

MOST IMMEDIATE/OUT TODAY

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMN)
LOK NAYAK HOSPITAL: NEW DELHI-110 002**

No. PA/Dir(A)/LNH/2024-25/ACP/MACP 4286

Dated: 09/07/24

CIRCULAR

Sub: Implementation of ACP/MACP Scheme to Hospital Employees

Reference is invited to the time-schedule prescribed at Para 6 of Annexure-I of DoPT, GOI OM dated 09.08.1999, 19.05.2009 and 22.10.2019 wherein it is mentioned that "*in order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time Schedule of a particular financial year*". Accordingly, cases maturing during the first-half of a particular financial year (April-September) shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening committee meeting in the first week of July shall process the cases that would be maturing during the second-half of the financial year (October-March)".

As per DoPT, Govt. of India guidelines/instructions issued from time to time, the financial upgradation under ACP/MACP Scheme becomes due as under:

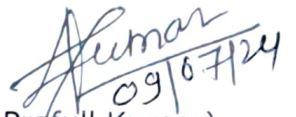
1st ACP/MACP	On completion of 12 years of regular service on/or before 31.08.08 without any promotion/financial upgradation OR On completion of 10 years of regular service on/or after 01.09.2008 without any promotion/financial upgradation.
2nd ACP/MACP	On completion of 24 years of regular service on/or before 31.08.08 with one promotion/financial upgradation OR On completion of 20 years of regular service on/or after 01.09.2008 with 1 one promotion/financial upgradation or completion of 10 years of regular I service in one Pay scale.
3rd MACP	On completion of 30 years of regular service on/or after 01.09.2008 with two promotion/financial upgradation or completion of 10 years of regular service in one Pay scale.

All the Branch Incharges at LNH are hereby informed that they shall identify the Officers/Officials of Group 'B' (Non Gazetted) and Group 'C' (including erstwhile Group 'D') employees working in the hospital whose ACP/MACP benefits have already been accrued and to collect their service particulars, IC/VC, ACR/APARs etc., on emergent basis for the employees whose cases have matured between October-March, 2024 (including left

out cases) **within fifteen (15) days and in such cases the DPC for MACP must be convened by the end of July, 2024 positively.** The advance cases in which the MACP benefits would be accrued by September 2024, may also be processed as per instructions under Para 6 of DoPT, GOI, O.M dated 22.10.2019.

It may be noted that in the eventuality of any complaint/litigation from the Officer/Official regarding delay in grant of ACP/MACP benefits due to non-furnishing of documents in time, the Administrative Branch concerned would solely be held responsible.

This should be treated as **MOST URGENT.**

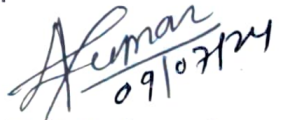

(Dr. Prafull Kumar)
Director, LNH/Head of Office

No. PA/Dir(A)/LNH/2024-25/ACP/MACP

Dated:

Copy to:

1. ADO - to ensure the compliance within the given timeline
2. SO/ E-II, E-III, E-IV, E-V
3. AD, IT Cell - for uploading the circular on the hospital website
4. PS to MD, LNH for kind information of worth MD.
5. PS to AMS(A) for information , *PS to AMS(A), STC for Information.*
6. NS, LNH for information of all Nursing Staff under her.
7. Notice Board
8. Guard File


(Dr. Prafull Kumar)
Director, LNH/Head of Office