\_\_\_