

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION,  
MUNI MAYARAM MARG, PITAMPURA, DELHI-110034.  
ESTABLISHMENT-IV (Phone No: 011-27322927).

No: F.3(9)/2025/TTE/E-IV/033802323/11799-1805

Dated: 16/05/2025

To,

The Controller BTE, Principal/HOO of all  
ITIs/BTC Pusa, IBBS (CSI), Dy. App. Adviser and  
all branch In-charges under  
Department of Trg. & Tech. Education,  
Govt. of NCT of Delhi.

Sub: Financial Up-gradation under ACP/MACP Scheme in respect of MTS Group-C (erstwhile Gr.-'D') Officials.  
Sir/Madam,

This Department is in receipt of several individual communications from MTS (erstwhile Gr.-'D') employees of various institutes/Offices regarding the subject cited above.

In this regard, I am directed to inform that most of the MTS (erstwhile Gr.-'D') employees of the Department have been granted financial up-gradation under MACP Scheme. But cases of some MTS (erstwhile Gr.-'D') employees for grant of financial up-gradation under ACP or MACP Scheme under the provisions contained in DOPT's O.M. No. 35034/1/97/Estt. (D) dated 09.08.1999 endorsed by the Finance (Budget) Department, GNCT of Delhi vide No. F.14 (2)/99-Fin (B) dated 27.08.1999, DOPT's OM No. 35034/2008-Estt. (D) dated 19.05.2009 endorsed by the Finance (Budget) Department, GNCT of Delhi vide No. F.11 (4)/2006-Fin (B)/PT.II/dsfb/1192-1297 dated 27.05.2009 and DoPT's OM No.35034/3/2015-Estt.(D) dated 22.10.2029 endorsed by the Finance (Estb.III) Department, GNCT of Delhi vide No.F(21)/FIN.(ESTT.-III)/07CPC/2016/1984 dated 16.12.2019 are still pending in the various institutes/offices under the Department or could not be recommended due to non availability of relevant information/documents in respect of the officials concerned.

All the Head of Institutes/Offices and branch In-charges are, therefore, requested to furnish the information in respect of such MTS (erstwhile Gr.-'D') officials *who are eligible as on date (including those whose case are sent earlier/still pending/non recommended)* in the duly filled proforma enclosed herewith. The enclosed proforma (*duly filled*) along with relevant documents (Vigilance Report, Integrity Certificate and Work & Conduct Report etc) duly signed as on date of submission and the date of eligibility of ACP/MACP benefits after adjustment of period of EOL availed on private affairs may be clearly indicated / Non-qualifying service mentioned at column no. 19 in enclosed proforma as per his/her service records, if any & stamped by the Head of Office may be forwarded to this office at the earliest but not later than 23.06.2025 otherwise concerned Head of Office and branch In-charge will be responsible for delay/non grant of financial up-gradation to the eligible official. Prescribed format are enclosed herewith.

This issues with the approval of the Competent Authority.

Yours faithfully,

Encl: As above

(C. SRI RAMAN)

SECTION OFFICER (ADMN.)

Dated: 16/05/2025

No: F.3(9)/2025/TTE/E-IV/033802323/11799-1805

Copy for information:-

1. PS to Secretary, DTTE
2. PS to Director, DTTE.
3. Joint Director (Planning), DTTE and all Dy. Directors, DTTE
4. System Analyst, DTTE with request to upload this letter along with enclosures on the Departmental website of this Department.
5. Notification board.
6. Guard file

(C. SRI RAMAN)

SECTION OFFICER (ADMN.)

Name of the Institution/ Office: \_\_\_\_\_

16/c

**PROFORMA FOR GRANT OF ACP/MACP IN REPECT OF MTS (ERSTWHILE GROUP-D)**



Name of the Official  
(Attach attested copy of first page of service book)

2. Designation

3. Date of Birth / Date of Retirement  
(Copy enclosed)

4. Mode of Initial Recruitment (with date)  
(Direct/Compassionate/Re-deployed/Absorption)  
(attach attested copy of relevant order /relevant  
page of service book).

5. Date of entry in DTLE  
(attach attested copy of relevant documents/relevant page  
of service book)

6. If re-deployed, Name of the Organization,  
Post, Pay Scale, Date of Apptt.  
in the previous organization  
(attach copy of relevant documents)

7. Education Qualification  
(Attach attested copies)

8. If not possessing the minimum prescribed  
Educational qualification of 10<sup>th</sup> or equivalent  
Whether he/she re-trained or not, attach copy  
of Certificate

9. Present Basic pay with Pay Band and level  
(Copy enclosed) (attach attested copy of service  
book showing entry of increment granted  
on 01.07.2024 / 01.01.2025)

10. If he/she has been allowed any pay protection,  
Details thereof & Attach copy of order

11. Promotion earned, if any

S. No.	Post held before Promotion with Pay Scale	Date of Promotion	Post to which promoted with Pay Scale	Department Order No. & Date. (enclose copy)

12. Details of ACP granted, if any  
(Including in situ promotion)

S. No.	Post held before Promotion/ACP with Pay Scale	Date of grant Promotion/ACP	Post to which promoted / Granted ACP with Pay Scale	Department Order No. & Dated. (enclose copy)

13. Details of MACP benefits granted, if any.

S. No.	Post held before Promotion/MACP with Pay Scale	Date of grant Promotion/MACP	Post to which promoted / Granted with Pay Scale	Department Order No. & Dated. (enclose copy)

14. If case is recommended for grant of financial Up-gradation under ACP Scheme,

S. No.	Date on which Official is completing 12 years regular service with Pay Scale	Date on which official is completing 24 years regular service with Pay Scale

15. If case is recommended for grant of financial Up-gradation under MACP Scheme,

S. No.	Date on which Official is completing 10 years regular service with Pay Scale	Date on which Official is completing 20 years regular service with Pay Scale	Date on which Official is completing 30 year regular service with Pay Scale

16. Whether the official was / is under suspension  
(Attach copy of Charge Sheet, Suspension Order with present status of the case)

17. Whether any penalty was imposes upon the Official  
(Attach copy of relevant Order)

18. Whether any regular promotion has been offered but was refused by the employee before becoming entitled to ACP or MACP scheme :  
(if yes, attach copy of application)

18. Vigilance Report, Work & Conduct Report, Integrity Certificate  
(Attach above documents)

19. Details of EOL availed on medical ground & private affair may be clearly indicated / Non-qualifying service, if any [mentioned the date of eligibility of ACP/MACP benefits after adjustment of period of EOL on private affairs as per her/his service records at Institute level (copy enclosed)], if any.

20. Case is recommended under ACP or MACP Scheme  
(Mention name of the Scheme)

21. Other relevant, if any: -

Certified that the above particulars are true as per the Service Record/ Service Book of the official concerned as available with this Institute / Office.

Signatures of HOO ( with Seal)