

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

D- GA/1190/02/ACP-MACP/2021/D-547

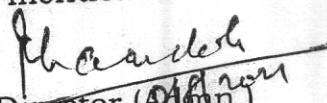
Dated:- 02/8/21

**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 **31<sup>st</sup> July, 2021** 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 and O.M NO. 35034/3/2015-Estt.(D) dated 22.10.2019, Govt. of India, Ministry of Personnel, Public Grievances and Pension (Department of per. & Trg.) and their 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 **13<sup>th</sup> August, 2021** 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**'.

  
Asstt. Director (Admin.)

**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 I & II (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. *DD (System) Please upload*
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 Appointment with post and pay scale : Post \_\_\_\_\_  
Date of Apptt : \_\_\_\_\_  
Pay scale \_\_\_\_\_
5. Mode of recruitment : Mode of Rectt : \_\_\_\_\_  
(SSC/Compassionate/Redeployed/ Absorption)  
Promotion and date of Entry in service in erst- while Slum & JR Deptt. : Date of entry in service: \_\_\_\_\_

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

**6. Details of grant of ACP/MACP/PROMOTION**

|               | ACP/MACP   |  | Promotion (Regular/Ad-hoc/CDC be mentioned strictly) | Remarks |
|---------------|------------|--|--|---------|
| <b>First</b>  | Date-      |  |  |         |
|               | Post-      |  |  |         |
|               | Pay scale- |  |  |         |
| <b>Second</b> | Date-      |  |  |         |
|               | Post-      |  |  |         |
|               | Pay scale- |  |  |         |
| <b>Third</b>  | Date-      |  |  |         |
|               | Post-      |  |  |         |
|               | Pay scale- |  |  |         |

7. Date of grant of NFSG.....Pay Scale.....Post.....

8. Date on which the Official is completing 10/20/ 30 years of Regular service with Their pay scale and Subsequent pay band Under MACP- 2008. :Completion of 10 years: \_\_\_\_\_  
Pay scale: \_\_\_\_\_  
Completion of 20 years: \_\_\_\_\_  
Pay scale: \_\_\_\_\_  
Completion of 30 years: \_\_\_\_\_  
Pay scale: \_\_\_\_\_

9. Whether the official was : \_\_\_\_\_  
/ is under Suspension \_\_\_\_\_  
/ Departmental /Vig. Case \_\_\_\_\_  
being contemplated / \_\_\_\_\_  
pending. If so, attach a \_\_\_\_\_  
brief note and copy of \_\_\_\_\_  
Charge- sheet. \_\_\_\_\_



24/c

10. Whether any penalty : \_\_\_\_\_  
Was / is imposed on the official. : \_\_\_\_\_  
If so, details thereof along with : \_\_\_\_\_  
a copy of relevant orders. : \_\_\_\_\_

11. Currency Punishment at present.....

12. Pay Matrix Level-.....Rs.....Cell No.....

13. E.O.L. on private affairs \_\_\_\_\_  
/ Dies-non period, if any \_\_\_\_\_

14. Type test/ Accounts \_\_\_\_\_  
test report {passed/Exempted) \_\_\_\_\_

15. Other details, if any, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)