

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

F.13(25)MACP Cell/ACP/Services/2026/ 161-168

Dated/12/08/2026

ORDER NO. 11

On the recommendations of the Screening Committee constituted for grant/revision of financial upgradation under the Assured Career Progression Scheme to Grade-III, (Steno) officials in accordance with the instructions provided in O.M. No. 35034/1/97 Estt. (d) dated 09.08.1999 of the Govt. of India, Ministry of Personnel Public Grievances & Pensions (Dept. of Personnel & Training), r/w MHA OM No. 31016/3/99-ADI(B) Dated 01.11.2002 and Services Department's circular NO. F10(2)/2025/ACP Cell/Services/369 dated 20.08.2025, the Additional Chief Secretary (Services) being Cadre Controlling Authority is pleased to grant 1st financial upgradation under ACP scheme to following Grade III. Steno from existing pay scale 4000-6000 (Pre revised) to the next higher pay scale in promotional hierarchy i.e 5500-9000 (Pre revised) on completion of 12 years of regular service:

Sr . No.	Name of the Official	D.O.B	D.O.I.A	Eligibility year of ACP (as per O.M dt. 01.11.2002	Date of Grant of 1 st ACP/MACP	Revised Date of 1 st ACP as per MHA OM. Dt. 01.11.2002	Department
1.	Santosh Kumar Dabral	06.01.1973	08.06.1994	01.07.1993	08.06.2006	01.07.2005	Services
2.	Manoj kumar Rastogi	03.03.1967	20.11.1991	01.07.1991	20.11.2003	01.07.2003	GAD
3.	Balwant Singh Negi	16.01.1969	13.11.1991	01.07.1991	13.11.2003	01.07.2003	GAD
4.	Naresh Kumar	19.10.1973	11.11.1997	01.07.1996	01.09.2008	01.07.2008	DGHG
5.	Smt. Kavita Ganjoo	30.10.1969	23.08.1994	01.07.1993	23.08.2006	01.07.2005	DOV

1) The official concerned may be allowed to exercise their options, if any, under FR 22 within one month of the issue of the order granting the financial upgradation under the assured career progression scheme.

2) The grant of higher pay scale is subject to the undertaking that in the event of over payment, which may be detected at a later stage the same will be recovered from their pay.

3) The concerned Head of Departments are requested to ensure before issuance of formal order for grant of 1st financial upgradation under ACP scheme that the official concerned has not refused regular promotion in accordance with provisions included in para 10 of Annexure-1 of DoPT, govt. of India O.M. dated 09.08.1999.

4) It should be ensured by concerned Head of Department that the above mentioned officials are absolutely clear from vigilance angle at all levels and is not under the currency of penalty, at the time of release of financial benefits. Integrity Certificate in Prescribed Format should also be checked & verified by Head of Department.

5) The concerned Head of Department is requested to issue formal order for grant of the 1st financial upgradation under ACP scheme in respect of the above mentioned officials after verifying and checking the service particulars with regard to date of appointment etc. ensuring that all the conditions prescribed above have been fulfilled and complied with. Discrepancy, if any be brought to notice of this department and the orders in respect of such official may not be implemented till clarification from this department.


(Jitendra Kumar Arora)
Deputy Secretary(Services)

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Dated 12/08/2026

Copy forwarded for information and necessary action to:

1. All the concerned Head of Department GNCTD of Delhi.
2. Staff Officer to the Chief Secretary, GNCT of Delhi
3. P.S. to the Secretary (Services), GNCT of Delhi
4. P.A. To the Spl. Secretary (Services), GNCT of Delhi
5. The Director (Finance Budget), GNCT of Delhi
6. The S.O. (coordination), services department, with the direction to upload the Order on the website of services department.
7. Officers/Officials concerned (through HOD).
8. Guard file.


(Jitendra Kumar Arora)
Deputy Secretary(Services)