

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ACP CELL (SERVICES DEPARTMENT)
5TH LEVEL, A-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002
(<http://services.delhigovt.nic.in>)

F.12(1)/09/ Services/ACP Cell/ 779-781

Dated : 21/09/2021

To,

The All Concerned Head of Departments
Govt. of NCT of Delhi
Delhi/ New Delhi.

Sub: Requirement of ACRs/APARs and IC//VC for MACP/NFSG benefits

Madam/Sir,

With reference to the subject cited above, I am directed to request you to furnish requisite service particulars as mentioned below in respect of following Gr.III(Steno), Gr.II(Steno)/PA,Sr.PA/PS officials of your Department enabling this department to take further necessary action in the matter for consideration of MACP/NFSG benefits by Screening Committee/Internal Committee:

S. N.	Name (Sh./Smt./Ms.)	Department	MACP/NFSG benefits	Deficiency
1	Suman Lata (DoB:02.01.65), PS	MAMC	3 rd MACP	IC/VC, Copy of withdrawal of representation of refusal of promotion, Filled up Proforma for Seeking Vigilance Status Report from DOV
2	Archana Lakhani (DoB:01.07.67), Adhoc PS	F&S	3 rd MACP	IC/VC
3	Virender Kumar (DoB:02.04.66), PS	LAS	3 rd MACP	IC/VC, ACRs 28.02.14 to 31.03.14, 2014-15
4	Ajay Kumar Malhotra (DoB:17.05.72), Grade-III(Steno)	T&T	2 nd MACP	IC/VC
5	Abha Mishra (DoB:18.03.71), Gr.II(Steno)	IND	2 nd MACP	Fresh MACP Proforma, IC/VC, ACR Nov 2008 to March 2009
6	Reena Sapra (DoB:01.03.73, Gr.II(Steno)/PA	FSL	1 st MACP	IC/VC
7	Rajkumar (DoB:07.03.80), Gr.III(Steno)	DSW	NFSG	IC/VC, Final disposal order in r/o Charge-Sheet Memo dated 13/10/2014 by Competent Authority under Rule 12 of CCS(CCA) Conduct Rules, 1965.

It is therefore, requested that the aforesaid documents may kindly be provided to this department immediately.

Yours faithfully,



(Amitabh Joshi)

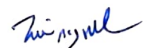
Dy. Secretary (Services)

Dated : 21/09/21

F.12(1)/09/Services/ACP Cell/ 779-781

Copy to:

1. Section Officer (Co-ordination), Services Department, Govt. of NCT of Delhi with the direction to upload the letter on the website of Services Department.
2. Section Officer(S-IV), Services Department, Govt. of NCT of Delhi with the request to send the ACRs folder in respect of above mentioned officials.



(Amitabh Joshi)

Dy. Secretary (Services)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (ACP CELL)
5TH LEVEL 'A' WING, DELHI SACHIVALAYA,
I.P. ESTATE, NEW DELHI

No.F.9(5)/2003/ACP/Prom. Cell/Services/ Sub Pt ACP/31 Date: 17.01.2021

To,

All Head of Departments,
Govt. of NCT of Delhi,

Sub.: Forwarding of Service Particulars, IC/VC, ACRs/APARs etc. in respect of Officers/Officials from DASS / Steno Cadre whose ACP/MACP benefits would accrue by 30.09.2021

Madam/Sir,

I am directed to inform that this Department is in the process of convening meeting of the Screening Committee for the purpose of grant of ACP/MACP benefits to DASS/Steno Cadre as per the time-schedule prescribed at Para 6 of Annexure-I of DoPT, GOI OM dated 09.08.1999, 19.05.2009 and 22.10.2019 wherein it is mentioned that "in order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year. Accordingly cases maturing during the first-half of a particular financial year (April-September) shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July shall process the cases that would be maturing during the second-half of the financial year (October-March)".

As per DoPT, Govt. of India guidelines/instructions issued from time to time, the financial upgradation under ACP/MACP Scheme becomes due as under :

Financial Upgradation	Eligibility Criteria
1 st ACP/MACP	On completion of 12 years of regular service on/or before 31.08.08 without any promotion/financial upgradation OR On completion of 10 years of regular service on/or after 01.09.2008 without any promotion/financial upgradation
2 nd ACP/MACP	On completion of 24 years of regular service on/or before 31.08.08 with one promotion/financial upgradation OR On completion of 20 years of regular service on/or after 01.09.2008 with one promotion/financial upgradation or completion of 10 years of regular service in one Pay Scale
3 rd MACP	On completion of 30 years of regular service on/or after 01.09.2008 with two promotion/financial upgradation or completion of 10 years of regular service in one Pay Scale

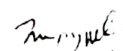
It is hereby requested once again in continuation of this office letters including latest letter dated 08.07.2020 to identify the Officers/Officials of DASS/STENO Cadre whose ACP/MACP benefits have already been accrued and to forward their service particulars, IC/VC, ACRs/ APARs etc to this Department in the enclosed Proforma within ten (10) days. The advance cases in which the MACP benefits would be accrued by September 2021, may also be forwarded as per instruction under Para 6 of DoPT, Govt. of India, O.M dated 22.10.2019.

It may be noted that in the eventuality of any complaint/litigation from the Officer / Official regarding delay in grant of ACP/MACP benefits due to non-furnishing of documents in time, the Administrative Department concerned would solely be held responsible.

This issues with the approval of competent authority.

Encl: As above.

Yours faithfully,


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. Mode of Recruitment (SSC/Compassionate/
re-deployed/Absorption/Promotion) and
Date of entry in service in Govt. of Delhi :
5. Present Grade Pay/Pay Level :
6. Date of grant of NFS/NFSG :
7. Date of 1st/2nd regular promotion : 1st 2nd
(including in-situ promotion) with Post and
Pay Scale
8. (a) Details of 1st Financial upgradation : Date of Order..... w.e.funder
ACP/MACP Scheme Pay Scale
- (b) Details of 2nd Financial upgradation : Date of Order..... w.e.f.....
ACP/MACP Scheme Pay Scale
9. Vigilance Report (At HQ Level) (Please enclose Certificate)
10. Vigilance Report from Directorate of Vigilance : (Please enclose duly filled Proforma)
in case of Grade-I (DASS)/ Sr. PA & above
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 :
Officer /Official. If so , details of 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. Whether promotion denied by the Official :
If yes, reason thereof along-with representation
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 seal

[In case of DANICS / Adhoc DANICS / Grade-I (DASS) / Sr. P.A.]

[illegible]

**Name & Signature of the Authorised Officer
with Seal & Date**

INTEGRITY CERTIFICATE

The records of service of Sh./Ms./Smt.(Designation)..... who is to be considered for grant of upgradation under ACP/MACP Scheme, have been carefully scrutinized and it is certified that there is no doubt about his / her integrity.

Signature of H.O.O /
Controlling Authority

VIGILANCE CLEARANCE CERTIFICATE

On the basis of the records of service of Sh./Ms./Smt., Designation who is to be considered for grant of financial upgradation under ACP/MACP Scheme, it is certified that no vigilance case or disciplinary proceeding or criminal proceeding is pending against the said Sh./Ms./ Smt. and he /she is clear* from vigilance angle in terms of the instructions issued by the DoPT, GOI vide their OM No. 22011/4/91-Estt.(A), dated 14.09.1992 and instructions issued in this regard from time to time.

Signature of H.O.O./
Controlling Authority

*In case the official is not clear from vigilance angle, then the details of the case shall be provided.