

No.6/11/2013-PER/ACP-MACP/3040
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220

Dated : 06 / 01 / 2014

CIRCULAR

Ref : 1. Circular No.6/11/2013-PER/ACP-MACP/2545 dated 14-11-2013
2. Reminder Circular No.6/11/2013-PER/ACP-MACP/2700 dated 05-12-2013


Sub : 1. Delay in submission of proposals for grant of ACP / MACP – Reflection in APAR – Reg.
2. Clarification on submission of ACR / APAR

Attention of all Heads of Office is invited to the department's Circular quoted in preamble at (1) above for submission of files for grant of financial upgradation under ACP / MACP by 30th November, 2013 in respect of those employees whose cases have become due or shall become due till March, 2014. All Heads of Office were subsequently reminded vide circular quoted in preamble at (2) above to submit these proposals by 16th December, 2013. The issue was also discussed during the meeting taken by Development Commissioner on 26-12-2013 and all HOs were again requested to furnish the details of all the eligible employees on the prescribed proforma by 31-12-2013 so these cases could be considered in the next meeting scheduled to be held in January, 2014, failing which the cases will get postponed to the next meeting of the Screening Committee in July, 2014 and the concerned Heads of Office will be held responsible for the delay in grant of financial upgradation to the respective employees.

2. In spite of issuance of aforesaid instructions, very few proposals have been put up by the departments. Development Commissioner/ Finance Secretary has directed that failure to put up the proposals shall squarely be that of the concerned Heads of Office, and will be appropriately reflected in the APAR.

3. It is therefore again requested to send the proposals for grant of ACP / MACP as per the checklist circulated vide Circular dated 14-11-2013 **immediately**.

4. It is further informed that it had been stated at page 2 of the checklist circulated vide circular dated 14-11-2013 that ACR / APAR Dossiers are required to be submitted in original in Annexure-XI of the checklist. It is clarified that only **copies** of ACR / APAR duly attested by the concerned Head of Office only needs to be attached with the proposal for ACP / MACP and the original need not be sent.


(S.K. Varma)
Deputy Secretary (Pers.)

To,
All Heads of Office,
Daman

Copy to :

1. All Secretaries in the UT Administration of Daman & Diu.
2. The Collector, Diu with a request to circulate to all the Heads of Office in Diu District.
- ✓ 3. The DIO, NIC, Daman for uploading in Administration Website.