

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

REMINDER-I

No: F.3(9)/2025/TTE/E-IV/033802323/2530-35

Dated: 01.07.25

To,

The Controller BTE, Principal/HOO of all
ITIs/BTC Pusa, IBBS (CSI), Dy. App. Adviser
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,

Kindly refer to this office letter no F.3(9)/2025/TTE/E-IV/033802323/1799-1805 dated 16.05.2025 vide which it was requested to furnish requisite documents/information and details in prescribed proforma for consideration of financial up-gradation under MACP scheme, but till date only few institute has submitted the response in respect of MTS (erstwhile Gr.-'D') employees.

It is therefore again requested to furnish the documents/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, otherwise NIL report sent to this office at earliest. 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 18.07.2025 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.

Encl: As above

Yours faithfully,


(C. SRI RAMAN)

SECTION OFFICER (ADMN.)

Dated: 01.07.25

No: F.3(9)/2025/TTE/E-IV/033802323/2530-35

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: _____

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

1. 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 DTTE
(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 10th 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 MACP 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)