

MOST IMMEDIATE

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088
(ESTABLISHMENT-II BRANCH)

Email Id :- ngbranchdtte@gmail.com

F. 24(3)/MACP/2024/E-II/Trg.Admn./127-129

Dated: 04.08.25

To.

**All Principals/Vice Principals/HOOs of ITIs/
& All Branches In-charge of TTE (HQ)**
Dept. of Training & Technical Education
Pitampura, Delhi.

Sub: For granting of financial up gradation under MACP Scheme reg..

Sir/Madam,

This is with reference to the subject cited above, the following information is required in respect of all ex-cadre staff of ITI(s) i.e. from the post of WSAs upto the post of Principal (Sr. Scale) who have completed 10/20/30 years of regular service in their grade up to **30.06.2025**. This information should be submitted in the prescribed Performa (copy enclosed), which should be duly verified from the service book of the officials concerned.

1. Duly filled prescribed Performa verified from the service book/record of the official concerned with copy of 1st page of service book.
2. Work & conduct report.
3. Integrity certificate.
4. Vigilance clearance report at the institute level.

The H.O.O. is also requested to submit separate performa (copy enclosed) for each eligible official/officer.

The requisite information duly signed/attested by the Principal/Vice Principal/HOO concerned, should reach this branch by **18.08.2025**.

Encl. as above


(Neeraj Dhawan)
Deputy Director (Estb.-II)

NAME OF THE INSTITUTION/ OFFICE: _____

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ROFOF MA FOR GRANT OF ACP/MACP IN RESPECT OF Post-.....

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. 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)
8. If he/she has been allowed any pay protection,
Details thereof & Attach copy of order
9. 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)

10. 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)

11. 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)

12. If case is being 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

13. If case is being 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

14. Grading of ACR/APAR by reporting offer and Reviewing Officer w.r.t. last 05 preceeding years since his / her MACP, ACP is due :

Sr. No.	2020-2021 2021-2022 2022-2023 2023-2024 2024-2025	Grading by Reporting Officer	Grading by Reviewing Officer	Remarks

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

16. Whether any penalty was imposed upon the Official
(Attach copy of relevant Order)

17. 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.

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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)