

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI – 110088.**

NG Branch

No.F.24 (3) ACP/MACP /Trg. Admn./2019/ 112

Dated: 08/02/2019

To

All Principals of ITIs /Dy.A.A.O.,

Delhi/New Delhi.

Sub: Implementation of ACP/MACP Scheme in ITIs/Dy. A.A.Office

Sir/Madam,

With reference to the above cited subject , please provide the following information in respect of all those Officials (from WSA to Group Instructor level) who will complete/ have completed 10/20/30 years of regular service in their respective grade up to 30.06.2019 in the prescribed proforma duly verified from the Service Book of the Official(s) in regard of granting MACP. The particulars of retired officials, if any, may also be forwarded for consideration for grant of financial up gradation under ACP/MACP Scheme. It may also be noted that if any Official was left out previously for consideration, his/ her name may also be sent.

1. Duly filled prescribed proforma verified from the service book/ record of the official concerned (Blank Performa enclosed).
2. Attested copies of academic and technical qualifications in case of ACP only.
3. Work & conduct report (Blank Performa enclosed).
4. Integrity Certificate (Blank Performa enclosed).
5. Vigilance clearance report at the Institute level (Blank Performa enclosed).
6. ACR/APARs (in original) for last 05 (five) years

Further you are requested to ensure the correctness of the particulars of the officers/officials from their service records i.e. service book etc.

The requisite information(s) duly signed by HOO should reach the undersigned latest by 28-02-2019 positively.

Yours faithfully,

Encl: As above


(Amod Barthwal)
Admn. Officer(NG/E-II)

No.F.24 (3) ACP/MACP /Trg.Admn./2015/

Dated:

Copy for information & necessary action to:-

- 1) P.S. to Director (TTE), Delhi.
- 2) P.S. to Joint Director (TTE), Delhi.
- 3) All Branches of TTE (HQ), Delhi.
- ✓ 4) System Analyst with the request to upload the same on Departmental Web-site


(Amod Barthwal)
Admn. Officer(NG/E-II)

PROFORMA FOR GRANT OF ACP/MACP-2008

1	Name of the official (with Designation)	
2	Present Pay Scale/Level	
3	Date of Birth	
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	Date of 1 st /2 nd /3 rd regular promotion (including in-situ promotion) with Post and pay scale under the old ACP Scheme be mentioned against the concerned column stated above.	Ist..... IInd..... IIIrd.....
7(a)	Seniority No. (as per seniority list)	
7(b)	(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.	10 yrs..... 20 yrs..... 30 yrs.....
8	(b) Date on which the official is completing 12/24 years of regular service with post and pay scale (in case of ACP).	12 Yrs..... 24 yrs.....
9	Whether the official was/is under suspension/Department vigilance Case or any other Criminal case contemplated/pending . If so, attach a brief note and copy of charge-sheet etc.	
10	Whether any penalty was/is imposed on the official. If so, details thereof along with a copy of relevant order.	
11	E.O.L on Private Affairs, if any.	
12	Whether Integrity certified (Yes/No)	
13	ACRs/APARs (in original) are enclosed for the last five years.	
14	Other Details, if any, relevant as per the ACP/MACP Scheme.	

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

(Signature of the Competent Authority, with seal)

PROFORMA

Work & Conduct Report and Integrity Certificate

Certified that Sh./Smt./Ms _____ is Presently working in this institute as _____ and quality of his/her work & conduct is _____ and his/her integrity is _____

Dated: _____

**Signature of Principal/H.O.O
With Seal**

Vigilance Clearance Report at the Institute Level

Certified that the records of service of Sh./Smt./Ms. _____ Designation _____ who is working in the Pay Scale/level _____ and being considered for the ACP/MACP in the Pay scale/Level of _____ has been carefully scrutinized and it is certified that no vigilance case /inquiry or complaint is pending or contemplated against the said official at the institute level.

Date: _____

**Signature of Principal/H.O.O
With Seal**