

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

No.F.9 (5)/2003/ACP/Prom. Cell/Services/1844

Dated:- 13/10/17

To

All Head of Departments,
Govt. of N.C.T. of Delhi,
New Delhi.

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

Madam/Sir,

This is in continuation of this Department letter dated 06.01.2017 regarding grant of ACP/MACP benefits to DASS/Steno cadre officers/officials. The Department is holding the meeting of the Screening Committee for the purpose of grant of ACP/MACP benefits as per the time-schedule prescribed by DoPT, GOI twice in a financial year, preferably in the first week of January and first week of July of a year for advance processing of the cases maturing in that half.

In some of the cases received in this department, it has been observed that the ACP/MACP benefits are due to the officials long back which means that the ACP/MACP cases are not being forwarded by the Administrative Department as and when the benefits are due to the officials resulting in undue litigation. This has been viewed seriously by the Competent Authority.

All the Administrative Departments are hereby requested to identify the officers/officials whose ACP/MACP benefits have already been accrued and to forward their service particulars to this Department in the enclosed proforma within thirty days. The cases in which the MACP benefits are yet to be accrued may be forwarded as per instructions at para 6 of DoPT, GOI, OM dated 19.05.2009.

Further, the Administrative Departments are requested to furnish a certificate that all the ACP/MACP cases in which the financial benefit has already been accrued have been forwarded to Services Department for consideration. In case any official does not get the benefit under ACP/MACP scheme due to non-furnishing of documents in time, the responsibility squarely lies with the Administrative Department concerned.

This issues with the prior approval of Competent Authority.

Encl : As above.

Yours faithfully,



(ASHWANI KUMAR MEHTA)
DEPUTY SECRETARY (SERVICES)

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 1st/2nd regular promotion (Including in-situ promotion) with Post and Pay scale : 1st _____ 2nd _____
9. (a) Details of 1st Financial upgradation under ACP/MACP Scheme : Date of Order _____ w.e.f _____
Pay Scale _____
- (b) Details of 2nd 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.

- (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 I (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