

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI  
(ADMINISTRATION BRANCH)**

F.NO. 44(31)/DSW/MACP/Estt./ 2023/ 7089-7133

Dated:

24 JUL 2023

**Sub: Regarding providing the proforma for MACP, Proforma of Vigilance Clearance Report, Work and Conduct report, Integrity Certificate, Service Verification Chart, APAR of last 5 years before the due date of MACP and Service Book in respect of eligible officials for grant of Financial Upgradation under MACP Scheme.**

Please refer to this office letter/circular No. F. 44(31)/DSW/MACP/Estt./ 2023/4625-4685 dated 14.06.2023 and its subsequent reminder letter of even No. 6215-6274 dated 11.07.23 on the above mentioned subject. The relevant/requisite reply/information is still awaited in respect of the following Group 'C' (Erstwhile Group 'D' officials): -

S.N o.	Name of the Official and Designation	Date of Appointment	MACP due with the date of eligibility	Documents received/ available	Documents required	Concerned DDO/HOO	Remarks
1.	Sh. Pradeep Kumar, Caretaker	08.01.01	08.01.21 (2 <sup>nd</sup> MACP)	1.MACP proforma 2. Vigilance Clearance Proforma 3. Work and Conduct report and integrity certificate 4. Service Verification Chart	1.APAR for 5 years before the due date of MACP 2.Service Book	HMRP, Asha Kiran, Rohini	APAR for 5 years before the due date of MACP And Service Book is required.
2.	Sh. Jagat Singh, Caretaker	10.01.01	10.01.21 (2 <sup>nd</sup> MACP)	1.MACP proforma 2.Vigilance Clearance Proforma 3. Work and Conduct report and integrity certificate 4. Service Verification Chart	1.APAR for 5 years before the due date of MACP 2.Service Book	HMRP, Asha Kiran, Rohini	APAR for 5 years before the due date of MACP And Service Book is required.
3.	Sh. Jai Singh, Caretaker	26.12.2000	26.12.2020 (2 <sup>nd</sup> MACP)	1.MACP proforma 2.Vigilance Clearance Proforma 3. Work and Conduct report and integrity certificate 4. Service Verification Chart	1.APAR for 5 years before the due date of MACP 2.Service Book	HMRP, Asha Kiran, Rohini	APAR for 5 years before the due date of MACP And Service Book is required.
4.	P. Don, Washerman	05.04.11	05.04.21 (1 <sup>st</sup> MACP)	1.MACP proforma 2.Vigilance Clearance Proforma	1.APAR for 5 years before the due date of MACP 2.Service Book	HMRP, Asha Kiran, Rohini	APAR for 5 years before the due date of MACP And Service

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				3. Work and Conduct report and integrity certificate 4. Service Verification Chart			Book is required.
5	Raj kumari, Sweeper	01.01.11	01.01.21(1 <sup>st</sup> MACP)	1.MACP proforma 2.Vigilance Clearance Proforma 3. Work and Conduct report and integrity certificate 4. Service Verification Chart	1.APAR for 5 years before the due date of MACP 2.Service Book	HMRP, Asha Kiran, Rohini	APAR for 5 years before the due date of MACP And Service Book is required.
6.	T.Murli, Attendant (retired on 31.03.2022)	16.06.89	16.06.19 (3 <sup>rd</sup> MACP)	APAR Service Book	MACP proforma, Vigilance report at the time of retirement, Work and Conduct report, integrity certificate required as on the date of retirement	GBSSS for blind, Sewa Kutir, Kingsway camp	MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on the date of retirement
7.	Saish Kumar, Caretaker	10.01.01	10.01.21 (2 <sup>nd</sup> MACP)	-	All documents required MACP proforma, Vigilance Proform, Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Service Book	HCGBS, Sewa Kutir, Kingsway camp	All documents required as the time period of has passed away after submission of documents due to incomplete information/ documents.
8	Krishan kumar, Chowkidar (Voluntary retired 31.01.2022)	04.10.88	04.10.18	-	All documents required MACP proforma, Vigilance report at the time of retirement, Work and Conduct report, integrity certificate required as on current date as on	GBSSS for blind	All documents required as the time period of has passed away after submission of documents due to incomplete information/ documents.



					the date of retirement APAR for 5 year before the due date of MACP, Service Book		
9.	Sh. Dharamvir, Caretaker	10.01.01	10.01.21 (2 <sup>nd</sup> MACP)	-	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Service Book	Old Age Home, Bindapur	All documents required as time has passed away due to submission of incomplete information/ documents.
10	Jai Prakash, Sweeper	16.09.88	16.09.18 (3 <sup>rd</sup> MACP)	-	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Service Book	GBSSS for blind	All documents required as the time period of 6 months has passed away after submission of documents.
11	Ms. Usha Devi, Attendant	16.12.97	16.12.17	APAR April, 2018 to March-19 2019-20 Sept 20 to June 21 2021-2022	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Service Book	GBSSS for blind	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Service Book The signature of concerned

							authority is required on service verification and leave record should be updated with the signature and stamp( Service Book be updated in all aspects)
12	Sh. Mahender Singh, Sweeper (expired on 29.09.2012)	19.04.78	01.09.08 ( <sup>3rd</sup> MACP)	-	All documents required MACP proforma, Vigilance report at the time of death, Work and Conduct report, integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book	HOTB, Sewa sadam Complex Lampur	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book
13	Sh. Joginder Singh, Cook (expired on 08.12.15)	11.12.82	11.12.12 <sup>3rd</sup> MACP		All documents required MACP proforma, Vigilance report at the time of death, Work and Conduct report, integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book	GSSSBB, Sewa Kutir Kingsway Camp	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book
14.	Lal Bahadur Mehto, Caretaker (Retird on 30.11.2021)	26.09.84	26.09.14 <sup>3rd</sup> MACP		All documents required MACP proforma, Vigilance Proforma, Work and Conduct report,	Poor House Sewa Kutir Kingsway camp	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report,



					integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book		integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book <u>MACP proforma is to be filled up as per penalty with the extension of MACP period with the decision of charge-sheet.</u>
15	Than Singh, Boarding Attendant	08.06.98	08.06.18 2 <sup>nd</sup> MACP		All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Service Book	GLNSS, Delhi Gate	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Entry in the Service Book <u>Entry regarding 1<sup>st</sup> MACP with pay fixation is also required</u>
16	Arif Khan, Peon Expired on 12.07.17	08.06.87	08.06.17 3 <sup>rd</sup> MACP	-	All documents required MACP proforma, Vigilance report at the time of death, Work and Conduct report, integrity certificate required as on current date as on the date of retirement	GSSSB, Sewa Kutir Kingsway Camp	All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date as on the date of retirement APAR for 5 year before

					APAR for 5 year before the due date of MACP, Service Book		the due date of MACP, Service Book <u>MACP proforma is to be filled up as per penalty with the extension of MACP period with the decision of chargesheet.</u>
17	Devender Kumar Santoshi, House father, Retired	28.02.91	28.02.11 2 <sup>nd</sup> MACP	-	All documents required MACP proforma, Vigilance report at the time of death, Work and Conduct report, integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book	Home for person/children with intellectual disability, Avantika Rohini Sector-I	All documents required MACP proforma, Vigilance report at the time of death, Work and Conduct report, integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book
18	Neelam Gautam, Sr. Matron	27.01.98	27.01.18 2 <sup>nd</sup> MACP	-	All documents required MACP proforma, Vigilance Proforma Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Service Book	Home for Mentally Home(female) Nirmal Chaya, Hari Nagar	All documents required MACP proforma, Vigilance report at the time of death, Work and Conduct report, integrity certificate required as on current date as on the date of retirement APAR for 5 year before the due date of MACP, Service Book
19	Subhash Chand, Enumerator	16.11.92	16.11.12 2 <sup>nd</sup> MACP 16.11.2022	-	All documents required	Nav Kiran II Half Way Home, Rphohini	APAR of preceding 5 years for 2 <sup>nd</sup> MACP



		3 <sup>rd</sup> MACP	MACP proforma, Vigilance Proforma Work and Conduct report, integrity certificate required as on current date .  Service Book APAR of preceding 5 years for 2 <sup>nd</sup> MACP	and All documents required with the updated leave/leave record certificate from concerned HOO/DDO since 2006 to till date.
20	Mohan Lal Meena, Jr. Assistant caretaker at the time of MACP	In reference of letter No. 10(405)/2018/admn./DSW/6060 dated 10.07.23 the reply and relevant documents with Service Bok is awaited till date.(Copy enclosed) TCPC(O) Nand Nagri		
21.	Sh. Lalit Singh, Cook	<p>All documents required MACP proforma, Vigilance Proforma, Work and Conduct report, integrity certificate required as on current date APAR for 5 year before the due date of MACP, Service Book as per the information provided by Home/Institution that these persons Sr. No. 21 to 31 is eligible for MACP but the documents and Service Book with APAR for the last 5 years before the due date of MACP has not been received till date in this regard.</p> <p>Poor House Sewa Kutir, Kingsway Camp</p>		
22	Sh. Suresh kumar,			
23	Sh. Surender singh, Attendant			
24	Sh. Satish Kumar			
25	Sh. Brahmdeen			
26	Shiv charan , Mali , expired			
27	Sh. Madan Kumar, Caretaker			
28	Ramvati			
29	Sakuntla, Sweeper			
30	Naved Akhtar, Caretaker			
31	Uttam Kumar, Caretaker			
32	Hem Bahadur Thapa, Chowkidar	Information not received but the official is eligible for MACP Asha Deep, Narela		


It is therefore, again requested/ directed that the requisite information/documents in respect of above said officials be submitted to Administration Branch within a week positively and further delay may be treated as negligence of duty on the part of administrative offices of officials. Besides if there is any other Group 'C' official whose name is not in the above list and is eligible for ACP/MACP may kindly also provide their names alongwith requisite document/information also.

  
Section Officer(Admn.)

F.NO. 44(31)/DSW/MACP/Estt./ 2023/ 7089-7133  
Copy to:

Dated: 24 JUL 2023

1. All concerned DDO/HOO mentioned above.
2. Sr. System Analyst with the request to upload on the website of the Department.
3. All official concerned to expedite forward of requisite documents to Admn. Branch.

  
Section officer (Admn.)