

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING & TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG, PITAMPURA, DELHI – 110088.**

NG Branch

No.F.24 (3) ACP/MACP /Trg. Admn./2019/ 677

Dated: 06/08/19

To

All Principals of ITIs /Dy.A.A.O.,

Delhi/New Delhi.

**Sub: Implementation of MACP Scheme in ITIs/Dy. A.A.Office**

Sir/Madam,

With reference to the above cited subject, please provide information in respect of all those Officials (from WSA to Group Instructor level) who will complete/ have completed 10/20/30 years of regular service in their respective grade **up to 31.12.2019** on the prescribed proforma duly verified from the Service Book of the Official(s) in regard of granting MACP. The particulars of retired officials, if any, may also be forwarded for consideration for grant of financial up gradation under MACP Scheme. It may also be noted that if any Official was left out previously for consideration, his/ her name may also be sent. Following documents of all such officials may be sent for consideration:

1. Duly filled prescribed proforma verified from the service book/ record of the official concerned (Blank Performa enclosed).
2. Work & conduct report (Blank Performa enclosed).
3. Integrity Certificate (Blank Performa enclosed).
4. Vigilance clearance report at the Institute level (Blank Performa enclosed).
5. ACR/APARs (in original) for last 05 (five) years

Further you are requested to ensure the correctness of the particulars of the officers/officials from their service records i.e. service book etc.

**The requisite information(s) duly signed by HOO should reach the undersigned latest by 30.08.2019 positively.**

Yours faithfully,



(Dr. Babita)

Admn. Officer(NG/E-II)

No.F.24 (3) ACP/MACP /Trg. Admn./2019/ 677

Dated: 08/08/19

Copy for information & necessary action to:-

- 1) P.S. to Director (TTE), Delhi.
- 2) P.S. to Joint Director (TTE), Delhi.
- 3) All Branches of TTE (HQ), Delhi.
- 4) System Analyst with the request to upload the same on Departmental Web-site



(Dr. Babita)

Admn. Officer(NG/E-II)

22/c

## PROFORMA 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 and 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-altu promotion) with Post and pay scale under the old ACP Scheme be mentioned against the concerned column stated above.	Ist..... IInd..... IIIrd.....
7(a)	Seniority No. (as per seniority list)	
7(b)	(a) 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..... 20 yrs..... 30 yrs.....
8	(b) Date on which the official is completing 12/24 years of regular service with post and pay scale (in case of ACP).	12 Yrs..... 24 yrs.....
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)

21/c

**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 integrity is \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of 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 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 or complaint is pending or  
contemplated against the said official at the institute level

Date: \_\_\_\_\_

Signature of Principal/H.O.O  
With Seal