

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(1)/2011/ACP/SERVICES/ 262

Dated: 08/07/2020

To

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

Sub.: Implementation of ACP/MACP Scheme to DASS/Steno Cadre

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 letter dated 11.06.2019 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 days. The advance cases in which the MACP benefits would be accrued by March 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 Addl. Chief Secretary (Services).

Encl: As above.

Yours faithfully,

(Bhairab Dutt)

Dy. Secretary (Services)

Copy to:

PROFORMA FOR GRANT OF ACP/MACP

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/ :

Redeployed/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-setu promotion) with Post and

Pay Scale

8. (a) Details of 1st Financial upgradation : Date of Order..... w.e.f under

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 :

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.

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

PROFORMA FOR SEEKING VIGILANCE STATUS REPORT

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

Name of the Department:

S.No.	Name of the Officer	Date of Birth	Designation	Cadre/Ex-Cadre	If any vigilance matter is contemplated against the officer in the Department, details of the same may please be furnished.	Details of the previous posting(s) on Gazetted posts (As per service book & duration record)
01	02	03	04	05	06	07
						08
						Deptt.
						Duration

It is certified that above information is as per Service Book and Records and is correct and true.

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