

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQ): DELHI

CIRCULAR

Pursuant to Order No. 13508-13758/Admn-III/ACP/MACP/2024 dated 27.02.2024, issued by Ld. Principal District & Sessions Judge (HQs) regarding grant of benefits of first/second/third financial up-gradations under ACP / MACP scheme to Group-C employees, Peon/Orderly, Farash, Safai-Karamchari, Chowkidar, Process Servers, Bailiffs, Naib Nazirs, Civil Nazirs and Drivers. All beneficiaries, whose names are in the abovesaid orders and drawing salary from Central District are hereby informed that they may exercise their option for fixation of pay (Form enclosed) within one month from the date of issuance of the abovesaid order. Option form received after one month shall not be entertained.

(Head of Office)  
Judge Family Court (Central)  
Tis Hazari Courts, Delhi

Dated: 06 MAR 2024

No. Accounts/Central/SB/111/2024/.....

16476-776

**Copy forwarded for information to:-**

1. PS to Ld. Principal District & Sessions Judge (HQ), Delhi.
2. The Registrar General, Delhi High Court, with the request that these instructions may kindly be brought to the notice of the beneficiaries posted in Delhi High Court on deputation basis / in diverted capacity.
3. The Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi, with the request to circulate the same among the beneficiaries under his / her control.
4. The Principal Judge, Family Courts, Dwarka with the request that these instructions may kindly be brought to the notice of the beneficiaries posted in Family Courts on deputation basis / in diverted capacity.
5. The Director, Delhi Judicial Academy, Dwarka, Delhi with the request to circulate the same among the beneficiaries posted in Judicial Academy on deputation basis / in diverted capacity.
6. Delhi Legal Service Authority, West (THC), New Delhi (PHC), East, North East & Shahdara (KKD), South and South East, (Saket), North & North-West (Rohini) and South-West (Dwarka), RACC with the request that these instructions may kindly be brought to the notice of the beneficiary posted in their office on deputation basis / in diverted capacity.
7. All the Judicial Officers (**Central District**), Tis Hazari Court, with the request to circulate the same among the beneficiaries under their control.
8. All the Ld. Judicial Officers (**Rouse Avenue Courts Complex**), with the request to circulate the same among the beneficiaries under their control.
9. Sr. Administrative Officer (Judicial) / Administrative officer (Judicial) / Sr.AO / AAO / PRO / APRO / Branch In-charge at Tis Hazari Courts and Rouse Avenue Court with the request to circulate the same among the beneficiaries under their control.
10. The dealing official, Website committee with request to upload the same on official website of the District Courts including the tab 'Employees Corner'.
11. The dealing official, Layers Seat for uploading on Layers.

(Drawing & Disbursing Officer)

O/o Principal District & Sessions Judge (HQ)  
Tis Hazari Courts, Delhi

**FORM OF OPTION**

**(Fixation of pay under Promotion/MACP/NFS)**

I, Mr./Mrs. \_\_\_\_\_ S/o, W/o, D/o Sh. \_\_\_\_\_  
having been granted promotion scale / financial up-gradation under MACP / NFS scheme w.e.f.  
\_\_\_\_\_ vide Order No. \_\_\_\_\_ dated \_\_\_\_\_  
do hereby select for pay fixation as under :-

1. I, Mr./Mrs. \_\_\_\_\_ S/o, W/o, D/o Sh. \_\_\_\_\_ hereby  
elect the promotion scale in \_\_\_\_\_ w.e.f. \_\_\_\_\_.

2. I, Mr./Mrs. \_\_\_\_\_ hereby elect to continue on the existing scale of pay  
of my substantive / officiating post mentioned below until the date of my next increment i.e.  
\_\_\_\_\_, the date of my subsequent increment raising my pay in the existing scale.

I vacate or cease to draw pay in the existing Pay Band and Grade Pay of Rs. \_\_\_\_\_.

**UNDERTAKING**

I, Mr./Mrs. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ hereby  
undertake that any excess payment that may be found to have been made to me as a result of fixation of pay  
on account of the implementation of Promotion/MACP/NFS. I will be refunded to Government either by  
adjustment against future payment or otherwise.

Dated :- \_\_\_\_\_

Signature :- \_\_\_\_\_

Name :- \_\_\_\_\_

S/o W/o D/o :- \_\_\_\_\_

Designation :- \_\_\_\_\_

Court/Branch :- \_\_\_\_\_

E Code :- \_\_\_\_\_

Contact no. :- \_\_\_\_\_