

**Reminder (Final)**

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/ 112

Dated: 08.02.22

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 letter dated 28.01.2022 regarding 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.

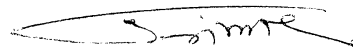
**Note:-Names already sent up to 30.06.2021 need not to be sent again.**

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

6. Duly filled prescribed Performa verified from the service book/ record of the official concerned (Blank Performa enclosed).
7. Work & conduct report (Blank Performa enclosed)
8. Integrity Certificate (Blank Performa enclosed)
9. Vigilance clearance report at the institute level (Blank Performa enclosed)
10. 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 11-02-2022 positively.



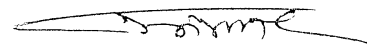
(G.D. Nimje)  
Section Officer (E-II)

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

Dated

Copy for information & necessary action to

- 6) P.S. to Director (TTE), Delhi
- 7) P.S. to Joint Director (TTE), Delhi
- ✓ 8) All Branches of TTE (HQ), Delhi
- 9) Principals of all ITIs/Dy A A O
- 10) System Analyst with the request to upload the same on Department's Web site



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