

Name of the Institution / Office :

PROFORMA FOR GRANT OF ACP/MACP IN R/o GROUP-D EMPLOYEES

1. Name of the Official
2. Designation
3. Date of Birth
4. Category (SC/ST/PH/GEN)
5. Mode of Recruitment & Date of Joining
(SSC/Compassionate/Redeployed/
Absorption/Promotion)
6. Date of Entry in DTTE/GNCTD
7. If redeployed, Post, Pay Scale, date and
nature of appointment in the previous
organization from where deployed:
8. Educational Qualification:
9. If not possessing the minimum
Prescribed educational qualification
Of 10th or equivalent,
whether he/she is **Re-trained or Not**
(if so, copy of certificate is also added)
10. Present Grade Pay
11. Details Pay Protection allowed, if any:
12. Promotions earned if any:

Turn of Promotion	Post held before promotion	Pay Scale in r/o the post held	Date of Promotion	Post to which promoted	Pay Scale in r/o the post to which promoted
1 st Promotion					
2 nd Promotion					
3 rd Promotion					

13. Details of ACP granted, if any (including in situ promotion)

Period	Post held before grant of ACP	Pay Scale in r/o the post held	Date of grant of ACP	Post acquired after grant of ACP	Pay Scale in r/o the post acquired after grant of ACP
12 Years					
24 Years					

14. If case is recommended for grant of Financial up-gradation under ACP Scheme

Sl. No:	Date of completing 12 years regular service with Pay Scale	Date of completing 24 years of regular service with Pay scale.

15. If case is recommended for grant of financial up-gradation under MACP Scheme

Sl. No:	Date of completing 10 years of regular service	Date of completing 20 years of regular service	Date of completing 30 years of regular service

16. Whether the official was / is under suspension
(Attach copy of Charge Sheet, Suspension Order
With present status of the case/s)

17. Whether any penalty was imposed upon the official
(Attach copy of relevant order)

18. Mention the Scheme under which up-gradation is recommended:
(ACP or MACP)

19. Other relevant information/remarks if any:

Vigilance Report, Work & Conduct Report and Integrity Certificate are added.
Certified that the above particulars are true as per the Service Records/
Service Book in respect of the above official.

Signature of the HoO/Principal