

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata - 700 001

No.E.368/0/ACP/Pt.IV

Kolkata, Dated: 26/05/2020

Divisional Railway Managers
HWH/SDAH/ASN/MLDT
Eastern Railway

Chief Works Managers
KPA/JMP/LLH
Eastern Railway

[Attention: Sr.DPOs/WPOs]

Dy.CPOs/SPOs/APOs, E. Rly., Kolkata


Sub: Grant of financial upgradation under MACP Scheme - Checklist.

The matter regarding issuance of the Checklist on MACPS has been under consideration of this office. After detailed deliberations and with the approval of the competent authority, a checklist on MACPS has been finalised which is enclosed for implementation. It may be ensured that item-wise information on all the points listed out in the checklist, along-with the copies of relevant documents, are made available in the file while processing the cases for grant of financial upgradation under MACP Scheme.

Further, efforts have been made to prepare the checklist as comprehensive one, incorporating all relevant points on the subject. Nonetheless, this only a guideline and in each case the Unit has to check all relevant aspects and may modify/add to this checklist, under intimation to this office.


Any feed back in this regard will be appreciated.

DA: As above.


(Anjan Ray)
Dy. Chief Personnel Officer/Gaz.
Phone No.:24104 (Rly.)

Copy to: Secretary to PCPO for kind information of PCPO.
PA to CPO(Admn.) for kind information of CPO(Admn.)

DA: As above.


Dy. Chief Personnel Officer/Gaz.

Checklist for processing the grant of financial upgradation under MACP Scheme

Tick the relevant portion	1 st MACP <input type="checkbox"/>	2 nd MACP <input type="checkbox"/>	3 rd MACP <input type="checkbox"/>	Due Date of MACP <input type="text"/>
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1.	Name of employee	
2.	Designation	
3.	Present post held with Level (Substantive/ Ad hoc)	
4.	Indicate the Level of the next normal promotion in the Pay Matrix as per AVC	
(General Details)		
4.	Date of appointments in various Grades/Levels (Regular)	
5.	(a) First Appointment	
	Date of Appointment to the post	
	Mode of Appointment	
	Grade/Level of the post	
	Whether initial training prescribed or not. If prescribed, duration of training	
	Whether prescribed initial training period was curtailed on administrative exigency. If so, the date of joining the working post after such curtailment	Yes/No
	Date of joining on working post in the entry grade. If initial training is prescribed, date of joining in the working post after completion of initial training	
	In case of Casual Labour & Substitutes, date of attaining TS followed by regular absorption	
	Date of confirmation on completion of prescribed probation period of two years.	
	Date of completion of 10/20/30 years of regular service from the entry grade/level or 10 years in a grade/level, as the case may be	
	(b) Mode of appointment in the present Grade/Level (Promotion, including LDCE/ Surplus/Transfer/ Change of category/Medically decategorisation/GDCE)	
	(c) Details of promotion earned/Financial upgradation under ACPs/MACPs granted	
	Date of 1 st regular promotion in the grade/level (in case of 2 nd MACP)	
	Date of grant of 1 st ACP/MACP in the grade/level (in case of 2 nd MACP)	
	Date of 2 nd regular promotion in the grade/level (in case of 3 rd MACP)	
	Date of grant of 2 nd ACP/MACP in the grade/level (in case of 3 rd MACP)	
	Date of 3 rd regular promotion in the grade/level	
6.	Whether the employee had been debarred for promotion/refuse regular promotion, If so, number of times with details	Yes/No
7.	Period of punishment, if any, as result of disciplinary proceedings under DAR.	
8.	Whether granted any In-situ promotion/time bound promotion in past. If so, details thereof.	Yes/No
9.	Period of Break in service under various rules, if any. If so, details thereof.	
10.	Details of period of EOL, if any, without MC, which does not qualify for regular promotion under specific order.	
11.	Whether the employee is free from Vigilance/SPE/DAR on the proposed date.	Yes/No
12.	Whether the employee was found unfit for grant of MACP at the first opportunity. If yes, brief reason thereof.	Yes/No
13.	APARs gradings for the last three years (year-wise) [Benchmark for the APARs for the years 2016-17 and thereafter shall be "Very Good"] {Ref.: Sl. No. 121/19 (RBE No. 86/19)}	P/
14.	Whether all APARs for the reckonable periods are available. If not, reason thereof	
15.	Whether employee was allowed to represent against below grading, if any, for reckonable periods	
16.	Whether approval of the competent authority is taken for processing the MACP benefit. If yes, relevant order.	
17.	Whether the MACP case has been processed as per timeline prescribed under the Scheme. If not, brief reason thereof.	Yes/No

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Other important relevant information		
18.	Whether any past service rendered in a State Government/Statutory Body/ Autonomous body/Public Sector organization, before appointment in the Railways. If yes, details thereof.	Yes/No
19.	Whether the employee came on transfer on reversion under FR 15A. If yes, details as under:	
(a)	Post held by him/her at the time of such transfer	Yes/No
(b)	Grade Pay/Level in the Pay Matrix of the post held	
(c)	Basic Pay at the time of transfer	
(d)	Total period of regular past service rendered in the old Unit reckonable under MACPS	
(e)	whether the employee, in accordance with terms and conditions of transfer on own volition to a lower post, was reverted to the lower Post/Grade from the promoted Post/Pay Level before being relieved for the new Unit/office	Yes/No
(f)	In case of reversion taken place in the new Unit/office, whether the employee was allowed the benefit of pay protection of the erstwhile higher post as per extant instructions on such transfer. If not, reason thereof.	Yes/No
20.	In case the employee is on Deputation, whether he/she has been advised to exercise a fresh option to either draw pay in the level of Pay Matrix attached to the post held by them on deputation or the pay in the pay level admissible to them under the MACPS, whichever is beneficial.	Yes/No
21.	In case of the employee who is holding higher posts purely on adhoc basis and eligible for MACP, whether he/she has been advised that the benefit of MACPS be allowed on reversion to the lower post.	Yes/No
22.	Whether promotions earned/upgradation granted under the MACP Scheme in the past to those grades which are in the same Level in the Pay Matrix due to merger of pay scales/upgradations of posts recommended by the 7 th CPC has been ignored for the purpose of granting upgradations under MACP from the date of issue of the revised RR pertaining to respective cadres.	Yes/No
23.	Whether 50% service in the case of Casual labour and 100% service for Substitute from the date of attaining TS to the date of actual absorption in the post has been taken into reckoning for determining regular service under MACP	Yes/No
24.	Whether Promotions earned in the post carrying same Pay Level in the promotional hierarchy as per Recruitment Rules has been counted while deciding the eligibility under MACPS	Yes/No
25.	Whether the higher Level proposed to be granted under MACPS is not higher than what would be available under normal promotion as per AVC.	Yes/No

Note 1: All relevant information as above is furnished as per entries recorded in SR/other relevant documents and grant of financial upgradation in this case has been processed keeping in view of all extant instructions/clarifications issued from time to time on the subject.

Note 2: Regarding grant of MACP to Nursing staff and person recruited as ASM prior to merger of the post of ASM with SIM in 7th CPC & Section Controllers ignoring the promotion from the post of Station Master, instructions contained in Sl. Nos. 120/19 (RBE No. 87/18) and 92/18, followed by 29/2020 (RBE No. 26/2020) & 147/18 (RBE No. 96/18) respectively, have been kept in view.

Note 3: At the time of issue of Office Order, the employee is to be allowed to exercise option as per Paras 4(iii) & 7 of annexure to RBE No. 16/2020 circulated under SL No. 16/2020, as the case may be. Further, actual increase of pay under MACP is subject to vetting of associated Accounts.

26.	Whether all material information relating to the employee was placed before the MACP Committee along with all relevant instructions on the subject.	Yes/No
27.	Recommendations of the Screening Committee	P/

Signature of Dealing Assistant with Date

Countersignature of the Concerned Staff Officer with date

[Handwritten mark]