

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088
(NG/E-II BRANCH)

F.3(51)/2012/TTE/E-IV/ 66

Dated: 22/11/2020

CIRCULAR

**Subject: Implementation of MACP Scheme in r/o of all Principals/Vice Principals of ITIs -
regd.**

With reference to above cited subject, please provide information in r/o all Principals/Vice Principals who have completed 10/20/30 years of regular service in their respective grade up to 31.12.2019 on the prescribed proforma duly verified from the Service Book of the Officer(s) in regard of granting MACP. The particulars of retired officers, if any, may also be forwarded for consideration for grant of financial up gradation under MACP Scheme. It may also be noted that if any Officer was left out previously for consideration, his/her name may also be sent. Following documents of all such officers may be sent for consideration:

1. Duly filled prescribed proforma verified from the service book/record of the official concerned (Blank Performa enclosed).
2. Work & conduct report (Blank Performa enclosed).
3. Integrity Certificate (Blank Performa enclosed).
4. Vigilance clearance report at the Institute level (Blank Performa enclosed).
5. 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 28.01.2020 positively.



(Dr. (Mrs.) BABITA)

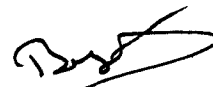
Administrative Officer (E-II)

Dated: 22/01/20

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Copy for information & necessary action to :-

1. P.S. to Director (TTE), Delhi.
2. P.S. to joint Director (TTE), Delhi.
3. To the all Principals/Vice Principals of all ITIs.
4. All Branches of TTE (HQ), Delhi.
- ✓ 5. System Analyst with the request to upload the same on Departmental Web-site.



(Dr. (Mrs.) BABITA)

Administrative Officer (E-II)

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Proforma for ACP/MACP

1. Name of the Officer : _____
2. Date of Birth : _____
3. Category (SC/ST/PH/Gen) : _____
4. Date of initial appointment on regular basis with Post and pay scale : _____
5. Mode of Recruitment (UPSC/Redeployed/Absorption/Promotion) and Date of entry in service in Govt. of Delhi : _____
6. Present Grade Pay : _____
7. Date of 1st/2nd/3rd regular promotion (including in-situ promotion) with Post and Pay scale under the old ACP Scheme be mentioned against the concerned column stated above : 1st _____ 2nd _____ 3rd _____
8. Attach copy of Promotion orders, if any : _____
9. Seniority Number : _____
10. (a) Date on which the officer is completing 10/20/30 years of Regular Service with their pay scale and subsequent pay band under MACP-2008. Attach, copy of MACP orders, if any:-
 10years _____ 20years _____ 30years _____
- (b) Date on which the officer is completing 12/24 years of regular service with post and pay scale. Copy of ACP orders, if any:-

11. Whether the officer was/is under Suspension/Department/Vigilance Case being contemplated/pending. If so, attach a brief note and copy of Charge-Sheet(Yes/No) : _____
12. Whether any penalty was/is imposed on the officer. If so, details thereof along-with a copy of relevant order(Yes/No) : _____
13. E.O.L. on private affairs, if any : _____
14. Whether Integrity Certified (Yes/No) : _____
15. ACRs/APARs enclosed for the years : _____
16. Other details, if any, relevant as per the ACP/MACP Scheme/In-situ promotion : _____

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

(Signature of the Competent Authority) with seal

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21/c

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