

Govt. of NCT of Delhi  
**Department of Information Technology**  
(Cadre Controlling Unit)  
Level 9, 'B' Wing, Delhi Secretariat, New Delhi-110002.

NO.F.18(1)/2012/ITC/189

Dated: 3-1-2014

To  
All Heads of Departments,  
Govt. of NCT of Delhi,  
New Delhi.

**Sub:- Implementation of ACP/MACP Scheme to IT Cadre employees.**

Sir/Madam,

The Assured Career Progression Scheme /Modified Assured Career Progression Scheme is being implemented by the Govt. NCT of Delhi as per instructions of Dop&T, Ministry of Personnel, Public Grievances & Pensions, Govt. of India vide OM No.35035/1/97-Estt.(D) dated 09.08.1999 and endorsed by Finance Budget Department, Govt. of NCT of Delhi vide order No.F.14(2)/99-Fin(B) dated 27.08.1999, instructions of Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training Govt. of India circulated vide OM No. 35034/3/2008-Estt(D) dated-19<sup>th</sup> May, 2009 and further endorsed by Finance Budget Department, Govt of NCT of Delhi, No.F.11(4)/2006-Fin (B)/PT.II/dsfb/1192-1297 dated 27.05.2009 i.e. to grant 1<sup>st</sup> /2<sup>nd</sup> financial up gradations under the ACP Scheme on completion of 12/24 years of regular service and three financial up gradations at intervals of 10,20 and 30 years of continuous regular service under MACP scheme respectively.

The MACP Scheme is operational w.e.f. 01.09.2008. Therefore the financial up gradations as per the provisions of earlier ACP Scheme (of August,1999) would be granted till 31.08.2008.

It is therefore, requested that the complete service particulars viz. IC/VC & ACRs/APARs for the preceding five years from the date of eligibility in respect of all eligible IT Cadre employees for grant of financial benefits under earlier ACP Scheme/revised MACP Scheme, formulated by DOPT, may be furnished to this department latest by 17.01.2014 in accordance with the contents referred at para 2 above for the meeting of the Screening Committee along with the requisite complete details strictly as per enclosed proforma. This department will not entertain incomplete cases.

The Administrative department may ensure completion of all codal formalities as stated at para 3 above and may also note that in case an employee does not get the benefit under ACP/MACP scheme due to non – furnishing of documents in time, the responsibly will the concerned Administrative Department.

Your's faithfully,

  
(Anil Bhola)  
Dy. Secretary

**PROFORMA FOR GRANT OF \_\_\_\_\_ ACP/MACP BENEFITS**

**1 Name of the official**

**2 Date of Birth**

**3 Category (SC/ST/PH/GEN.)**

**4 Date of initial appointment with Post and pay scale**

**5 Mode of Recruitment (SSC/Compassionate/Redeployed/Absorption/Promotion) and Date of entry in service in Govt. of Delhi**

**6 Present Grade Pay:-**

**7 Date of 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> Regular promotion (Including in-situ promotion) with Post and Pay scale under the old ACP Scheme be mentioned against the concerned column stated**      1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**8 (a) Date on which the official is Completing 10/20/30 years of Regular service with their pay scale and subsequent pay band under MACP-2008.**

**(b) Date on which the official is completing 12/24 years of regular service with post and pay scale**      12yrs \_\_\_\_\_ 24yrs \_\_\_\_\_

**9 Whether any penalty was/ is imposed on the official. If so, details thereof along-with a copy of relevant order.**

**10 E.O.L. on private affairs, if any**

**11 Whether Integrity Certified (Yes/NO)**

**12 APARs/ACRs enclosed for the last 5 years (enclosed relevant document for submitting the above ACRs to Cadre Can tolling Unit)**

**13 Other details, if any, relevant as per the ACP Scheme.**

**Certified that the above particulars are taken from the Service Book of the official concerned.**

**(Signature of the Head of office) with seal**