

**DTE. OF EDUCATION, GOVT OF NCT OF DELHI**

**PROFORMA FOR GRANT OF MACP**

1. Name of the Official (*with Emp ID*) : \_\_\_\_\_
2. Present Designation : \_\_\_\_\_
3. Present Level in the Pay Matrix : \_\_\_\_\_ (Grade Pay- \_\_\_\_\_)
4. Date of Birth : \_\_\_\_\_
5. Name of the School (*with Sch ID*) : \_\_\_\_\_
6. Details of initial appointment in the Dte. of Education:

(a)	Mode of appointment (SSC/DSSSB/Compassionate/Redeployed/Absorption/Promotion)	
(b)	Date of initial appointment ( <i>joining</i> ) with designation	
(c)	Pay Scale/Grade Pay of the initial post	

7. If promoted as TGT under MCD quota/Lab Assistant (*strike out whichever is not applicable*), give details:

(a)	Date of initial appointment ( <i>joining</i> ) with designation (Name of the Department may also be mentioned in case of Lab Assistant)	
(b)	Date of promotion in the Dte. of Education	

8. Details of financial up-gradations availed:

Financial up-gradation		1 <sup>st</sup>		2 <sup>nd</sup>	
(a)	Date from which granted				
(b)	Pay Scale/Grade Pay				
(c)	Mode of financial up-gradation (Selection Grade/Senior Scale/Selection Scale/ACP/MACP/Promotion)				

- Note:** (i) Selection Grade/Senior Scale/Selection Scale & Subsequent Promotion in the same scale to be counted as one.  
(ii) 1<sup>st</sup> ACP/MACP and 1<sup>st</sup> Promotion to be counted as one.  
(iii) 2<sup>nd</sup> ACP/MACP and 2<sup>nd</sup> Promotion to be counted as one.

9. Date on which the official completed 10/20/30 years of qualifying service (*as the case may be*) from the initial appointment (*joining*) in the direct entry grade: \_\_\_\_\_
10. Date on which the official completed 10 years of qualifying service *in the same Level in Pay Matrix (Grade Pay)/from the last financial up-gradation*: \_\_\_\_\_

11. Financial up-gradation being sought:

MACP due 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup>	Due Date	Due Level in the Pay Matrix

12. Whether the official is/was free from vigilance angle:

- (a) On the due date: Yes/No  
(b) As on the date: Yes/No

13. Details of ACRs/APARs of preceding five years from the due date of grant of MACP:

S.No.	Year	Gradings
1.		
2.		
3.		
4.		
5.		

14. Whether all the requisite documents as per the Check-List attached with proper paging: Yes/No

*Signatures with date*  
(Name of the official)

**CERTIFICATE**

It is to certify that:

- The above mentioned particulars have been carefully verified from the service book and other record of the official concerned and are true and correct to the best of my knowledge.
- No Departmental Proceedings were pending against the official concerned as on the due date of MACP and as on today.
- All the documents and eligibility of Mr./Ms. \_\_\_\_\_ (Emp. ID: \_\_\_\_\_ ) working/retired in/from this school as \_\_\_\_\_ (*Designation*) have been checked by the Undersigned in terms of the DOPT's OM No. 35034/3/2008-Estt.(D) dated 19/05/2009 and clarifications issued thereon and accordingly he/she is found eligible for grant of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> MACP w.e.f. \_\_\_\_\_ (dd/mm/yyyy).

**Signature of the HOS with stamp & date**

**Phone (School):** \_\_\_\_\_

**Mobile:** \_\_\_\_\_