

Reminder

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

No.F.9(5)/2003/ACP/Prom. Cell/Services/381

Date: 24/03/2021

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 whose ACP/MACP benefits would accrue by 30.09.2021**

Madam/Sir,

I am directed to refer this Department Circular dated 11.06.2020 whereby it was requested to forward the due cases of Officers/Officials of DASS/STENO Cadre whose ACP/MACP benefits would accrue by 30.09.2021.

However, even after lapse of considerable time very few numbers of ACP/MACP cases have been received so far.

It is, therefore, requested once again to identify Officers/Officials of DASS/STENO Cadre whose ACP/MACP benefits would accrue by 30.09.2021 and forward their service particulars IC/VC, ACRs/APARs etc to this Department in the enclosed Proforma within 07 days.


**The Integrity Certificate and Vigilance Clearance Certificate of the Officers / Officials for grant of financial upgradation under ACP /MACP benefits should be in prescribed format enclosed herewith.**

It may noted that in the eventually of any complaint/litigation from the Officer/Official regarding delay in grant of ACP/MACP scheme 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.

Yours faithfully,

Encl.: As above

  
(Amitabh Joshi)  
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 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> .....
  
8. (a) Details of 1<sup>st</sup> Financial upgradation ACP/MACP Scheme : Date of Order..... w.e.f ..... under Pay Scale .....
  
- (b) Details of 2<sup>nd</sup> Financial upgradation ACP/MACP Scheme : Date of Order..... w.e.f.....  
: Pay Scale .....
  
9. Vigilance Report (At HQ Level) (Please enclose Certificate)
  
10. Vigilance Report from Directorate of Vigilance in case of Grade-I (DASS)/ Sr. PA & above : (Please enclose duly filled Proforma)
  
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

### 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

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### 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.

**Proforma for seeking Vigilance Status Report from DOV**

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

**Name of the Department:**

S.No.	Name & Designation of the Officer (Sh./Smt./Ms.)	Date of Birth	Details of any Vigilance matter/disciplinary proceedings pending or contemplated against the Officer	Details Penalties imposed, If any	Details of the previous posting(s) on Gazetted posts (As per service book & duration record)		Any other relevant information
					Deptt.	Duration	

It is certified that above information is as per Service Book and personal file(s) and is true and correct.

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