

URGENT

OFFICE OF THE DIRECTOR GENERAL OF PRISONS  
PRISONS HEAD QUARTER, CENTRAL JAIL TIHAR  
JANAK PURI, NEW DELHI-64

F.18(30)/Estt/PHQ/MACP DS-I & II/2024/2898-2905

Dated 14/5/24

**Sub:- Implementation of ACP/MACP Scheme to the Gazetted officer i.e. Dy. Supdt-I & Dy. Supdt.-II of Delhi Prisons Department, GNCTD**

Reference to the subject cited above, a proposal for granting the 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> financial up gradation under ACP/MACP Scheme is active consideration in respect of the officers as mentioned above.

Further, it is requested that the service particulars in the prescribed Proforma (copy enclosed) along with Work & Conduct report, Integrity Report/Certificate, Penalty order & status of currency of penalty, if any, in respect of above said officers who have completed 10/20/30 years of regular service as on 31.03.2024 and are eligible for grant of 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> financial up gradation in all respect shall be furnished to the Establishment Branch (PHQ) strictly as per enclosed proforma within 15 days of issuance of this circular positively along with a certificate to this effect that all the contents given in the proforma in respect of the officer working under your jurisdiction have been checked and verified from the service records and are found correct and no eligible officer is left out whose ACP/MACP is due upto 31.03.2024.

The Service Particular along with relevant information/documents of all those eligible officers may also be sent whose names were proposed earlier to the Estt. Branch (PHQ), but the ACP/MACP was not granted to them.

The Screening Committee will consider only those eligible cases whose complete records are made available to this department and in case any officer does not get the benefit of the financial up gradation under ACP/MACP scheme due to non-submission of requisite information/documents by the concerned office/jail department, the responsibility for the same shall lie with the respective office/jail. Incomplete information/document shall not be entertained.

This issues with the approval of Competent Authority.

Encl. As Above

OIC (Estt. Branch,PHQ)

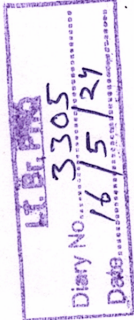
F.18(30)/Estt/PHQ/MACP DS-I & II/2024/2898-2905

Dated 14/5/24

Copy for information and further necessary action:-

1. All Superintendent Central Jail, Tihar, Rohini & Mandoli
2. SCJ-I & II (PHQ), SCJ (MPHQ)
3. All Branch In Charges, PHQs
4. RMO Tihar & Mandoli
5. SO to DG (Prisons), PA to AIG (Prisons), PA to DIG (Prisons)
6. Dealing Assistants Estt. Branch.(PHQ)
7. Notice Board of Jails through concerned SCJ's.
8. Guard File

OIC (Estt. Branch,PHQ)



Handwritten notes and signatures: 'Mandoli', '17/5/24', 'DPT', 'Pis upload on website', and 'Gaurh'.



**PROFORMA IN RESPECT OF MODIFIED ASSURED CAREER PROGRESSION (ACP/MACP)  
OF STAFF WORKING IN DELHI JAILS.**

1.	Name of Official & Mobile No.	
2.	Design. with Roll No.(if any)	
3.	Date of Birth	
4.	Present Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	
5.	Qualification	
6.	Category	
7.	Date of Initial Apptt.	
8.	Pay Scale/Band & Grade Pay of Initial Apptt.	
9.	Period and Number of days of Dies-Non, if any.	Period (w.e.f. _____ to _____) Number of days:-
10.	E.O.L. on Pvt. Affairs, if any (copy of order/service record enclosed)	Period (w.e.f. _____ to _____) Number of days:-
11.	Details of Suspension period, if any:- (copy of order enclosed) (i) If regularized (ii) if not regularized (iii) If not decided	Period (w.e.f. _____ to _____) Number of days:-
12.	Whether 1st ACP/MACP granted? (i) If yes, mention the date and Grade Pay/Level. (copy of order enclosed) (ii) If no, mention the date of eligibility & Level in the pay matrix to be granted.	Yes ( ) OR No ( )
13.	Whether 2st ACP/MACP granted? (i) If yes, mention the date and Grade Pay/Level. (copy of order enclosed) (ii) If no, mention the date of eligibility & Level in the pay matrix to be granted.	Yes ( ) OR No ( )
14.	Mention the date of eligibility of 3 <sup>rd</sup> MACP & Level in the pay matrix to be granted, if any.	
15.	Date of 1 <sup>st</sup> Promotion & Pay Scale/Band+ G.P. granted, if any, (copy of order enclosed)	
16.	Date of 2 <sup>nd</sup> Promotion & Pay Scale/Pay Band+ G.P. granted, if any, (copy of order enclosed)	
17.	Details of Penalty, if any (copy enclosed)	
18.	Currency of penalty in continuation, if any (copy enclosed)	
19.	Work & Conduct Report	
20.	Integrity Report	
21.	Any other relevant information	

It is certified that the above particulars are correct in all manners.

Verified by :-

(SIGNATURE OF HEAD OF OFFICE)  
NAME: \_\_\_\_\_

WITH SEAL OF OFFICE

**OFFICE OF THE SUPERINTENDENT CENTRAL JAIL NO.----**

No.

**CERTIFICATE**

This is to certify that all the contents given in the MACP Proforma have been checked and verified from the service records and are found correct and no eligible officer is left out whose MACP/ACP is due upto 31.03.2024.

Signature of HOO/DDO With Stamp