

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

CD No. 081368265

No.F.4(14)/18/ACP/Services/DEDA/DSMDC/294-296

Dated : 01/07/24

To

All Heads of Department  
Govt. of NCT of Delhi  
New Delhi.

Sub:- Request to forward ACRs/Grading Chart / Non -Availability Certificate in respect of following official for grant of financial upgradation under ACP/MACP Scheme.

Madam / Sir

I am directed to refer to this department's letter No.F10(16)/ACP/Services/Misc/2017/P-II/100 dated 19.02.2020 and inform that the ACP/MACP cases in respect of following officials re-deployed from DEDA/DSMDC/UD/DKB/DRDA etc. are in process.

The Service Particulars, fresh performa/ IC/VC/ACRs/APARs in respect of following officials are required to process their ACP/MACP cases :

Sl. NO.	Name of officials & Designation (Sh./Smt./Ms./)	Deptt.	Deficiency / Document required
1	R.Anita, ASO DoB: 07.08.66	DCO.	Fresh, ICVC
2	Veena Sharma Retd. Sr.Asstt. DoB: 25.06.59	EDU	Fresh Performa & VC
3	Anita Kapoor, Steno Gr.II DoB: 12.04.67	Planning	Fresh, ICVC
4	Hari Om Singh Chauhan, LDC DoB: 01.04.64	LNJP	Fresh ICVC & ACRs/APAR for the period 2017-18 to 2020-21 or Non Availability Certificate (NAC)
5	Sudheer, Jr.Asstt. DoB:05.05.76	F&S	Fresh ICVC & ACRs/APAR for the period 2017-18 to 2021-22 or Non Availability Certificate (NAC)
6	Sh. Bharat Bhushan Gr. III(DASS) DoB: 09.03.61	EDU	Certificate from Administrative Deptt: 1. Non-availability of ACRs from year 2000-01 to 2003-04. 2. No adverse entry in the Service Book/ Personal File' of the Official. 3. Fresh VC.
7	Late Sh. Kartar Singh, UDC (Retd.) DoB: 06.10.47	CEO	ACRs for the period 1996-97 to 00-01 or Non Availability Certificate

Contd...P-2/-

In case of non-availability of ACRs/APARs for relevant period, equal number of ACRs/APAR of preceding years or available ACRs/APAR in terms of Para 6.2.1 (c) of O.M dated 10.04.1989 may be provided.

It is, therefore, requested that the above mentioned information /documents may be provided within 10 days of receipt of this letter so that ACP/MACP cases of these officials are processed accordingly.

Yours faithfully,

(Bhairab Dutt)

Deputy Secretary-II (Services)

Dated : 01/07/24

No.F.4(14)/18/ACP/Services/DEDA/DSMDC/24-296

Copy to:

1. Section Officer( Co-ordination) with request to upload on the official website of Services Deptt. GNCT of Delhi .
2. Section Officer (S-IV) /(ACR Cell)Services Deptt. GNCT of Delhi with request to provide ACRs/folder/Non Availability Certificate (NAC)

((Bhairab Dutt)

Deputy Secretary-II (Services)