

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

E-II Branch

No.F.24 (3) ACP/MACP /Trg. Admn./2019/ 127

Dated: 28.01.2022

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 have completed 10/20/30 years of regular service in their respective grade **up to 31.12.2021** 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.

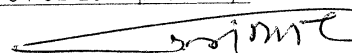
**Note:-Names already sent up to 30.06.2021 need not to be sent again.**

Following documents should be submitted along with the name of official concerned:-

1. Duly filled prescribed Performa 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 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 04-02-2022 positively.



(G.D. Nimje)  
Section Officer (E-II)

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

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) Principals of all ITIs/Dy.A.A.O.
- 5) System Analyst with the request to upload the same on Department's Web-site.



(G.D. Nimje)  
Section Officer (E-II)

PERFORMA 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 & 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 <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 above	1 <sup>st</sup> ..... 2 <sup>nd</sup> ..... 3 <sup>rd</sup> .....
7 (a)	Seniority No. (as per Seniority List)	
7 (b)	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. .... 20yrs..... 30yrs.....
8.	Date on which the official is completing 12/24 years of regular service with Post & Pay Scale (in case of ACP)	12yrs..... 24yrs.....
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)

PROFORMAWORK & 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 \_\_\_\_\_ at his/her \_\_\_\_\_.

Dated: \_\_\_\_\_

Signature of the 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 this institute 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 of complaint is pending or contemplated against the said official at the institute level.

Dated: \_\_\_\_\_

Signature of the Principal/H.O.O.  
(with seal)