

EAST DELHI MUNICIPAL CORPORATION

EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



School: _____

Pocket: _____ Ward No. _____

SUB: FILE FOR 1st/2nd/3rd FINANCIAL UPGRADATION UNDER MACP

Name : _____

ECS/BM ID No. : DDESN_____ BMID_____

Father's Name : _____

Husband's Name : _____

Designation : _____

Mobile No. : (1) _____

(2) _____





EAST DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



Name : _____

ECS ID : _____

School : _____

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EAST DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



PERFORMA FOR GRANT OF MACP TO PRINCIPAL/TEACHER

1. Name of Employee : _____
2. ECS/BM ID No. : DDESN_____BMID_____
3. Father's Name : _____
4. Husband's Name : _____
5. Designation : _____
6. Present post : _____
7. Date of Birth : _____
8. Present School : _____
9. Date of initial appointment : _____
10. Date of Joining : _____
11. PPO No. (if retired) : _____
12. Present Pay in Pay Matrix/BP : _____Level/GP_____

13. **Details of Initial appointment in EDMC/MCD Education Department:-**

(A)	Mode of appointment in EDMC/MCD Education Department (SSC/DSSSB/Compassionate/Redeployed/Absorption/Promotion)	
(B)	Date of initial appointment, in EDMC/MCD Education Department	
(C)	Initial Post	
(D)	Pay Scale/Pay Matrix & Grade Pay/Level	

14. Whether the employee has refused to accept vacancy based promotion or he/she never joined the post on which the department offered promotion? If yes, give details: _____
15. Period of **Dies-Non & Break in Service/without pay** (if yes, attach copy of order): Duration from _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)
Period _____ (year), _____ (month) _____ (days)
16. Date on which employee has completed 10/20/30 years (as the case may be) from initial appointment:(if date is differed, reason thereof along with documents)

Regular service in Years	Date of Completion	If deferred, reasons thereof
10 Years		
20 Years		
30 Years		

17. Details of financial up-gradation(ACP/MACP) availed:-

Financial up-Gradation	I	II	III
(a) Date from which granted			
(b) Pay-Scale & attached Grade Pay/Pay Level in Pay Matrix			
(c) Mode financial up-gradation achieved (Through Senior Scale/Selection Scale/Promotion/ACP Scheme)			

18. **Financial up-gradation being sought:-**

Due MACP	Due Date	Due Level/Grade Pay
1st		
2nd		
3rd		

Note: - (a) Selection Grade/Selection Scale & Promotion in the same scale to be counted as one.
 (b) 1st ACP and 1st promotion to be counted as one.
 (c) 2nd ACP and 2nd promotion to be counted as one.

19. Date on which employee/officer has completed 10 years in the same Grade Pay/Level _____ (dd-mm-yyyy)

20. Whether the employee is/was free from vigilance angle on the due date or as on today?
 _____ **Yes/No**

21. Whether any penalty under CCS(CCA) Rules is/was in operation on the due date or as on today (if yes, attach copy of order):- _____ **Yes/No**

22. **Whether following documents attached :-**

(a) ACR's of preceding five years			
Sr. No.	Year	Grading	Attached (Yes/No)
i.			
ii.			
iii.			
iv.			
v.			

- b) If any ACR is not available, not availability certificate by office duly counter signed by next higher authority and equivalent number of proceeding ACR's to be attached.
- c) Five Years work report attached (YES/NO)
- d) Integrity Certificate (YES/NO)
- e) Currency of punishment report attached (YES/NO)
- f) Order imposing penalty (if any) attached. (YES/NO)
- g) Certificate of dies-non/break-in-service/Suspension/without pay
From HOD attached (YES/NO)
- h) 'Certificate of No Penalty' from HOD attached. (YES/NO)

Signature of Employee

Name _____

CERTIFICATE:

This is certified that:-

1. The above particulars have been carefully verified from the service book/personal file and other records of the employee concerned and found correct.
2. There was no departmental proceedings/Vigilance Case pending and no currency of punishment, against the Principal/Teacher concerned on the due date of MACP and as on today.
3. The Employee is eligible for 1st/2nd/3rd financial up-gradation under MACP scheme to be granted w.e.f. _____ Level/GP _____ in Pay Matrix.

School Inspector

DDO/School

Certified that information from S. No.1 to 22 as in order and necessary documents enclosed. I recommend the name of _____ working as Principal/Teacher for the grant of 1st/2nd/3rd financial up-gradation under MACP scheme.

DDE/ADE Sh (N)



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EDMC Pry. School _____

No _____

Date _____

UNDERTAKING FROM THE OFFICIAL

I, _____ Designation _____ do hereby undertake that I have never refused vacancy based promotion before the due date of my MACP and if later found incorrect, action as per rule may be initiated against me and I will have no objection to refund the excess amount on account of arrear on grant of financial up gradation under MACP.

Signature of employee _____

Name _____

Countersigned by School DDO



EAST DELHI MUNICIPAL CORPORATION

EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



EDMC Pry. School _____

No _____

Date _____

CERTIFICATE OF DIES-NON/BREAK-IN-SERVICE/SUSPENSION/WITHOUT PAY

Having examined his/her service-book/personal file/pay record and other documents, it is certified that _____ Principal/Teacher EDMC Pry. School, _____ has not been on dies-non/break-in-service/Suspension/without pay during his service from their respective date of 1st/2nd/3rd MACP *i.e.* _____ as on date.

DDE/ADE Sh (N)
(With Seal)

School Inspector
(With Seal)

DDO/School
(With Seal)



EAST DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



EDMC Pry. School _____

No _____

Date _____

WORK AND CONDUCT REPORT

This is to certify that _____ s/o, d/o _____ has working as _____ in _____ under this office since _____. His/her date of appointment is _____.

His/her work and conduct report have been found satisfactory/good from five year prior of their respective date of 1st/2nd/3rd MACP i.e. _____ as on date.

DDE/ADE Sh (N)
(With Seal)

School Inspector
(With Seal)

Principal
(With Seal)



EAST DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



EDMC Pry. School _____

No _____

Date _____

INTEGRITY CERTIFICATE

Having examined his/her service-book/personal file/pay record and other documents, it is certified that the integrity of _____
Principal/Teacher EDMC Pry. School, _____ is beyond
doubt from five year prior of their respective date of 1st/2nd/3rd MACP *i.e.* _____
as on date.

DDE/ADE Sh (N)
(With Seal)

School Inspector
(With Seal)

DDO/School
(With Seal)



EAST DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



EDMC Pry. School _____

No _____

Date _____

CERTIFICATE OF NO CURRENCY OF PUNISHMENT

Having examined his/her service-book/personal file/pay record and other documents, it is certified that there is 'No currency of punishment' against of _____
Principal/Teacher EDMC Pry. School, _____ from five
year prior of their respective date of 1st/2nd/3rd MACP i.e. _____ as on date.

DDE/ADE Sh (N)
(With Seal)

School Inspector
(With Seal)

DDO/School
(With Seal)

Copy to:

1. AO/Sh(N)



EAST DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



EDMC Pry. School _____

No _____

Date _____

LEAVE RECORD

This to certify that _____ s/o, d/o _____ has been working as _____ in _____. His/her first appointment date is _____.

His/her leave detail for last 10 year from due date of MACP _____ is as under:-

Sr. No.	Year	Earned Leave (EL)	Commuted/ Half Pay Leave (HPL)	Special Earned Leave (Spl. EL)	Without Pay Leave (LWP) (Attaché order)	Other CCL/Maternity/ Paternity	Remarks
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

The employee has not taken any other such type of leave that affect his/her MACP adversely. The leave record of the employee has been verified by his/her service book/school record and found correct.

DDO/School
(With Seal)

School Inspector
(With Seal)

Signature of Employee

DDE/ADE Sh (N)
(With Seal)



EAST DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT
(SHAHDARA NORTH ZONE)



EDMC Pry. School _____

No _____

Date _____

CERTIFICATE NO RDA/POLICE/COURT CASE PROCEEDINGS

Having examined his/her school record it is certified that there is 'No RDA/Police/Court Case' pending against _____ Principal/Teacher EDMC Pry. School, _____ from five year prior of their respective date of 1st/2nd/3rd MACP *i.e.* _____ and as on date.

DDE/ADE Sh (N)
(With Seal)

School Inspector
(With Seal)

DDO/School
(With Seal)

To,

Date:

The DDO

EDMC Pry. School_____

Shahdara North Zone

East Delhi Municipal Corporation

Subject: Application for MACP option.

Sir/Madam,

I state that I, _____Principal/Teacher, working in EDMC Pry. School _____ . My 1st/2nd/3rd MACP is due on_____. I want to opt my financial up-gradation (MACP) from _____.

So, I am requesting you to consider my option in my 1st/2nd/3rd MACP from_____ (dd-mm-yyyy). I will be very thankful to you.

Yours truly

Signature_____

Name: _____

ECS ID: _____

Designation: _____

School: _____

**DDO/School
(With Seal)**