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GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
INFORMATION TECHNOLOGY DEPARTMENT  
9<sup>TH</sup> LEVEL, 'B' WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI-110002.

No. G.11/1/2020-CCU-Secy(IT)/152-216

Dated: 10/1/23

To

All Head of Departments  
Govt. of NCT of Delhi  
New Delhi.

Subject: Grant of benefit under MACP Scheme to Data Entry Operators Grade-A/B/D

Sir / Madam,

I am directed to inform that this department is in the process for grant of financial upgradation under MACP scheme to Data Entry Operators Grade-A/B/D of Information Technology cadre.

In this connection, it is requested to forward the details of eligible DEOs (Grade-A/B/D) in the enclosed prescribed proforma i.e. IC/ VC/ Major-Minor Penalty/ WCR and service particulars duly verified by the competent authority to this department within 10 days.

This issues with the approval of the Competent Authority.

Encl: As above.

Yours faithfully



(R.K. Saini)

Dy. Secretary (IT)

Dated: 10/1/23

No. G.11/1/2020-CCU-Secy(IT)/152-216

Copy to:

1. PS/PA to Secretary (IT)/Spl. Secretary (IT), Information Technology Department, 9th Level, B-Wing, Delhi Secretariat.
2. The Website in-charge, Information Technology Department, GNCTD with the direction to upload this order on the website.
3. Guard file.



(R.K. Saini)

Dy. Secretary (IT)

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## Annexure-1

**GOVERNMENT OF NCT OF DELHI  
INFORMATION TECHNOLOGY DEPARTMENT  
9<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT  
NEW DELHI-110002.**

**PROFORMA FOR SEEKING VIGILANCE STATUS REPORT OF I.T. CADRE OFFICERS**

S.No.	Name of the officer	Date of Birth	Designation	Vigilance Status *	Details of the previous posting (s) on Gazetted posts As per service book & duration record	
1	2	3	4	6	7	8
					Deptt.	Duration

(\*) If any vigilance matter is contemplated against the officer in the Department, details of the same may please be furnished in Col. No. 6.

It is certified that above information is as per Service Book and Records and is correct and true.

Name & Signature of the Authorised Officer  
With Seal & Date

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Annexure-III

GOVERNMENT OF NCT OF DELHI  
INFORMATION TECHNOLOGY DEPARTMENT  
LEVEL 9, 'B' WING, DELHI SECRETARIAT

INTEGRITY CERTIFICATE

Certified that Sh. / Smt. \_\_\_\_\_ (Name), Designation \_\_\_\_\_ is working in \_\_\_\_\_ (Name of the Deptt.) since \_\_\_\_\_ and it is certified that his/her **INTEGRITY IS BEYOND DOUBT.**

(Signature of Authorised Officer)

WORK AND CONDCUT REPORT

Certified that Sh./Smt. (Name of the officer) \_\_\_\_\_ Designation \_\_\_\_\_ is working in (Name of the Deptt) \_\_\_\_\_ since \_\_\_\_\_ and it is further certified that his / her **Work and Conduct is SATISFACTORY**

(Signature of Authorised Officer)

NO PENALTY CERTIFICATE

Certified that no Minor / Major penalty has been imposed upon (Name) \_\_\_\_\_, Designation \_\_\_\_\_ during the last ten years as per his / her service book/record.

(Signature of Authorised Officer)

**PROFORMA FOR SUPPLY OF INFORMATION FOR GRANT OF BENEFITS UNDER MACP**

1.	Name of the Officer/Official	
2.	Date of Birth	
3.	Date of initial appointment with Post and pay scale	
4.	Mode of Recruitment {Please tick (✓) the appropriate option	1. UPSC 2. DSSSB 3. Compassionate 4. Redeployed 5. Absorption 6. Promotion
5.	Date of entry in service in Govt. of Delhi	
6.	Present Grade Pay / Pay Matrix Level	
7.	Date of 1 <sup>st</sup> and / or 2 <sup>nd</sup> regular promotion with Post and Pay Scale	1 <sup>st</sup> ..... 2 <sup>nd</sup> .....
8.	(a) Details of 1 <sup>st</sup> Financial up-gradation under ACP/MACP Scheme	File No. _____ Order No. _____ Date: _____ Pay Scale /Matrix Level .....
	(b) Details of 2 <sup>nd</sup> financial up-gradation under ACP/MACP Scheme	File No. _____ Order No. _____ Date: _____ Pay Scale /Matrix Level .....
9.	Vigilance Status Report (as per enclosed Annexure - I )	(Whether attached: please tick the following),  Yes / No
10.	Whether the official was/is under Suspension or the same is Contemplated /pending ? If so, attach a brief Note and copy of Charge-Sheet issued (if any).	Yes / No
11.	Whether any penalty was/is imposed on the officer / official ? If so, details of thereof along-with a copy of relevant order.	Yes / No
12.	E.O.L on private affairs, if any (Enclose relevant copies thereof)	Yes / No
13.	Integrity Certificate, Work & Conduct Report & No Penalty Certificate (As per enclosed Annexure-II).	(Whether attached: please tick the following),  Yes / No
14.	Whether any promotion refused by the Officer / Official. If yes, reason thereof.	Yes / No
15.	Contact Number of Head of Office	Office: ..... Mobile: .....
16.	Other details, If any, relevant as per the MACP Scheme / Promotion.	

Certified that the above particulars have been verified from the Service Book of the Officer /Official

**Signature of the Competent Authority) with seal**