

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

No. D-320/ Dy.Dir. (Admn.)/2020

Date:- 11/6/2020


Diary No. 113 D.D. (H-D)
Date 11/6/2020
Computer Division (DUSIB)
Govt. of NCT of Delhi

CIRCULAR

All heads of branches/ DDO's 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 completes 10/20/30 years of service on **30.06.2020** 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 these effect further financial upgradations.

The Complete report on attached prescribed format should be submitted by 30 June 2020.

This may be treated as '**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 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. Dy. Dir (System) for 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 (SSC/Compassionate/Redeployed/ Absorption Promotion and date of Entry in service in erst- while Slum & JJ Deptt. : Mode of Rectt : _____
:Date of entry in service: _____

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

6. Date of 1st/2nd/ 3rd Regular promotion 1st (including in-situ Promotion) with post and pay scale under the old ACP Scheme be mentioned against the concerned column stated above. :Date : _____
Post : _____
Pay scale : _____
2nd Date: _____
Post : _____
Pay Scale _____
3rd Date : _____
Post : _____
Pay Scale _____
7. 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: _____
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