

**Document No.:- DR1612-070621**

**Subject:** Regarding clarification on grant of ACPL on passing the departmental test

**OFFICE OF COMPTROLLER, LUVAS, HISAR**  
**(BUDGET BRANCH)**

Endst No. LUVAS/CVU/B-1/2021/1596-1646

Dated: 07.06.2021

The Worthy Vice-Chancellor has approved the adoption and circulation of the instructions issued by the State Government vide memo no.1/20/2016-5PR(FD) dated 25.05.2021 (copy attached) regarding clarification on grant of ACPL on passing the departmental test, in LUVAS, Hisar. A copy of the same is forwarded to the following for information and necessary action:-

1. All Deans/Directors/Officers/HODs (Including Outstations), LUVAS, Hisar
2. Secretary to Vice-Chancellor for kind information of Worthy Vice-Chancellor, LUVAS, Hisar
3. SPS to Vice-Chancellor, LUVAS, Hisar
4. DDO, O/o Comptroller, LUVAS, Hisar
5. The J.D, Local Audit, Haryana, LUVAS, Hisar
6. RSA and Auditor (Internal Audit), O/o Comptroller, LUVAS, Hisar
7. Adoption of instructions File (Internal)
8. Dr. Neelesh, Incharge, E-Gov. Cell, LUVAS, Hisar for uploading the same on the Website of University.

Sd/-

Comptroller

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**APPROVED**

Surender Kumar  
Deputy Comptroller, Comptroller  
Office of Comptroller  
Jun 8 2021 1:35PM

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From

Additional Chief Secretary to Govt. Haryana  
Finance Department.

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.

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

Dated 25.05.2021

**Subject:- Clarification on grant of ACPL on passing the departmental test.**

I am directed to draw your kind attention towards Rule-8 of HCS (ACP) Rules, 2016, whereby, a specific provision is prescribed for availing the benefit of 1st, 2nd and 3rd ACP Level that after completing the respective prescribed period, an Government employee should be fit to be promoted to the immediate next higher post only in the functional hierarchy in his cadre, but despite of fitness he could not be functionally promoted due to lack of vacancy. **Further, if such promotion involved passing of any departmental or other test, such condition should also be fulfilled by the Government employee.**

Now, few cases have been received in the Finance Department with the query as to in case, the Government Employee has passed departmental test after completing the period of eight years of service, when will S/he be entitled for 1st or 2nd or 3rd ACPL after passing the departmental test as per ibid rules.

The matter has been examined in the Finance Department and it is clarified that, in such type of cases, the matter shall be considered for 1st or 2nd or 3rd ACPL as the case may be, from the date of passing such examination/test, subject to fulfilment of other terms and conditions as laid down in ACP rules. Further, there will be no cumulative effect on subsequent ACPs. A few illustrations indicating the manner in which the cases of ACPs are to be considered, are given below:-

**Example-I:**

Mr. A joined service as Jr. Scale Stenographer in the pay scale of Rs.5200-20200+2400GP (FPL-4) on 5<sup>th</sup> March, 2006 and there is a provision of departmental test in Service Rules for promotion to the next post i.e Senior Scale Stenographer and he has qualified the requisite departmental test on 10<sup>th</sup> November, 2016. As such Mr. A shall be considered for 1<sup>st</sup> ACPL-6 corresponding to FPL-4 u/r 7 of HCS (ACP) Rules, 2016 w.e.f. the date of passing of the departmental test i.e 10<sup>th</sup> November, 2016 and his pay would be fixed as per Rule 21 of HCS (ACP) Rules, 2016. Further, his case for 2<sup>nd</sup> and 3<sup>rd</sup> ACPL shall be considered on 1<sup>st</sup> April, 2022 and 1<sup>st</sup> April, 2030 respectively subject to fulfilment of other terms and conditions as laid down in ACP rules.

**Example-II:**

Mr. B joined service as Jr. Scale Stenographer in the pay scale of Rs.5200-20200+2400GP (FPL-4) on 5<sup>th</sup> March, 2006 and there is a provision of departmental test in Service Rules for promotion to the next post i.e Senior Scale Stenographer and he has qualified the requisite departmental test on 10<sup>th</sup> November, 2023. As such Mr. B shall be considered for 2<sup>nd</sup> ACPL-7 corresponding to FPL-4 u/r 7 of HCS (ACP) Rules, 2016 w.e.f. the date of passing of the departmental test i.e 10<sup>th</sup> November, 2023 and his pay would be fixed directly in 2<sup>nd</sup> ACPL, as per Rule 21 of HCS (ACP) Rules, 2016. Further, his case for 3<sup>rd</sup> ACPL



shall be considered on 1<sup>st</sup> April, 2030 subject to fulfilment of other terms and conditions as laid down in ACP rules.

These instructions may be brought to the notice of all concerned under your kind control for strict compliance. These instructions are available on Finance Department's website [www.finhry.gov.in](http://www.finhry.gov.in).

*Handwritten signature*

**Chief Accounts Officer (PR)**

for Addl. Chief Secretary to Govt. Haryana  
Finance Department

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

Dated, Chandigarh, the 25.05.2021

A copy is forwarded to the following for information and necessary action:-

1. The Principal Accountant General (A & E/ Audit), Haryana, Chandigarh.
2. The Member Secretary, Haryana Bureau of Public Enterprises, Haryana.
3. Incharge, Computer Cell, Finance Department for uploading on FD's website.

*Handwritten signature*

**Chief Accounts Officer (PR)**

for Addl. Chief Secretary to Govt. Haryana  
Finance Department