

**PROFORMA FOR GRANT OF ACP/MACP**

1. Name of the Official :
2. Date of Birth :
3. (a) Category (SC/ST/PH/GEN.) :
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. Present Grade Pay :
7. Date of Grant of NFS/NFSG :
8. Date of 1<sup>st</sup>/2<sup>nd</sup> regular promotion (Including in-situ promotion) with Post and Pay scale : 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_
9. (a) Details of 1<sup>st</sup> Financial upgradation under ACP/MACP Scheme : Date of Order \_\_\_\_\_ w.e.f \_\_\_\_\_  
Pay Scale \_\_\_\_\_
- (b) Details of 2<sup>nd</sup> Financial upgradation under ACP/MACP Scheme : Date of Order \_\_\_\_\_ w.e.f \_\_\_\_\_  
Pay Scale \_\_\_\_\_
10. Seniority No. in Gr-I,II,III & IV (DASS) :  
Seniority No. in Gr-I,II & III (Steno)
11. Whether the official was/is under Suspension/Departmental/Vigilance Case being contemplated/pending. If so, attach a brief note and copy of Charge-Sheet. :
12. Whether any penalty was/ is imposed on the official. If so, details thereof along-with a copy of relevant order. :
13. E.O.L. on private affairs, if any (enclose relevant copies thereof) :
14. Whether Integrity Certified (Yes/No) :
15. Type Test Report (Passed/Exempted), along with relevant copy of order, If exempted date w.e.f. Exemption granted. :
16. Contact Number: : Office \_\_\_\_\_  
Mobile \_\_\_\_\_
17. Other details, if any, relevant as per the ACP Scheme. :

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

(Signature of the Competent Authority) with seal )

- (i) **Department :**
- (ii) **Cadre/Category :**
- (iii) **Indicate ACP/MACP, as the case may be:**
- (iv) **Number of officials covered under the scheme:**

**CHECK-LIST**

| S.No. | Documents required   | Enclosed | Not Enclosed | If not enclosed (Reasons) |
|-------|--|----------|--------------|---------------------------|
| 1.    | Duly filled proforma attested by HOO   |          |              |                           |
| 2.    | Integrity Certificate  |          |              |                           |
| 3.    | Vigilance Clearance at Head Quarter Level  |          |              |                           |
| 4.    | Vigilance Clearance from DOV in case of officers of the rank of Grade 1 (DASS/Steno) and above.  |          |              |                           |
| 5.    | Type Test/Exemption Report   |          |              |                           |
| 6.    | ACRs of the preceding five years from the date of eligibility (Reference No., if already forwarded to ACR Cell in Services Department) |          |              |                           |

Signature  
(Forwarding Officer)  
Name & Designation

Signature  
(Receiving Officer)  
ACP Cell (Services Department)  
Name & Designation

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 in DSMDC/DEDA
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) /financial upgradation with Post and Pay scale
 

|                  |                 |                 |
|------------------|-----------------|-----------------|
| DSMDC/DEDA       |                 |                 |
| 1 <sup>st</sup>  | 2 <sup>nd</sup> | 3 <sup>rd</sup> |
| _____            |                 |                 |
| DELHI GOVERNMENT |                 |                 |
| 1 <sup>st</sup>  | 2 <sup>nd</sup> | 3 <sup>rd</sup> |
| _____            |                 |                 |
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
 

|                                   |       |       |
|-----------------------------------|-------|-------|
| INCLUDING SERVICE IN DSMDC/DEDA   |       |       |
| 10yrs                             | 20yrs | 30yrs |
| _____                             |       |       |
| EXCLUDING G SERVICE IN DSMDC/DEDA |       |       |
| 10yrs                             | 20yrs | 30yrs |
| _____                             |       |       |
- (b) Date on which the official is Completing 12/24 years of regular service with post and pay scale
 

|                                   |       |  |
|-----------------------------------|-------|--|
| INCLUDING SERVICE IN DSMDC/DEDA   |       |  |
| 12yrs                             | 24yrs |  |
| _____                             |       |  |
| EXCLUDING G SERVICE IN DSMDC/DEDA |       |  |
| 12yrs                             | 24yrs |  |
| _____                             |       |  |
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.

(Signature of the Competent Authority) with seal