



F.17058/ (MACP)/2019-20/KVS(CHER)/

Date : 19.02.2020

EMAIL ONLY

The Principal
All Kendriya Vidyalayas
Chennai Region

Sub : Sanction of MACP for eligible Non-teaching employees as on 29.02.2020 - reg.

Madam/Sir,

With reference to the subject cited above, it is informed to forward the proposals for grant of MACP to Non-teaching employees in the enclosed format **till 29.02.2020**.

* It is also informed to send the particulars of the employees who retired on Superannuation/ Voluntary Retirement/Compulsory Retirement and deceased employees - ASO/SSA/JSA/SUB STAFF - till 29.02.2020 for grant of MACP and revision of Pension on or before 24.02.2020.

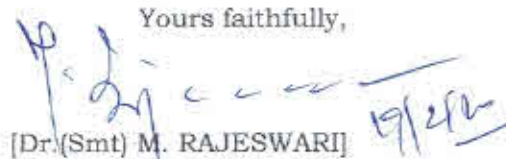
In case there are no eligible employees available for grant of **MACP till 29.02.2020**, a **NIL report** may be sent without fail.

While forwarding the proposal, the Principal may ensure that:

1. Correct particulars to be furnished as per the Service Documents.
2. Those employees who have completed **10/20/30** years of Service as on **29.02 .2020**, as the case may be
3. **The employee has not refused promotion offered to him/her before forwarding the proposal. (If promotion is refused - details may be given)**
4. No Disciplinary Case is pending or contemplated against the employee/currency of penalty imposed, if any.

The information duly filled in the format should reach this office latest by **24.02.2020**.

Yours faithfully,


[Dr.(Smt) M. RAJESWARI]
Offg. DEPUTY COMMISSIONER

Encl : As above