

MOST IMMEDIATE
REMINDER-III

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

F.NO. 44(31)/2023/DSW/Admn/Misc./Estt./ 7869-7889

Dated: 02 AUG 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.

Sir/Madam,

Please refer to this office letter/circular No. F.44(31)/DSW/MACP/Estt./2023/4625-4685 dated 14.06.23 and its subsequent 1st reminder letter of even no. 6215-6274 dated 11.07.23 and IInd reminder letter of even No. 7089-7133 dated 24.07.23 on the above mentioned subject. The relevant/requisite document with service book of 32 Group "C" (erstwhile Group "D") officials by name were sought within a week time (who are eligible for MACP) vide IInd reminder No. 7089-7133 dated 24.07.23 for granting the benefit of MACP. Any information with relevant documents has not been received till date in this regard (Copies enclosed).

It is once again requested/directed that the requisite/relevant information/documents in respect of the eligible officials be furnished to the Administration Branch latest by 10.08.23 positively without further delay and delay be treated negligence of duty on the part of Administrative offices of officials. Besides if there is any other Group "C" (erstwhile Group "D") whose name is not in the list and is eligible for MACP be kindly also provide their names along with requisite documents/information with Service Book.

This may be treated as MOST URGENT.

Encl: As above.

Yours faithfully,

[Signature] 21/8/23
Section Officer(Admn.)

F.NO. 44(31)/2023/DSW/Admn/Misc./Estt./ 7869-7889

Dated:

02 AUG 2023

Copy to:

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.

[Signature] 21/8/23
Section Officer(Admn.)

922/cc
3/8/23

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

P.NO. 44(31)/DSW/MACP/Estt./ 2023/ 7081-7133

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 nd 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 nd 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 nd 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 st 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

				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 st 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 rd 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 nd 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 nd 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 rd 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 (3 rd 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 3 rd 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	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 the due date of MACP, Service Book
14.	Lal Bahadur Mehto, Caretaker (Retird on 30.11.2021)	26.09.84	26.09.14 3 rd 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 nd 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 1st MACP with pay fixation is also required</u>
SB 16	Arif Khan, Peon Expired on 12.07.17	08.06.87	08.06.17 3 rd 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	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

					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 chargeshe et.</u>
17	Devender Kumar Santoshi, House father, Retired	28.02.91	28.02.11 2 nd 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/chil dren 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 nd 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 nd MACP 16.11.2022	-	All documents required	Nav Kiran II Half Way Home, Rphohini	APAR of preceding 5 years for 2 nd MACP

		3 rd 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 nd 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> <p>Information not received but the official is eligible for MACP Asha Deep, Narela</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			

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 and 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/ 7089-7/33

Dated:

Copy to:

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.

2-7

by

10-8-23

3 MACP

23-8-23

Section officer (Admn.)

**MOST IMMEDIATE
REMINDER**

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

F.NO. 44(38)/2023/DSW/Admn/Misc./Estt./ 6215-6274

Dated:

11 JUL 2023

To

All DSWOs/HOOs/DDOs/Supdt.
Of the Homes/Institutions/Branches/Districts/Schools/MCUs
Of the Department of Social Welfare, Delhi

Sub: Implementation of MACP Scheme to employees of Department of Social Welfare.

Sir/Madam,

Please refer to this office letter/circular No. F.44(38)/2023/DSW/Admn/Misc./Estt./4625-4685 dated 14.06.23 on the above mentioned subject. It was requested for identification the officers/officials whose MACP benefits are already due to be accrued and to forward their Service particular to this Department in the proforma with the relevant documents such as proforma for MACP, Proforma for vigilance report, service verification chart, work and conduct report, integrity certificate, APAR for the last 5 preceding years from due date of MACP. The meeting was also fixed on 05.07.23 in this regard and the prescribed proforma for MACP was given to the concerned HOOs/DDOs. About one month has passed but any response for forwarding of relevant documents of eligible officers/officials has not been received till date in this regard.

It is once again requested to forward the service particulars of eligible officers/officials in prescribed proforma with the relevant documents within 3 days for granting the benefits of MACP otherwise due to non furnishing of documents in time the responsibility will be lying on the concerned HOOs/DDOs.

This may be treated as Most Urgent.

Encl: As above.

Yours faithfully,


Section Officer(Admn.)


F.NO. 44(38)/2023/DSW/Admn/Misc./Estt./ 6215-6274

Dated:

11 JUL 2023

Copy to Sr. System Analyst, 7th floor, MSO Building, ITO, New Delhi. to upload on the website of the Department.


Section Officer(Admn.)


11/7/23

Regarding granting of MACP to Officers/Officials of Department of Social Welfare till 31.12.2023

S.NO.	Name and Designation	Existing pay scale + GP	Date of initial joining in Govt. Service	Date of 1st Promotion if any	Date of 1Ind Promotion if any	Date of Grant of ACP/ MACP earlier	Due MACP/year of completing 10/20/30 years of Regular Service and date for financial benefits with pay band + GP under MACP 2008	Concerned DDO/HOO	Proforma for ACP/MACP	Vigilance Status of the officer/ official	Work Conduct Report and integrity Certificate of the officer/ official	APAR of the Officer/ official for the 5 years due date of MACP	Remarks
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