

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/ 342

Dated: 04-08-22

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, the financial upgradation under ACP/MACP Scheme becomes due as under :

Financial Upgradation	Eligibility Criteria
1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 19.01.21 to identify the Officers/Officials of DASS/STENO Cadre whose ACP/MACP benefits have already been accrued and to forward their service particulars to this Department in the enclosed proforma within ten days. The advance cases in which the MACP benefits are to be accrued by September 2022 may also be forwarded as per instruction as para 6 of DoPT, GOI, OM dated 19.05.2009 and 22.10.2019.

The proforma of ACP/MACP & proforma for seeking Vigilance Status report from DOV (In case of DANICS/ADHOC DANICS/GRADE-I(DASS)/SR. PA) are enclosed with this circular for forwarding of service records of officials/officers.

It may be noted that in the eventuality of any complaint/litigation from the 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,

*Binary all*

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/ :  
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 1<sup>st</sup>/2<sup>nd</sup> regular promotion : 1<sup>st</sup> ..... 2<sup>nd</sup> .....  
(including in-situ promotion) with Post and  
Pay Scale
8. (a) Details of 1<sup>st</sup> Financial upgradation : Date of Order..... w.e.f .....  
ACP/MACP Scheme Pay Scale .....
- (b) Details of 2<sup>nd</sup> Financial upgradation : Date of Order..... w.e.f .....  
ACP/MACP Scheme : Pay Scale .....
9. Vigilance Report (At HQ Level) :
10. Vigilance Report from Directorate of Vigilance : (Please enclosed duly filled Proforma)  
in case of Grade-I (DASS)/ Sr. PA & above if any :
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 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 of Penalties imposed, if any*	Details of the previous posting(s) on Gazetted posts (As per Service Book and duration record/posting period)		Any other relevant information
					Department	Duration	

Note : \* Please mention Nil/No instead of N.A./Not applicable.

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