

GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
MSO BUILDING, 7<sup>TH</sup> FLOOR, ITO, DELHI.  
(ADMINISTRATION BRANCH)

F.No.44(38)/2023/DSW/Admn/Estt./Misc./ 5683-5743

Dated: 29/1/25

CIRCULAR

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

In supersession of all previous orders regarding grant of MACP benefits to officer/officials of this Department, the Department decided to convene the meeting of the Screening Committee for the purpose of grant of MACP benefits as per the time schedule prescribed by DoPT, GOI twice in a financial year, preferably in the first week of January and first week of July of a year for advance processing of the cases maturing in that half.

In some of the cases received in this department, it has been observed that the MACP benefits are due to the officials long back which means that the MACP cases are not being forwarded by the concerned DSWOs/HOOs/DDOs, as and when the benefits are due to the officials, often resulting in undue litigation.

All the DSWOs/HOOs/DDOs are hereby requested to identify the officers/officials/whose MACP benefits are already due to be accrued and to forward their service particulars to this Department in the enclosed proforma within 10 days with the requisite documents such as proforma for MACP, Proforma for vigilance report, service verification chart, work and conduct report, integrity certificate, APAR for the last 05 proceeding years from due date of MACP.

The cases in which the MACP benefits are yet to be accrued may be forwarded as per instructions at para 6 of DoPT, GOI, OM dated 19.05.2009. Further, the DSWOs/HOOs/DDOs are requested to furnish a certificate that all the cases when MACP is due as on 31.12.2024 have been forwarded to this office **within a week** for consideration. In case any official does not get the benefit under MACP scheme due to non-furnishing of documents in time, the responsibility squarely lies with the concerned DSWOs/HOOs/DDOs.

Encl: As above.

To

Section Officer (Admn) *[Signature]* 29/1/25

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

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Copy for information:-

1. PS to Secretary (SW), 7th floor, MSO Building, New Delhi.
2. PA to Director (SW) 7th floor, MSO Building, New Delhi.
3. HOO, DSW (HQ), 7th floor, MSO Building, New Delhi.
4. DD (Vigilance), 7th floor, MSO Building, New Delhi.
5. DPA (DSW), 7th floor, MSO Building, New Delhi to upload on the website of the Department.
6. Guard file.

Section Officer (Admn) *[Signature]* 29/1/25

488/CC  
29/1/25

Regarding granting of MACP to Officers/Officials of Department of Social Welfare till 31.12.2024

S. No.	Name & Designation	Existing pay Scale +GP	Date of initial joining in Govt. Service	Date of 1 <sup>st</sup> promotion if any	Date of 2 <sup>nd</sup> promotion if any	Date of Grant of ACP/M ACP earlier	Due MACP/year of completing 10/20/30 years of Regular Service and date of financial benefits with pay band+GP under MACP 2008	Concerned DDO/HOO	Proforma for ACP/MACP	Vigilance Status of the officer/official	Service Verification Chart	EOL Certificate	Work Conduct Report and Integrity Certificate of the Officer/Official	APAR of the Officer/Official for the 5 years due date of MACP	Remarks

Signature of the Supdt/DDO

Name #

Designation B