

FINAL REMINDER

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH)
7th Floor, MSO Building I.P Estate
New Delhi-110002

F. No. 44 (31)/2018/DSW/Estt./ 6323-6382
CIRCULAR

Dated: - 29/10/25

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

Please refer to the circular no. F. No. 44 (38)/2023/DSW/Admn/Estt./Misc./5683-5743 dated 29.01.2025 & its reminder. F. No.44 (31)/2018/DSW/Estt. /6338-6398 dated 11.03.2025, on the above mentioned subject. It was requested to all HOO/Supdt./DDO of Home/Institutions /Branches/District of the Department of Social Welfare to identify the officers/official/retiree whose MACP benefits are due and forward their service particulars with relevant documents or furnish the certificate that any case of MACP of eligible officers/officials/retiree is not lying in their institution. Any other cases or certificate has not been received till date, in this regard.

It is therefore once again requested /directed to forward the cases for MACP of eligible officers/officials/retiree immediately without delay or furnish the certificate that any case of MACP of the eligible employee is not pending/lying at this time in their Institutions. In case any employee is not pending/lying at this time in their Institutions. In case any employee/retiree does not get the benefits under the MACP due to non-furnishing of documents in time, the responsibility squarely lies with the concerned DSWOs/HOOs/DDOs.

The HOOs/DDOs/Supdts. will be held responsible if the due MACP cases of the staff/ employees are not forwarded in time with all required documents /service particular to Administration Branch latest by 15th November,2025.

This is issued with the prior approval of Director (Social Welfare), GNCTD.

Encl: As Above

8
Section Officer (Admn)

To,

All HOOs/DDOs/Supdt.
Of the Homes/Institutions/Branches/District/MCUs of
Department of Social Welfare, GNCTD

F. No. 44 (31)/2018/DSW/Estt./ 6323-6382
Copy forwarded for information to:-

Dated: - 29/10/25

1. PPS to Pr. Secretary Social Welfare, GNCTD 7th Floor MSO Building New Delhi
2. PA to Director. Social Welfare, GNCTD 7th Floor MSO Building New Delhi
3. PPS to Dy. Director(Admin), Social Welfare, GNCTD 7th Floor MSO Building New Delhi
4. PPS to Dy. Director(Vigilance), Social Welfare, GNCTD 7th Floor MSO Building New Delhi
5. HOO,DSW(HQ) 7th Floor MSO Building New Delhi
6. Assistant Director (IT) with request to upload the circular on website of the department for the information of all staff/employees.
7. Guard File.

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Section Officer (Admn)

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29/10/2025

To be uploaded
28/10/25

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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 st promotion if any	Date of 2 nd 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 Supdr/DDo

Name & Designation