

**FINANCE (ACCOUNTS) DEPARTMENT**  
**PROFORMA FOR GRANT OF MACP**

1. **Name of the Officer:**
2. **Date of Birth:**
3. **Date of initial appointment in Govt. Service with post and pay scale:**
4. **Mode of initial recruitment in Govt. Service (SSC/Compassionate/redeployed/absorption/promotion):**
5. **Year of passing JAO Exams./Date of regular appointment as JAO:**
6. **Date of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> regular promotion:**
7. **Date of promotion under the old ACP Scheme (including in-situ promotion) With post and pay scale:**
8. **Seniority No: JAO/AO  
Seniority No: Gr.I,II,III & IV (DASS)  
Seniority No: Gr.I,II & III (Steno)/Statistical/EDP/Pharmacist:**
9. **Date on which the official is completing 10/20/30 years of regular service with their pay scale and subsequent pay scale:**
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, if any:**
11. **Whether any penalty was/is imposed on the official. If so, details thereof along with a copy of relevant order:**
12. **E.Q.L. on private affairs or any other Non-qualifying period, if any:**
13. **Whether Integrity Certified (Yes/No):**
14. **Other details, if any, relevant as per the MACP Scheme:**

**Certified that the above particulars are true as per the service record / service book of the officer concerned, as available with this department.**

**(Signature of the Head of Office with seal)**