

1. Name of the official
2. Date of Birth
3. Category (SC/ST/PH/GEN.)
4. Date of initial appointment on regular basis 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. Present Grade Pay:-
7. Date of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> regular promotion (Including in-situ promotion) with Post and Pay scale under the old ACP Scheme be mentioned against the concerned column stated above
 

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<hr style="border: 0; border-top: 1px solid black; width: 200px; margin: 0;"/>		
8. Seniority No. in Gr-I, II, III & IV (DASS)  
Seniority No. in Gr-I, II & III (Steno)
9. (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
 

10yrs	20yrs	30yrs
<hr style="border: 0; border-top: 1px solid black; width: 200px; margin: 0;"/>		

  
 (b) Date on which the official is Completing 12/24 years of regular service with post and pay scale
 

12yrs	24yrs
<hr style="border: 0; border-top: 1px solid black; width: 150px; margin: 0;"/>	
10. Whether the official was/is under Suspension/Departmental/Vigilance Case being contemplated/pending. If so, attach a brief note and copy of Charge-Sheet. (Yes/No)
11. Whether any penalty was/ is imposed on the official. If so, details thereof along-with a copy of relevant order. (Yes/No)
12. E.O.L. on private affairs, if any
13. Whether Integrity Certified (Yes/No)
14. Type Test Report (Passed/Exempted), along with relevant copy of order. If exempted date w.e.f. Exemption granted.
15. ACRs enclosed for the years
16. Other details, if any, relevant as per the ACP/MACP Scheme/In-situ promotion.

Certified that the above particulars are taken from the Service Book of the official concerned.