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09/07/2026

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/033802323/1612-18

Dated: 07/07/2026

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 branch is in receipt of several individual verbal communications regarding the grant of financial up-gradation of Multi-Tasking Staff (MTS) / erstwhile Group 'D' officials working across various Institutes, Boards, and Branches under the Department of Training and Technical Education (DTTE).

It is informed that the eligible MTS (erstwhile Group 'D') employees of this Department are entitled to financial up-gradation under the Assured Career Progression (ACP) / Modified Assured Career Progression (MACP) Schemes governed by 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)/07CPE/2016/1984 dated 16.12.2019.

In this context, I am directed to request all the Head of Institutes/Offices and branch In-charges 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 07.08.2026 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: 07/07/2026

No: F.3(9)/2025/TTE/E-IV/033802323/1612-18

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 01.01.2026 / 01.07.2026) :
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/AC P	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)

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

20. 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.

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

22. 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)