

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR-3
DWARKA, NEW DELHI-110078
PROFORMA FOR GRANT OF MACP

1. Name of the Officer : _____
2. Designation. : _____
3. Present Pay Band and Grad-Pay. : _____
4. Date of Birth. : _____
5. Present place of posting : _____
6. Details of Initial Appointment in NSIT:-

(a) Mode of Appointment in NSIT (UPSC/SSC/DSSSB/Compassionate/re-deployed/ Absorption/Promotion)	
(b) Date of initial appointment in NSIT.	
(c) Name of the Initial Post	
(d) Pay-Scale & Grade pay attached to the initial post.	

7. Whether the employee/officer has refused to accept vacancy based promotion or he/she never joined the post on which the department offered promotion? If yes, give details: _____

8. Period of Dies-Non & Break-in-Service (if any): _____

9. Date on which employee/officer has completed 10/20/30 years (as the case may be) from initial appointment (if date is deferred, reason there of along-with documents.)

<u>Regular Service in Years</u>	<u>Date of completion</u>	<u>If deferred, reasons thereof</u>
10 Years:	_____	_____
20 Years:	_____	_____
30 Years:	_____	_____

10. Details of financial up-gradations availed: _____

Financial up-gradations availed:	1 st	2 nd	3 rd
a) Date from which granted.			
b) Pay Scale & Attached Grade Pay			
c) Mode of Financial up-gradation achieved (through Sr. Scale/ Selection Scale / Promotion/ACP Scheme)			

11. Financial up-gradation being sought:-

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

Note:- 1. Selection Grade/Selection Scale & Promotion in the same scale to be counted as one.

2. 1st ACP and 1st Promotion to be counted as one.

3. 2nd ACP and 2nd Promotion to be counted as one.

12. Date on which employee/officer has completed 10 years in the same grade pay (Including the period spent in pre-revised scale): _____

13. Whether the employee/officer is/was free from Vigilance angle.

(a) On Due date:- Yes/No

(b) As on the date:- Yes/No

14. Whether any penalty under CCS (CCA) Rules is/was in operation on the date or as on today (if yes, attach copy of order): _____

15. Whether following documents attached:- {For office use only }

(a) Attested Copies of ACRs of preceding five year Grading Attached (Yes/NO)
{To be provided by Estt. Branch}

(i) Year: _____

(ii) Year: _____

(iii) Year: _____

(iv) Year: _____

(v) Year: _____

(b) If any ACR is not available, Non Availability Certificate by Head of office duly counter signed by next higher authority and equivalent number of preceding ACRs to be attached.

(c) Current Vigilance Clearance Report Attached: Yes/No

(d) Order imposing penalty, if any, attached: Yes/No

(e) Certificate of dies non/break in service from Head of office attached: Yes/No

(f) Certificate of No-penalty from Head of Office attached: Yes/No

(Signature of the Employee)

CERTIFICATE

This is certified that:-

1. The above particulars have been carefully verified from the service book and other records of the employee/officer concerned and are correct.
2. There was no Departmental Proceedings/Vigilance Case Pending, against the teacher concerned on the due date of MACP and as on today.
3. The teacher is eligible for 1st/2nd/3rd financial up-gradation under MACPS to be granted with effect from in the Grade pay of Rs.....

(Signature with Stamp of the Head of office)

Date:-

(Signature with Stamp of Next Higher Authority)

Date:-