



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

No. F. 3(187)/MACP/NT/IGDTUW/2018 50-82

Dated: 5/11/18

CIRCULAR

The all Group B & C Non-Teaching Staff Members of IGDTUW who are becoming eligible by 31st October, 2018 for grant of 1st or 2nd or 3rd financial up-gradation under Modified Assured Career Progression (MACP) Scheme may submit their claims in prescribed Proforma through their HoD/Branch Officers within 30 days from issue of this circular to Personnel Branch, IGDTUW.

hats-5
(Prof. R.K. Singh)
Registrar

No. F. 3(187)/MACP/NT/IGDTUW/2018 50-82

Dated: 5/11/18

Copy forwarded for information and necessary action to the:-

1. All the Deans (Planning & Development/Examination/Academics/ Students Welfare/International Affairs).
2. Chief Proctor, IGDTUW.
3. All Dy. Deans (Students Welfare/R&C/IRD), IGDTUW.
4. All HoDs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg.), IGDTUW.
5. Chief Hostel Warden, IGDTUW.
6. Dy. Registrar, IGDTUW
7. In-Charge (Medical centre), IGDTUW.
8. In-Charges (Training & Placement Cells), (MAE), IGDTUW.
9. In-Charges (Training & Placement Cells), (ICT), IGDTUW.
10. Dy. Finance Officer, IGDTUW.
11. Consultant (Dy. Registrar), Academic Branch, IGDTUW.
12. In-Charge Personnel, IGDTUW.
13. Librarian, IGDTUW.
14. System Analyst, IGDTUW with a request to upload the order on the University website.
15. Store Officer, IGDTUW
16. Section Officer (Personnel Branch-I), IGDTUW.
17. Section Officer (Personnel Branch-II), IGDTUW.
18. Section Officers – (GA), IGDTUW.
19. P.S. to Vice Chancellor, IGDTUW.
20. PA to Registrar, IGDTUW.
21. All Staff Members (Non-Teaching & Teaching), IGDTUW through their HODs./Branch Officers.
22. Guard File.

B.S. Rawat
(B.S. Rawat)
In-Charge (Personnel)



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PROFORMA FOR GRANT OF MACP

Part-I : (To be filled by official concerned)

1. Name of the Official :
 2. Date of Birth :
 3. Category (SC/ST/PH/Gen.) :
 4. Date of Initial appointment in IGIT/
IGDTUW with post and pay scale. :
 5. Mode of initial Recruitment in
IGDTUW (Direct/Compassionate/
Redeployment/absorption/promotion/
Transfer). :
 6. Present grade Pay/Pay Matrix Level :
 7. Date of 1st/ 2nd/ 3rd regular promotion: 1st 2nd 3rd
(with in-situ promotion) with post and
Pay scale.
 8. (a) Details of 1st Financial up-gradation: Date of Order: :
Under ACP/MACP Scheme w.e.f. :
Pay Scale :
(b) Details of 2nd Financial up-gradation: Date of order: :
w.e.f. :
Pay Scale :
 9. Seniority No. in :
L.A. II :
L.A.-I :
T.A. :
Sr. T.A. :
 10. Whether the Official was/is under suspension/
Departmental Vigilance Case being contemplated/
Pending . If so, attach a brief note and copy of
Charge-Sheet. :
 11. Whether any penalty was/is imposed on the Official. :
If so , details thereof along-with copy of relevant order. :
 12. E.O.L. on private Affairs, if any :
(Enclose relevant copies thereof) :
 13. Contact/Mobile No. :
 14. Other details, if any, relevant a ACP/MACP Scheme :
- Signature :
Name of the Official :
Department/Branch :
Mobile No. :



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PROFORMA FOR GRANT OF MACP

Part-II : (To be filled by HoD/ Branch Officer concerned)

1. Name of the Official :
2. Date of Birth :
3. Category (SC/ST/PH/Gen.) :
4. Whether the Official was/is under suspension/
Departmental Vigilance Case being contemplated/
Pending . If so, attach a brief note and copy of
Charge-Sheet. :
5. Whether any penalty was/is imposed on the Official. :
If so , details thereof along-with copy of relevant order. :
6. E.O.L. on private Affairs, if any :
(Enclose relevant copies thereof) :
7. Contact/Mobile No. :
8. Whether Integrity Certified (Yes/No) :
(If certified, please enclosed prescribed proforma-
Annexure-A) :
9. Whether Work & Conduct Report is enclosed :
In prescribed proforma- Anneexure-A. :
9. Whether Vigilance clearance at Department/Branch
Level given (Yes/No.) (Please enclose prescribed proforma- :
Annexure-A. :
10. Whether Duly filled proforma (Part-I) for grant of MACP :
by The Official has been attested attested of HoD/ :
Branch Officer concerned under proper stamp. :

Signature :
Name of the Forwarding Officer :
Designation :
Department/Branch :
Mobile No. :



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ANNEXURE-A

WORK & CONDUCT REPORT

The work & conduct Report of the following Official is satisfactory and nothing adverse has been reported against hem/her:

Sl. No.	Name	Designation
01.		

Signatures of HOD)/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated:

INTEGRITY CERTIFICATE

The Integrity of the following officials is certified and is beyond doubt.

Sl. No.	Name	Designation
01.		

Signatures of HOD)/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated:

VIGILANCE CLEARANCE REPORT

No vigilance case has been contemplated or pending against the following officials. Also no complaint is pending against him/her as per record of this Department/Branch.

Sl. No.	Name	Designation
01.		

(Signatures of HOD)/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated: