

ACP Proforma for Group- 'A' and 'B' posts

Subject: Grant of 1st, 2nd /3rd ACP _____ Estt. Sh. _____

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| 1 | Name of employee | |
| 2 | Name of the Post on which appointed/joined | |
| 3 | Present designation of the employee | |
| 4 | Date of Joining on regular appointment | |
| 5 | Date of Joining on present post | |
| 6 | Academic qualifications at the time of recruitment on regular basis (as per service rule applicable at the time) | |
| 7 | Pay scale and Pay Band of the post held by the official as on 31.12.2015. | |
| 8 | Pay Scale/Pay Band in which working at the time of joining on regular basis | |
| 9 | Present corresponding functional scale of the post. | |
| 10 | Up to date Details of Financial Up gradation in form of Promotion/ACP/Selection Grade /Revision or Modification of pay structure if any. Whether benefit of pay fixation has been given. | (i) (ii) (iii) (iv) |
| 11 | Period if any which is not to be counted as qualifying service i.e. E.O.L. on private affairs/suspension etc. | |
| 12 | Service verified up to | |
| 13 | a) Date of completion of 6 years of regular satisfactory service b) Date of completion of 12 years of regular satisfactory service c) Date of completion of 17 years of regular satisfactory service d) Date of completion of 20 years of regular satisfactory service | |
| 14 | PB + GP/ACPL which is to be granted after completion of 6/12/17 years of regular satisfactory service | |
| 15 | Date from which the 1st/2nd/3rd ACP scale is admissible | |
| 16 | Whether the employee has declined for any promotion during his career | |
| 17 | Grading of ACR for last 6/12/17 years | |
| 18 | Integrity proceeding | |
| 19 | Whether any enquiry under rule 7/8 is pending against the employee | |
| 20 | Detail of vigilance inquiry, if pending | |
| 21 | Whether any punishment ever been given to the employee in past service, if yes, give detail | |
| 22 | Whether employee fulfills the requisite qualifications as per departmental service rules of the present post | |
| 23 | Whether employee fulfills required qualification for the promotional post | |
| 24 | Whether any court case is pending against the appointment/promotion of the employee. | |
| 25 | Remarks if any:- | |
| 26 | Proposed ACPL | Recommended for grant of 1 st /2 nd / 3 rd ACPL level _____ w.e.f. _____ after compilation of 6/12/17 regular satisfactory service. |