

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ACP CELL, (SERVICES DEPARTMENT)
5th LEVEL, A-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI - 110002

F.13(23)/MACP Cell/Services/2025/ 80-81

Dated 15/04/2026

To,
All Head of Department,
Govt. of NCT of Delhi

Sub: Implementation of ACP/MACP Scheme to DSS/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 DSS/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 of a particular 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:

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 08.04.2025 to identify the Officers/Officials of DSS/STENO cadre whose ACP/MACP benefits have already been accrued and to forward their service particulars, IC/VC, ACR/APARs etc to this Department in the enclosed proforma within fifteen (15) days. The advance cases in which the MACP benefits would be accrued by September 2026, may also be forwarded as per instruction under Para 6 of DoPT, GOI , O.M dated 22.10.2019.

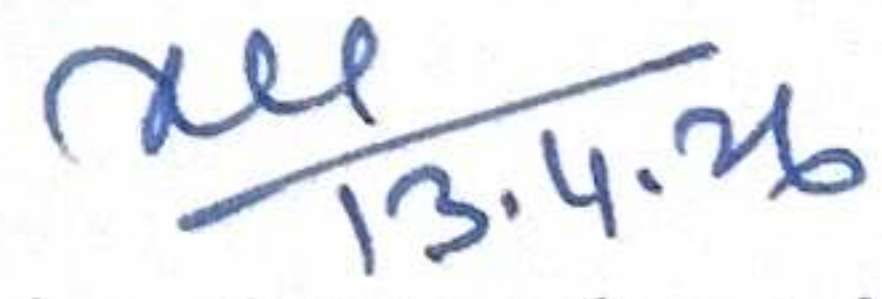
The proforma of ACP/MACP & proforma for seeking vigilance status report from DOV (In case of DANICS/ADHOC DANICS/GRADE-I(DSS)/SR. PA) are enclosed with this circular for forwarding of service records of officials/officers.

It may be noted that in the eventuality of any complaint/litigation from the 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 competent authority.

Yours faithfully,

Encl: As above,


(Jitendra Kumar Arora)
Dy. Secretary(Services)

Copy to:-

1. Section Officer (Co-ordination), Services Department, with the direction to upload the order on the website of Services Department.

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

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 1st/2nd regular promotion (including in-situ promotion) with Post and Pay Scale : 1st 2nd
8. (a) Details of 1st Financial upgradation ACP/MACP Scheme : Date of Order..... w.e.f
Pay Scale
- (b) Details of 2nd Financial upgradation ACP/MACP Scheme : Date of Order..... w.e.f.....
Pay Scale
9. Vigilance Report (At HQ Level) :
10. Vigilance Report from Directorate of Vigilance in case of Grade-I (DASS)/ Sr. PA & above if any : (Please enclosed 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 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