

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/ 1254-1258

Dated: 14-11-2022

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/will complete 10/20/30 years of regular service in their respective grade up to 31.12.2022 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.

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 (in r/o effective due date for the grant of MACP).

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 25-11-2022 positively.



(Suman Lata Tyagi)
Section Officer (E-II)

No.F.24 (3) ACP/MACP /Trg.Admn./2019/ 1254-1258

Dated: 14-11-2022

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.


(Suman Lata Tyagi)
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 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	1 st 2 nd 3 rd
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)

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 _____.

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.

Date _____

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