

**OFFICE OF THE DIRECTOR GENERAL OF PRISONS
PRISONS HEAD QUARTER : CENTRAL JAIL : TIHAR: NEW DELHI-110064
(Establishment-II Branch)**

F.18(56)/Estt-II/CJ/PHQ/2026/490-496

Date: 09/06/2026.

Sub: Grant of Financial Up-gradation under ACP / MACP Scheme to the eligible Group 'B' & 'C' employees & Para-medical officials posted in Delhi Prisons Department, GNCTD who have completed 10/20/30 years of regular service as on 31.03.2026 – regarding.

Reference is invited towards this office letter No.F.18(56)/Estt-II/CJ/PHQ/2026/453-457 dated 25.05.2026 (copy enclosed) on the above mentioned subject vide which the Service Particular Proforma along with other Reports & Certificates as mentioned in letter dated 25.05.2026 were sought. The requisite information is still awaited from your office.

Therefore, it is once again requested to provide the requisite information/details till **22.06.2026** so that further necessary action can be taken in this matter.

Encl. As above,

(Signature)
**OFFICER IN-CHARGE (ESTT.-II)
PRISON HEAD QUARTERS**

Copy to:-

1. All Superintendents, Central Jail (Tihar, Rohini and Mandoli).
2. RMO Tihar & Mandoli.
3. OIC (Estt.-I), PHQ.
4. SO to DG (P), PA to AIG, PA to DIG (Tihar) & DIG (Mandoli) for information.
5. Incharge, IT Branch, PHQ for uploading the same on the web portal of Prisons Department.
6. Notice Boards of all the Jails (through concerned SCJ's).
7. Guard File.



Shishol
12.06.26

R(HW) (upload on the Website)

21/C

OFFICE OF THE DIRECTOR GENERAL OF PRISONS
PRISONS HEAD QUARTER : CENTRAL JAIL : TIHAR: NEW DELHI-110064
(Establishment-II Branch)

F.18(56)/Estt-II/CJ/PHQ/2026/ 453-457

Date: 25/05/2026.

Sub: Grant of Financial Up-gradation under ACP / MACP Scheme to the eligible Group 'B' & 'C' employees & Para-medical officials posted in Delhi Prisons Department, GNCTD who have completed 10/20/30 years of regular service as on 31.03.2026 – regarding.

The 1st/2nd/3rd financial up-gradation under ACP/MACP Scheme is due for granted to the eligible Group 'B' & 'C' employees & Para-medical officials of Delhi Prisons Department who have completed 10/20/30 years of regular service as on 31.03.2026, as designated below :

1. Assistant Superintendent
2. Head Warder/Head Matron
3. Warder/Matron
4. Driver/DR
5. Para Medical Staff
6. Class-IV

In this context, it is requested that the service particulars in the prescribed Proforma along with Integrity Certificate & Work & Conduct report, Penalty order & status of currency of penalty, if any, in respect of officials working on the above mentioned posts and who have completed 10/20/30 years of regular service as on 31.03.2026 and eligible for grant of 1st/2nd/3rd financial up gradation under ACP/MACP scheme, may be furnished to the Establishment Branch-II (PHQ) as per enclosed proforma within 15 days of issuance of this letter.

The service particular of all those officials may also be submitted whose names were proposed earlier to the Estt. Branch (PHQ) but the benefits of ACP/MACP were not extended to them.

The Screening Committee will consider only those eligible cases whose complete records are made available to this department and in case any official 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 SCJ/HOO concerned. Incomplete information / document shall not be entertained.

This issues with the approval of the Competent Authority.

Encl. As above,

Cham
25/5/26
OFFICER IN-CHARGE (ESTT.-II)
PRISON HEAD QUARTERS

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1. All Superintendents, Central Jail (Tihar, Rohini and Mandoli).
2. RMO Tihar & Mandoli.
3. OIC (Estt.-I), PHQ.
4. SO to DG (P), PA to AIG, PA to DIG (Tihar) & DIG (Mandoli) for information.
5. All Notice Boards of Jails through concerned SCJ's.

20/10

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

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 th CPC)	
5.	Qualification	
6.	Category	
7.	Date of Initial Appointment	
8.	Pay Scale/Band & Grade Pay of Initial Apptt.	
9.	Period and number of days of Dies-Non/Not spent on duty, if any.	Period (w.e.f. _____ to _____) Number of Days:-
10.	E.O.L. on Pvt. Affairs, af 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)	Period (w.e.f. _____ to _____) Number of Days:-
	(i) If regularized	
	(ii) If not regularized	
	(iii) If not decided	
12.	Whether 1 st ACP/MACP granted ?	Yes () OR No ()
	(i) If yes, mention the date and Grade Pay/Level. (copy of order enclosed)	
	(ii) If no, mention the date eligibility & Level in the Pay Matrix to be granted	
13.	Whether 2 nd ACP/MACP granted ?	Yes () OR No ()
	(i) If yes, mention the date and Grade Pay/Level. (copy of order enclosed)	
	(ii) If no, mention the date eligibility & Level in the Pay Matrix to be granted	
14.	Mention the date of eligibility of 3 rd MACP & Level in the Pay Matrix to be granted, if any.	
15.	Date of 1 st Promotion & Pay Scale/Band + G.P. granted, if any. (copy of order enclosed)	
16.	Date of 2 nd Promotion & Pay Scale/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

17/c

OFFICE OF THE _____ / HEAD OF OFFICE CONCERNED

F.No: _____

Date :

CERTIFICATE

This is to certify that all the contents given in the MACP Proforma(s) have been checked and verified from the service records and are found correct and no eligible official is left out whose MACP/ACP is due up to 31-03-2026.

Signature of HOO with Stamp

Computer