

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (ACP CELL)  
5<sup>TH</sup> LEVEL 'B' WING, DELHI SACHIVALAYA,  
I.P. Estate, New Delhi-110002  
(<http://Services.delhigovt.nic.in>)  
Phone No. 011-23392238

No.F.10(2)/2025/ACP Cell/Services/369

Dated: 20.08.2025

Computer no. 081798633

To,

All the HOD's of GNCT of Delhi.

Sub.:- Request for grant of 2<sup>nd</sup> ACP as per instructions of MHA OM No. A-31016/3/99-Ad.I(B) dated 01.11.2002.


Sir/Madam,

With reference to the subject cited above, it is to inform that as per decision given by the Hon'ble CAT dated 01.08.2016 in O.A. No. 2008/2011 titled as Virender Pal Singh Vs GNCTD & O.A. No. 3319/2012 titled as Kuldeep Kumar and Ors. Vs GNCTD and further upheld by the Hon'ble High Court as well as Hon'ble Supreme Court of India, the competent authority has decided to give the benefits of ACP as per MHA OM No. A-31016/3/99-Ad.I(B) dated 01.11.2002 (copy enclosed).

In view of above all the HOD's are requested to re-visit all the ACP cases of their department and if any officials/officers are found eligible for the ACP scheme as per above mentioned MHA OM, the same may be submitted to this department in the prescribed performa (Enclosed) along with IC/VC for further necessary action.

Yours faithfully

Encl. as above

  
(Jitendra Kumar Arora)  
Dy. Secretary (Services)

**Proforma for Grant of financial upgradation under ACP MACP Scheme**

1. Name of the Officer/Official :  
2. Date of Birth :  
3. Date of initial appointment with Post and pay scale :  
4. Year of Examination :  
5. Mode of Recruitment (SSC/Compassionate/  
Redeployed/Absorption/Promotion) and Date of entry in  
service in Govt. of Delhi :  
6. Present Grade Pay/Pay Level :  
7. Date of grant of NFS/NFSG : 1<sup>ST</sup> ..... 2<sup>nd</sup> .....  
8. Date of 1/2nd regular promotion (including in-situ  
promotion) with Post and Pay Scale :  
9. (a) Details of 1<sup>st</sup> Financial upgradation under : Date of Order.....w.e.f.....  
ACP/MACP Scheme : Pay Scale.....  
  
(b) Details of 2nd Financial upgradation under : Date of Order..... w.e.f  
ACP/MACP Scheme : Pay Scale.....  
10. Vigilance Report (At HQ Level) :  
11. Vigilance Report from Directorate of  
Vigilance (Please enclosed duly filled  
Proforma) in case of Grade-I (DASS)/ Sr. PA &  
above if any: :  
12. Whether the official was/is under :  
Suspension/ DepartmentalVigilance Case being  
Contemplated /pending. If so, attach a brief  
Note and copy of Charge-Sheet.  
13. Whether any penalty was/is imposed on the :  
official. If so, details of thereof along with a copy of  
relevant order.  
14. E.O.L on private affairs, if any (enclose relevant copies thereof) :  
15. Whether Integrity Certified (Yes/No) :  
16. Whether promotion denied by the Official If yes, reason thereof.  
17. Contact Number : : Office.....  
: Mobile.....  
18. Other details, If any, relevant as per the ACP/MACP Scheme:

**Certified that the above particulars are verified from the Service Book of the Officer/Official**

**Signature of the Competent Authority) with sea**



1/3

No.A-31016/3/99-Ad.I(B)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Cirih Mantralaya

1 NOV 2002

New Delhi, Dated: 10.10.2002

**OFFICE MEMORANDUM**

Subject:- Grant of financial upgradation to the cadre officials of MHA under the Career Progression Scheme Date of effect - rcp

The undersigned is directed to state that the cadre officials in various grades including LDC, UDC, Assistant, Steno Grade 'D', Steno Grade 'C' have been posted with the financial upgradation under the ACP scheme after completion of 12/24 years of regular services. For the purpose of calculating the 12/24 years of regular service the Ministry has so far been taking the date of actual appointment in service as the date of commencement of the regular service and accordingly ACP benefit has been given on completion of 12/24 years from the date of actual appointment in the respective grade. However, DOPT, Establishment-D have now clarified that for the purpose of ACP scheme, the regular service will have to be the same as counted for regular promotion and that the regular service/residency service will have to commence from the 1<sup>st</sup> July of the year following the year of examination. In other words, the regular service in respect of direct recruitment will commence from the 1<sup>st</sup> July of the year following the year of examination and in respect of seniority quota/departmental examination candidates, the regular service will commence from the 1<sup>st</sup> July of the Select List year in which they have been included. It has therefore, become essential to review all cases of ACP upgradation and predate/postpone the date accordingly.

2. All the Cadre Units are requested to kindly review all cases of financial upgradation under ACP scheme given to the cadre officials posted in their respective Cadre Units and provide the information in the revised proforma taking the 1<sup>st</sup> July of the appropriate year as the date of commencement of regular service and accordingly indicate the date of completion of 12/24 years respectively. This information may kindly be provided at the earliest so that the revised orders of financial upgradation under ACP scheme could be issued by the Cadre Controlling Authority in respect of these officials.

ISSUED

1 NOV 2002

MHA (N.B.)  
Signature/Initials  
No. 309/4422

Under Secretary to the Govt. of India  
Tel: 309 4422

To

All Cadre Units