

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVERNMENT OF N.C.T. OF DELHI
(ADMINISTRATION BRANCH)

D-43 Dy.Director (Admn.)/2016

Dated:- 25-01-2016

CIRCULAR

All heads of branches under whose control Personal Files and Service Books of the officials of Delhi Urban Shelter Improvement Board are being maintained, are requested to take necessary action to identify the regular officials excluding the regular work charged staff, who have completed the 10/20/30 years of service up to the period of **31st December, 2015** for the purpose of grant of benefit under Modified Assured Career Progression Scheme in accordance with the O.M. No. 35034/3/2008/Estt.(D) dated 19.5.2009, Govt. of India, Ministry of Personnel, Public Grievances and Pension (Department of per. & Trg.) and its further clarifications issued from time to time. The name of such officials be submitted on prescribed format (annexed) only after checking the service particulars from Personal File & Service Book of the officials concerned. If the service particulars are lengthy, then separate sheet be attached, rather resorting to overwriting. If the official had been granted benefit of ACP/MACP beyond 12/24 and 10/20 patterns, the reasons may invariably be mentioned, as this effects further financial upgradations.

Further, it should also be noted that furnishing illegible/incomplete/incorrect report will not be entertained and furnishing the wrong information, will be viewed seriously, for that matter will be reported to Higher Authorities for initiating disciplinary action.

The Complete report on attached prescribed format should be submitted up to **31.3.2016** and no request for grant of ACP/MACP will be entertained after expiry of the date mentioned and this may be treated as '**Most Urgent**'.

Dy.Director (Admn.)

Distribution:

1. P.S to CEO (DUSIB) for kind information.
2. P.S to Member (Admn.) for kind information.
3. P.S to Member (Engg.) for kind information.
4. P.S to Member (Finance) for kind information.
5. Chief Engineer (DUSIB) for kind information.
6. All Directors for kind information.
7. All S.Es (DUSIB) for kind information.
8. All Deputy Directors for kind information.
9. All E.Es/D.Ds/ADs (DUSIB).
10. Asstt.Director (Estt.)DUSIB.
11. Office Copy/Guard file.

**PROFORMA FOR GRANT OF ACP / MODIFIED (MACP) AFTER
COMPLETION OF 12 & 24 / 10,20 & 30 YEARS OF SERVICE.**

1. Name of Official : _____
Along with parentage S/D/W/o _____
2. Date of Birth : _____
3. Place of posting : _____
4. Date of Initial :Post : _____
Appointment with post Date of Apptt : _____
and pay scale Pay scale : _____
5. Mode of recruitment :Mode of Rectt : _____
(SSC/Compassionate/
Redeployed/ Absorption
Promotion and date of
Entry in service in erst- :Date of entry in service: _____
while Slum & JJ Deptt.

**** (INVARIABLY MENTION WHETHER PROMOTION OR ACP / MACP**

6. Date of 1st/2nd/ 3rd :Date : _____
Regular promotion 1st Post : _____
(including in-situ Pay scale : _____
Promotion) with post
and pay scale under 2nd Date: _____
the old ACP Scheme Post : _____
be mentioned against Pay Scale _____
the concerned column
stated above. 3rd Date : _____
Post : _____
Pay Scale _____
7. Date on which the :Completion of 10 years: _____
Official is completing Pay scale: _____
10/20/30 years of Completion of 20 years: _____
Regular service with Pay scale: _____
Their pay scale and Completion of 30 years: _____
Subsequent pay band Pay scale: _____
Under MACP- 2008.
8. Whether the official was : _____
/ is under Suspension _____
/Departmental /Vig. Case _____
being contemplated / _____
pending. If so, attach a _____
brief note and copy of _____
Charge- sheet. _____

9. Whether any penalty : _____
was/is imposed on the _____
official. If so, details _____
thereof along-with a _____
copy of relevant orders. _____
10. **Present Pay Scale +**
Grade Pay (compulsory) : _____
10. E.O.L. on private affairs : _____
/ Dies-non period, if any _____
11. Type test/ Accounts : _____
test report (passed/Exempted) _____
12. Other details, if any, : _____
relevant as per ACP Scheme _____

Certified that the above particulars are correct as per Service Book of the official concerned and nothing has been concealed there from.

Checked by _____

Prepared by _____

Name & Desig. _____

Name & Desig. _____

Section : _____

Section : _____

(Signature of Head of Branch/DDO)
With Seal