

**GOVERNMENT OF NCT OF DELHI
INFORMATION TECHNOLOGY DEPARTMENT
CADRE CONTROLLING UNIT**

9th LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI

F.No. G-11/1/2026-CCU-ITD/E-326527/

Dated:

To,

All the ACS/Pr. Secy./Secretary/Director/HODs,
Govt. of NCT of Delhi.

Sub: Granting of Financial upgradation under Modified Assured Career Progression Scheme (MACPS) to eligible IT Assistant Grade 'A', IT Assistant Grade 'B', IT Assistant Grade 'D' of IT Cadre officials.

Sir/Madam,

This Department has initiated the process of granting of Financial upgradation under Modified Assured Career Progression Scheme (MACPS) to all eligible IT Assistant Grade 'A', IT Assistant Grade 'B' and IT Assistant Grade 'D' of IT Cadre officials.

In order to process the matter, information/documents, in respect of all eligible officers of IT Cadre i.e. IT Assistant Grade 'A', IT Assistant Grade 'B' and IT Assistant Grade 'D' in Annexure-I, II & III (Integrity Certificate, Vigilance Status Report, Report on Major/Minor Penalty, Work and Conduct Report and other service particulars) are required.

It is therefore requested that the said documents as per Annexure-I, II & III (copy enclosed) may be forwarded to this Department at the earliest, so that the matter can be proceeded further.

This issues with the prior approval of Competent Authority (IT).

Encl: As above.

Yours faithfully,

Digitally signed by
Devendra Sharma

Date: 23-01-2026
Dy. Secretary (IT)
18:03:37

ANNEXURE - I**PROFORMA FOR SUPPLY OF INFORMATION FOR GRANT OF BENEFITS UNDER MACP SCHEME**

1	Name of the Officer/Official with Designation	
2	Date of Birth	
3	Date of initial appointment with Post and pay scale/level	
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 st and/or 2 nd regular promotion with Post and Pay Scale	1 st _____ 2 nd _____
8	(a)Details of 1 st Financial up-gradation under ACP/MACP Scheme	File No. _____ Order No. _____ Date _____ Pay Scale/Matrix Level _____
	(b)Details of 2 nd financial up-gradation under ACP/MACP Scheme	File No. _____ Order No. _____ Date _____ Pay Scale/Matrix Level _____
9	Vigilance Status Report (as per enclosed Annexure - II)	(Whether attached: please tick the following) Yes/No
10	Whether the Officer was/is under Suspension or the same is Contemplated/pending ? If so, attach a brief Note and copy of Charge-sheet issued (if any).	
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-III)	(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

Government of NCT of Delhi
---Name of the Department---

VIGILANCE CLEARANCE CERTIFICATE

On the basis of the records of service of Sh./Ms./Smt.
_____ (DoB: _____) IT Assistant
Grade – A/IT Assistant Grade-B/IT Assistant Grade-D who is to be
considered for MACP, it is certified that no vigilance case or disciplinary
proceeding or criminal proceeding is pending against the said Sh./Ms./Smt.
_____ and he/she is clear* from vigilance angle
in terms of the instructions issued by the DoPT, GOI vide OM dated
14/09/1992 & 02/11/2012 and instructions issued in this regard from time
to time.

Signature of HOD/HOO
(with Date & Stamp)

*** In case the official is not clear from the vigilance angle, then the
details of the case shall be provided.**

**GOVERNMENT OF NCT OF DELHI
(Name of the Department)**

INTEGRITY CERTIFICATE

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

(Signature of HOD/HOO with date & stamp)

WORK AND CONDUCT REPORT

Certified that Sh./Smt./Ms. _____ (Name), Designation _____ is working in _____ (Name of the Department) since _____ and it is certified that his/her **WORK AND CONDUCT IS SATISFACTORY.**

(Signature of HOD/HOO with date & stamp)

NO PENALTY CERTIFICATE

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

(Signature of HOD/HOO with date & stamp)