

**GOVERNMENT OF PUDUCHERRY  
POLICE DEPARTMENT**

No. 3-3/Pol/E.I(A)/A2/2018

Dt. 21.02.2018

**CURCULAR**

**Sub : Police - Granting of MACP to Police Personnel -  
Calling for particulars - Reg.**

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It is informed that since the Service Books of the Police Personnel are being maintained in Establishment II(A) and II(B) Section, Police Head Quarters, Puducherry, SP, Karaikkal, SP, Mahe, Food Cell, Assembly, VAC, Govt. Branch Press etc., the Establishment I(A) Section, SP(HQ) which is dealing with the subject ACP/MACP, has to collect the service particulars from the concerned section and office as and when the requisition from the Police Personnel. As it consumes enormous time to complete the process, it is decided to get the service particulars from the concerned Units/Sections regularly every month by sending a circular in this regard, so as make the process in an easy way to grant the ACP/MACP in time and to avoid omissions.

All the Unit Officers/Section Heads concerned, who are maintaining the Service Books of the Police Personnel, are, therefore requested to furnish every month the details of eligible Police Personnel who have completed the required years of service for grant of ACP/MACP in the prescribed proforma furnished in overleaf, alongwith Integrity Certificate, Performance Report and No Operative Punishment Certificate. The Service Book need not be sent along with the proposal which will be called for as and when it requires.

The particulars of eligible persons upto the month of February 2018, should reach the undersigned on or before 01.03.2018. After that the practice of furnishing monthly particulars regularly be followed strictly without any deviation.

  
(KONDA VENKATESWARA RAO)  
SUPDT. OF POLICE (HQ)

To

1. The Office Supdt., E.II(A) & E.II(B), Police Dept., Puducherry.
2. Supdt. of Police, Karaikkal & Mahe.
3. The Chief Vigilance Officer, VAC, Puducherry.
4. The Secretary to Govt., Legislative Assembly Secretariat, Puducherry.
5. The Supdt. of Police, Food Cell, Puducherry.
6. The Excise Commissioner, Excise Dept., Puducherry.
7. The Director, Govt. Branch Press, Puducherry.
8. The Dy. Director, Govt. Branch Press, Karaikkal.
- ✓ 9. The Web Officer, Puducherry.

Copy to :-

1. The Secretary to DGP, Puducherry.
2. The Reader to DIG, Puducherry.
3. The Reader to SSP (HQ), Puducherry.

(PTO)

**ANNEXURE - I**

**WORKSHEET FOR MACP**

Sl. No.	Name & Designation of the Govt. Servant	Date of Initial Appointment with Pay	Present Pay	Promotions availed with Pay	ACP/MACP availed with Pay	Eligible date of I/II/III ACP/MACP to be granted with Pay	Details of Departmental Enquiry/Operative Punishment in the entire career, if any along with period of suspension/ reinstatement/exoneration/ punishment etc.,	Remarks
1	2	3	4	5	6	7	8	9

Signature of the Head of Office/Department

**ANNEXURE - II**

**DETAILS OF SERVICE PARTICULARS**

Sl. No.	Name & Designation of the Govt. Servant	Date of Initial Appointment and Designation	Service particulars including deputation from date of initial appointment to till date				Reference to I.D.Note/Memo.No. & Date wherein Disciplinary Action was required by the CVO to be taken against the individual if any pending in the Dept./Office as on Date
			Designation	Name of the Dept./Office/ Institution	Period		
					From	To	

Signature of the Head of Office/Department