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 Ist 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 alongwith requisite documents/information with Service Book.

This may be treated as MOST URGENT.

Encl: As above.

ours faithfully, Section Officer (Admn.)

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

Dated:

Copy to:

1. All concerned DDO/HOO mentioned above.

 $\sqrt{2}$. 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.)

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0 2 AUG 2023

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/ 708-7123 Dated:

24-JUL 2023

Sub: Regarding providing the proforma for MACP, Proformal 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	biomo de al	0.	ſ	L.		8	
0. 0.	Name of the Official and Designation	Date of Appointme nt	MACP due with the date of eligibility	Docume nts receive d/ availabl	Documents required	Concerned DDO/HOO	Remarks
		12 040		e	80		
1.	Sh. Pradeep Kumar, Caretaker	08.01.01	08.01.21 (2 nd MACP)	1.MACP proforma 2. Vigilance Clearance Proforma 3. Work and	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
	2	12 182 193		Conduct report and integrity certificate 4. Service		12 - 12	required.
0			e - 3	Verificatio	< .		<i>e</i>
2.	Sh. Jagat Singh, Caretaker	10.01.01	10.01.21 (2 nd MACP)	1.MACP proforma 2.Vigilance Clearance Proforma 3. Work and	due date of MACP	HMRP, Asha Kiran, Rohini	APAR for 5 years before the due date of MACP And
			7	Conduct report and integrity certificate 4. Service Verificatio n Chart	, SUOK		Service Book is required.
3.	Sh. Jai Singh, Caretaker	26.12.200 0	26.12.202 0(2 nd MACP)	1.MACP proforma 2.Vicgilan ce Clearance Proforma 3. Work	1.APAR for 5 years bafore the due date of MACP 2.Service Book	HMRP, Asha Kiran, Rohini	APAR for 5 years bafore the due date of MACP And Service
			n Ta Ti	and Conduct report and integrity certificate 4. Service Verificatio			Book is required.
				n Chart			
4.	P. Don, Washerman	05.04.11	05.04.21 (1 st MACP	1.MACP proforma 2.Vigilanc e Clearance	1.APAR for 5 years before the due date of MACP	HMRP, Asha Kiran, Rohini	APAR for 5 years before the due date of
			н. ^{ст} .	Proforma	2.Service Book	=	MACP And Service

				······		6 10		(1)	
5		* *	-		с. С. 19	3. Work and			Book is
						Conduct		8 m.,	required.
		0	0	1991) 1991		report and		- a *	
						integrity certificate	8		
						4. Service			
						Verificatio n Chart	-		
	5	Raj kumari,		01.01.11	01.01.21(1.MACP	1.APAR for	HMRP,	APAR for 5
		Sweeper			1 st MACP)	proforma	5 years	Asha Kiran,	years
						2.Vigilanc e	before the due date of	Rohini	before the
					*	Clearance	MACP		due date of MACP
		1.1				Proforma	2.Service		And
			- 25	5		3. Work and	Book	>	Service
	-	Ш. Д.		=		Conduct			Book is required.
		de.				report and integrity	- 1	0	
		$\delta = -\lambda_{\rm Lyr}$				certificate		0	
		108.44				4. Service		2	
						Verificatio n Chart		5	
$\frac{1}{2}$	6.		-	16.06.89	16.06.19	APAR	MAGP	GBSSS for	MACP
C.		Atlendant (retired	on	-	(3 rd MACP)	Service	proforma,	blind,	proforma,
L.	2.5	31.03.2022)			WACE)	Book	Vigilance report at the	Sewa Kutir, Kingsway	Vigilance
					a.		time of	camp	Proforma, Work and
		1 16 17 1 10 10 10 10					retirement,	•	Conduct
			ante 1		- 1 - ang	6 - W	Work and Conduct	e ^{li}	report,
			16				report,	22	integrity certificate
¥.,	-				2 A		integrity		required as
							certificate required as	•	on the date
			3				on the date		retirement
*	* 114						of retirement		
	7.	Saish Kum	ar,	10.01.01	10.01.21	-	Ail	HCGBS,	All
		Caretaker			(2 nd MACP)		documents	Sewa Kutir,	documents
			3		MACP)		required MACP	Kingsway camp	required as
		28 I AGO					proforma,	Camp	the time period of
				6			Vigilance		has passed
							Proform, Work and	_	away after submission
					n - 58 S		Conduct		of
							report,		documents
				2			integrity certificate		due to incomplete
		Th C					required as		information/
				*			on current date APAR	1	documents,
				± 31			for 5 year		
							before the		
							due date of MACP,		
							Service		
Ć.	8	Krishan kum	ar.	04.10.88	04.10.18	-	Book	00000	
56		Chowkidar	175 TONE		01.10.10		documents	GBSSS for blind	All documents
- And		(Voluntary retired	+			к.	required		required as
	-	31.01.2022		-			MACP proforma,		the time
					2		Vigilance		period of has passed
							report at the		away after
		6)					time of retirement,		submission
							Work and		of documents
					-		Conduct		due to
	1						report, integrity		incomplete
				5			certificate		information/ documents.
							required as		- 2011 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020 - 2020
				1			on current		
			0.02210204		2 D	4. j	date as on		

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EC.			2		H CT	the date of retirement APAR for 5 year before the due		8
					:±	date of MACP,	-	C
						Service Book		
	9.	Sh. Dharamvir, Caretaker	10.01.01	10.01.21 (2 nd MACP)		All documents required MACP	Old Age Home, Bindapur	All documents required as time has
			0 4	8		proforma, Vigilance Proforma, Work and Conduct		passed away due to submission of incomplete
						report, integrity certificate required as		Information/ documents.
			19 	0	а 	on current date APAR for 5 year before the due date of		
0	10	Jai Prakash,	16.09.88	16.09.18	-	MACP, Service Book All	GBSSS for	All
N. N.	-	Sweeper	8 13	(3 rd MACP		documents required MACP proforma,	blind	documents required as the time period of 6
	C.					Vigilance Proforma, Work and Conduct		months has passed away after submission
	-					report, Integrity certificate required as		of documents.
			ži.			on current date APAR for 5 year before the		
	11	Ms. Usha Devi,	16.12.97	16.12.17	4040	due date of MACP, Service Book		
5jî		Attendant	10.12.07	10.12.17	APAR April, 2018 to March- 19	All documents required MACP proforma,	GBSSS for blind	All documents required MACP proforma,
		24			2019-20 Sept 20 to June 21 2021- 2022	Vigilance Proforma, Work and Conduct		Vigilance Proforma, Work and Conduct
					2022	report, integrity certificate required as on current		report, integrity certificate required as
i .		R				date APAR for 5 year before the due date of		on current date APAR APAR for 5 year before the due
				Č		MACP, Service		date of MACP,
						Book	*	Service Book The signature of concerned

Ē							(1)	
5					*			authority is required on service
				6				verification and leave
			э.				E. 1.	record should be
				5 2 0				updated with the signature
				9 2				and stamp(Service
				и 1. к. к.				Book be updated in
Ś	12	Sh. Mahender Singh,	19.04.78	01.09.08 (3 rd	-	All documents	HOTB, Sewa	all aspects) All documants
St		Sweeper (expired on 29.09.2012)		MACP)		required MACP	sadam Complex	required MACP
		20.00.2012)			2	proforma, Vigilance	Lampur	proforma, Vigilance
	-				67	report at the time of death,		Proforma, Work and Conduct
			e .	a Si		Work and Conduct		report, integrity
						report, integrity	8	certificate required as
						certificate required as		on current date as on
						on current date as on the date of		the date of retirement APAR for 5
						retirement APAR for 5	=	year before the due
						year before the due		date of MACP,
-						date of MACP,		Service Book
_	13	Sh.Joginder	11.12.82	11/10/10		Service Book		
S.	10	Singh, Cook (expired on 08.12.15)	11.12.62	11.12.12 3 rd MACP		All documents required MACP	GSSSBB, Sewa Kutir Kingsway	All documents required
	511 					proforma, Vigilance	Camp .	MACP proforma, Vigilance
					a Ìf	report at the time of death,		Proforma, Work and
-				N		Work and Conduct		Conduct report, integrity
						report, integrity		certificate required as
						certificate required as	•	on current date as on
						on current date as on the date of		the date of retirement
				2		retirement APAR for 5		APAR for 5 year before the due
1.5						year before the due	07 O	date of MACP,
						date of MACP, Service		Service Book
	14.	Lal Bahadur	26.09.84	26.09.14		Book		
		Mehto, Caretaker		3 rd MACP	=	All documents required	Poor House Sewa Kutir Kingsway	All documents required
		(Retird on 30.11.2021				MACP proforma, Vigilance	camp	MACP proforma,
						Proforma, Work and	2	Vigilance Proforma, Work and
	L	-		1		Conduct report,		Conduct report,

ſ							1 60	
	•					integrity certificate required as on current date as on the date of retirement		integrity certificate required as on current date as on the date of retirement
						APAR for 5 year before the due date of MACP,		APAR for 5 year before the due date of MACP,
					\$ 3	Service Book	10 10	Service Book MACP proforma
				12 H	E I			is to be filled up as per penalty
				*				with the extension of MACP period with
	4.5		U 10			÷.		the decision of charge- sheet.
	15	Than Singh,Boardin g Attendant	08.0698	08.06.18 2 nd MACP	a -	All documents required MACP	GLNSS, Delhi Gate	All documents required MACP
0	а ; а			志	v	proforma, Vigilance Proforma, Work and	-	proforma, Vigilance Proforma, Work and
6						Conduct report, integrity certificate required as on current		Conduct report, integrity certificate required as
					*0	date APAR for 5 year before the due date of MACP,	Qi at	on current date APAR for 5 year before the due date of MACP,
			ĩ			Service Book		Entry in the Service
			1					Book Entry regarding 1 st MACP
		*1						with pay fixation is also required
<u>53</u> .	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	GSSSBB, Sewa Kutir Kingsway Camp	All
		. n ²⁵				time of death, Work and Conduct report, integrity	-E	Work and Conduct report, integrity certificate
						certificate required as on current date as on the date of retirement		required as on current date as on the date of retirement APAR for 5 year before

ſ	T	1			T		S.	
0		•				APAR for 5 year before the due		the due date of MACP,
					n 	date of MACP, Service Book	i se	Service Book
2						DOOK	-	MACP proforma is to be
								filled up as per penalty with the
					2			extension of MACP period with
								the decision of chargeshe
	17	Devender	28.02.91	28.02.11		All	Home for	et. All
		Kumař Santoshi, House father, Retired		2 nd MACP	8	documents required MACP proforma, Vigilance	person/chil dren with intellectual disability,	documents required MACP proforma,
			aa			report at the time of	Avantika Rohini Sector-I	Vigilance report at the time of
				e - 4 ⁰⁶¹		death, Work and Conduct	8	death, Work and Conduct
				ti ti		report, integrity certificate		report, integrity certificate
Ξ.						required as on current date as on		required as on current date as on
	1001					the date of retirement APAR for 5		the date of retirement APAR for 5
				5 0		year before the due date of		year before the due date of
						MACP, Service Book		MACP, Service Book
	18	Neelam Gautam, Sr. Matron	27.01.98	27.01.18 2 nd MACP	-	All documents required	Home for Mentally	All documents
						MACP proforma,	Home(fema le) Nirmal Chaya, Hari	MÁCP proforma,
						Vigilance Proforma Work and	Nagar	Vigilance report at the time of
						Conduct report, integrity	3.	death, Work and Conduct
						certificate required as on current	a . *	report, integrity certificate
			6		2	date APAR for 5 year before the		required as on current date as on
				#0 1		due date of MACP,		the date of retirement APAR for 5
Ħ		n ni	a H			Service Book	-	year before the due date of
								MACP, Service
	19	Subhash	16.11.92	16,11.12		All	Nav Kiran II	Book APAR of
		Chand, Enumerator		2 nd MACF 16.11.202 2		documents required	Half Way Home, Rpohinl	

				<u> 19</u> -
		3 rd MACP	MACP proforma, Vigilance Proforma Work and Conduct report, Integrity certificate	and All documents required with the updated leave/leave record certificate from
			required as on current date.	concerned HOO/DDO since 2006 to till date.
			Service Book APAR of	
	2		preceding 5 years for 2 nd MACP	2 F
20	Mohan Lal Meena, Jr. Assistant caretaker at the time of MACP	In reference of letter No. 10(405 and relevant documents with S TCPC(O) Nand Nagri	i)/2018/admn./DSW/6() 060 dated 10.07.23 the reply till date.(Copy enclosed)
21.	Sh. Lalit Singh,Cook			
22	Sh. Suresh kumar,			al al
23	Sh. Surender singh, Attendant	All documents required MAC Work and Conduct report, in	P proforma, Vigilano	ce Proforma, quirad za on ourmat data
.24	Sh. Satish Kumar	APAR for 5 year before the information provided by Hom	due date of MACP	Service Book as nor the
25	Sh. Brahmdeen	is eligible for MACP but the d last 5 years before the due d	ocuments and Service	to Rook with ADAD for the
26	Shiv charan , Mali , expired	this regard.	ate of MAOF has no	c been received thi date in
27	Sh. Madan Kumar, Caretaker	Poor House Sewa Kutir, King	isway Camp	
28	Ramvati	N		
29	Sakuntla,	1	8	
	Sweeper	¥		
30	Naved Akhtar, Caretaker			
31	Uttam Kumar, Caretaker	÷	9 K	
32	Hem Bahadur Thapa, Chowkidar	Information not received but	the official is eligible	e for MACP
		Asha Deep, Narela	1. 16	a ¹ ' #

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 Copy to:

Dated: 24 344 7823

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 doucments to Admn. Branch.

10-8-23

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6-19-10-04 Shetron

MOST IMMEDIATE REMINDER

Dated:

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./ 6215-6254

1 1 JUL 2023

То

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.

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./ 62/5-6274

Dated:

1 1 JUL 2023

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

Section Officer(Adr

	Remarks								
	APAR of the Officer/ official for the 5 years due date of MACP								
	WorkAPAR of APAR ofVigilanceConducttheStatus ofReport andOfficer/Status ofntegrityofficial fortheofficialofficial forofficialof theyears dueofficialofficialMACPofficialMACP								
1.12.2023	0) +								
elfare till 3	Proforma Status o for the ACP/MACP official								
f Social We	Concerned fr								
Regarding granting of MACP to Officers/Officials of Department of Social Welfare till 31.12.2023	Due MACP/year of completing 10/20/30 years of Regular Service and date for financial benefits with pay band + GP under MACP 2008								
ficers/Off	Date of Grant of ACP/ MACP earlier								
IACP to Of	Date of lind Promotion if any								
nting of IV	Date of 1st Promotion If any								
kegarding gra	Existing Date of intial Date of 1st Date of Inc pay scale joining in Promotion Promotion + GP Govt. Service if any if any								
E	Existing pay scale + GP								
	Name and Designation								
	S.NO.								