

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI – 110034.  
E-mail: ngbranchdtte@gmail.com

No.F.24(3)/MACP/2024/E-II/TRG.ADMN./ 412-415

Dated: 22-04-2024

To

All Principals/Vice Principals/HOOs of ITIs /Dy. A.A. Office  
& All Branches of TTE (HQ),

Delhi/New Delhi.

Sub: Grant of benefits under MACP Scheme, in ITIs/Dy. A.A. Office-Reg.

Sir/Madam,

With reference to the above-cited subject, please provide the following information in regards of granting benefits under MACP Scheme 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 grade **up to 30.06.2024**. This information should be submitted in the prescribed Proforma, which should be duly verified from the Service Book of the Official(s) concerned.

The particulars of retired official(s), official(s) who was/were left out previously, if any, may also be forwarded for consideration for grant of financial up gradation under MACP Scheme.

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

1. Duly filled prescribed Proforma verified from the service book/ record of the official concerned (Blank Proforma enclosed).
2. Work & conduct report (Blank Proforma enclosed).
3. Integrity Certificate (Blank Proforma enclosed).
4. Vigilance clearance report at the Institute level, (Blank Proforma enclosed).
5. 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 official(s) from their service records i.e. service book etc.

The requisite information duly signed by the Principal/Vice Principal/HOO concerned, should reach the undersigned latest by 03.05.2024 positively.

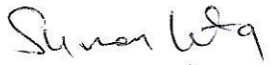
*Suman Lata*  
(SUMAN LATA)  
Section Officer (E-II)

No.F.24(3)/MACP/2024/E-II/TRG.ADMN./412-415

Dated: 22-4-2024

Copy for information & necessary action to:-

- 1) P.S. to Secretary (TTE), Delhi.
- 2) P.S. to Director (TTE), Delhi.
- 3) All Branches of TTE (HQ), Delhi.
- 4) Principals of all ITIs/Dy. A.A.Office
- 5) System Analyst with the request to upload the same on Department's Web-site.

  
(SUMAN LATA)  
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> .....<br>2 <sup>nd</sup> .....<br>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.....<br>20yrs.....<br>30yrs.....                                 |
| 8      | Date on which the official is completing 12/24 years of regular service with Post & Pay Scale (in case of ACP)                                                                                                    | 12yrs.....<br>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)