

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

No. GA/1190/02/ACP-MACP/2021/D-227

Dated:- 25/8/22

**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> August, 2022 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 up-gradations.

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 16<sup>th</sup> September, 2022 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**'.

*[Signature]*  
Dy. Director (Admn.)

**Distribution:**

1. P.S to CEO (DUSIB) for kind information of the latter.
2. P.S to Member(Admn./Engg./Finance/)for kind information of the latter.
3. P.S.to CVO (DUSIB)
4. Chief Engineer I, II & (Elect.)
5. All Directors/B&FO.
6. All S.Es/ E.Es/ Deputy Directors. *DDC System*
7. Head Clerk (Estt.)
8. Office Copy/Guard file.

*As upl.*  
*[Signature]*  
26.8.22

*[Signature]*

Diary No. 776  
Date: 26/8/22  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

**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 Appt: \_\_\_\_\_  
Pay scale: \_\_\_\_\_
5. Mode of recruitment (SSC/Compassionate/Redeployed/ Absorption Promotion and date of Entry in service in erst- while Slum & JR Deptt.:  
Mode of Rectt: \_\_\_\_\_  
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
First	Date-		
	Post-		
	Pay scale-		
Second	Date-		
	Post-		
	Pay scale-		
Third	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. \_\_\_\_\_

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)