

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

No. F.44(31)/2018/DSW/Estt./ 8839-8849

Dated: 29 JUL 2022

Sub: Provide the Performa for MACP, IC/VC, Vigilance Status Report & Work Conduct Report, EOL Certificate, Service Chart & Vigilance Status report at Homes/Intuitions level & Service Books and APAR of last five years in r/o officials for grant of Financial Up-gradation under MACP Scheme.

Please refer to this office letter No. F.44(31)/2018/DSW/Estt./4948-5007 dated 05/07/2022 on the subject cited above. However the requisite information is still awaited in r/o the following officials:-

| S. No | Name | Designation | Deficiency | Concerned DDO/HOO |
|-------|--------------------|--------------------|--|--------------------------------------|
| 1. | Smt. Sunita | Caretaker | MACP performa, EOL Certificate, Vigilance performa, Work Conduct report, service book and APAR of last five years is yet to be received | GLNS School for the Deaf, Delhi Gate |
| 2. | Smt. Rajesh | Sweeper | MACP performa, EOL Certificate, Vigilance performa, Work Conduct report, service book and APAR of last five years is yet to be received | GLNS School for the Deaf, Delhi Gate |
| 3. | Sh. Than Singh | Boarding Attendant | MACP performa, EOL Certificate, Vigilance performa, Work Conduct report, service book, and APAR of last five years is yet to be received | GLNS School for the Deaf, Delhi Gate |
| 4. | Smt. Ram Shree | Peon | MACP performa, EOL Certificate, Vigilance performa, Work Conduct report, service book and APAR of last five years is yet to be received | GLNS School for the Deaf, Delhi Gate |
| 5. | Sh. Bachan Dev | Bus Attendant | MACP performa, EOL Certificate, Vigilance performa, Work Conduct report, service book and APAR of last five years is yet to be received | GLNS School for the Deaf, Delhi Gate |
| 6. | Sh. Satender Singh | Caretaker | MACP performa, EOL Certificate and APAR of last five years is yet to be received. | Poor House, Kingsway Camp, Delhi |


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28/7/22

| | | | | |
|-----|--------------------------------|-----------|---|---|
| 7. | Sh. Shri Kirshan Kumar | Caretaker | MACP performa, EOL Certificate and APAR of last five years is yet to be received | Poor house, Kingsway Camp, Delhi |
| 8. | Sh. Satish Kumar | Caretaker | EOL Certificate and APAR of last five years is yet to be received | Hostel for College Going Blind Students, Kingsway Camp, Delhi |
| 9. | Sh. Jai Prakash | Sweeper | MACP performa, EOL Certificate and APAR of last five years is yet to be received | GSSSBB & HCGBS, Kingsway Camp, Delhi |
| 10. | Sh. Krishan Kumar | Chowkidar | MACP performa, EOL Certificate, work conduct report, service book and APAR of last five years is yet to be received | GSSSBB & HCGBS, Kingsway Camp, Delhi |
| 11. | Sh. T. Murli | Attendant | MACP performa, EOL Certificate, service book and APAR of last five years is yet to be received | GSSSBB & HCGBS, Kingsway Camp, Delhi |
| 12. | Smt. Usha Devi | Attendant | MACP performa, EOL Certificate, service book and APAR of last five years is yet to be received | GSSSBB & HCGBS, Kingsway Camp, Delhi |
| 13. | Sh. Surender Singh | Attendant | MACP performa, EOL Certificate, service book and APAR of last five years is yet to be received | HCGBS, Kingsway Camp, Delhi |
| 14. | Sh. Rajender Kumar | Caretaker | MACP performa, EOL Certificate, service book and APAR of last five years is yet to be received | Poor House, Kingsway Camp, Delhi |
| 15. | Smt. Asha Rani | Peon | MACP performa, EOL Certificate, service book and APAR of last five years is yet to be received | Poor House, Kingsway Camp, Delhi |
| 16. | Sh. Lal Bahadur Mehto (Retrd.) | Caretaker | MACP performa, EOL Certificate, service book and APAR of last five years is yet to be received | Poor House, Kingsway Camp, Delhi |
| 17. | Late Sh. Joginder Singh | Cook | MACP performa, EOL Certificate, service book and APAR of last five years is yet to be received | GSSSBB & HCGBS, Kingsway Camp, Delhi |
| 18. | Late. Sh. Babu Ram Shah | Chowkidar | MACP performa, EOL Certificate, work conduct report, service book and APAR of last five years is yet to be received | CTB, DSW(HQ) |
| 19. | Late Sh. Arif Khan | Peon | MACP performa, EOL Certificate, work conduct report, service book and APAR of last five years is yet to be received | GSSSBB & HCGBS, Kingsway Camp, Delhi |
| 20. | Smt. Meena | Aaya | MACP performa, EOL Certificate, work conduct report, service book and | Welfare center for denotified Tribes |

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| | | | | |
|-----|--------------------------|-----------------|---|--------------------------------------|
| | | | APAR of last five years is yet to be received | |
| 21. | Late Sh. Kailash Chandra | Chowkidar | MACP performa, EOL Certificate, work conduct report, service book and APAR of last five years is yet to be received | HOIB, Lampur, Delhi |
| 22 | Smt. Sumitra Devi | Sweeper | APAR of last five years is yet to be received | RCL, Tahirpur, Delhi |
| 23 | Sh. Ramesh Kumar | Nursing Orderly | APAR of last five years is yet to be received | HLTB, Tahirpur, Delhi |
| 24 | Sh. Mahender Singh | Sweeper | APAR of last five years is yet to be received | HOIB, Lampur, Delhi |
| 25 | Sh. Vinod Kumar | Peon | APAR of last five years is yet to be received | HOIB, Lampur, Delhi |
| 26 | Sh. Daya Ram | Norsing Orderly | EOL Certificate and APAR of last five years is yet to be received | HLTB, Tahirpur, Delhi |
| 27 | Smt. Meena | Aaya | APAR of last five years is yet to be received | Welfare center for denotified tribes |

It is therefore, requested that the requisite information/document along with **APAR of last five years (performa enclosed)** in r/o above officials may 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 (erstwhile Group-D) official whose name is not in the above list and is eligible for ACP/MACP may kindly provide their Names along with the requisite information/documents also.


28/7/2022
Section Officer(Admn.-II)

No. F.44(31)/2018/DSW/Estt./ 8839-8849
Copy to:-

Dated: 29 JUL 2022

1. All Concerned DDO/HOO mentioned above.
- ✓ 2. Sr. System Analyst with the request to upload on the website of the Department.


28/7/2022
Section Officer (Admn.-II)

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

**OFFICERS OF MULTI TASKING STAFF
(PEON / WATCHMAN / SWEEPER)**

Name of the Officer _____

Report for the year / period _____

Department /Directorate of _____

FORM

**Annual Performance Assessment Report of Multi Tasking Staff
(Peon / Watchman / Sweeper)**

Report for the year / period

PERSONAL DATA

PART-1A

(To be filled by the Administrative Section concerned of the Department / Office)

1. Name of the Officer
2. Dated of Birth (DD/MM/YYYY).....
(in words)
3. Date of continuous appointment to the present grade Dated Grade.....
4. Post held and due date of appointment thereto Post Date
5. Date of posting in the present Institution
6. Workshop Section / Laboratories to which attached
6. Whether the official belongs to Scheduled Cast / Scheduled Tribe?
7. Period of absence from duty (on training/leave etc.)
during the period. If he has undergone training specify)

PART - 1B

1. Name and designation of the Reporting Officer
2. Name and designation of the Reviewing Officer

PART -2

(SELF APPRAISAL)

To be filled in by the Officer report upon

(Please read the instructions carefully before filling the entries)

Brief description of duties and resume of the work done by you during the period from to

2. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.
(To be filled applicable)

Place

Dated

Signature of the officer reported upon

PART -3 (ASSESSMENT BY THE REPORTING OFFICE)

Numerical grading to be awarded for each of the attributes by reporting authority which should be on a scale of 1 -10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weight age to this Section would be 40%)

| | Numerical Grading by Reporting Authority | Revised Grades by Reviewing Authority (If does not agrees with Col. no. 2 | Initial of Reviewing Authority |
|---|--|---|--------------------------------|
| i) Quality of work | | | |
| ii) Does he / she know the machines / store | | | |
| iii) Does he / she maintain the machine / store / building properly and regularly. | | | |
| iv) Does he / she clean and takes care of chart, visual slides / storage items / premises. | | | |
| v) Does he/she help and do the work of erection/repair of machines / loading / unloading of stores. | | | |
| Overall Grading on "Work Output" (Total [i to v] / 5) | | | |

(B) Assessment of personal attributes (weightage to this Section would be 30%)

| | Reporting Authority | Revised Grades by Reviewing Authority (if does not agree with column no. 2) | Initial of Reviewing Authority |
|---|---------------------|---|--------------------------------|
| i) Attitude of work | | | |
| ii) Sense of responsibility | | | |
| iii) Regularity and Punctuality in attendance. | | | |
| iv) Maintenance of Discipline | | | |
| v) Communication skills | | | |
| vi) Ability to work in team | | | |
| vii) Ability to meet deadline | | | |
| viii) Inter-Personal relations | | | |
| ix) Clean use of uniform | | | |
| Overall Grading on Personal Attributes "(Total i to ix / 9) | | | |

(C) Assessment of functional competency (weightage to this Section would be 30%)

| | Reporting Authority | Revised Grades by Reviewing Authority (if does not agree with column no. 2) | Initial of Reviewing Authority |
|--|---------------------|---|--------------------------------|
| i) Knowledge of Rules/regulations/Procedures in the area of function and ability to apply them correctly | | | |
| ii) Coordination ability | | | |
| iii) Initiative | | | |
| iv) Proficiency in working on computer, wherever available | | | |
| Overall Grading on Functional Competency" "(Total [i to iv] / 4) | | | |

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

PART-4

GENERAL

1. Relation with the public (wherever applicable)
(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of Health

4. Integrity
(Please comment on the integrity on the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the official including area of strength and lesser strength extraordinary achievements, significant failures and attitude towards weaker sections.

6. Overall numerical grading on the basis of weight age given in Section A, B and C in Part 3 of the Report.

Signature of the Report Officer

Place

Name in Block Letters

Date

Designation
(During the period of Report)

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and Part-4(5)). [In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries.]

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the performance of SC/ST officer

5. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength and his attitude towards weaker sections.

6. Overall numerical grading on the basis of weight age given in Section A, B and C in Part 3 of the Report.

Signature of the Reviewing Officer

Place : Name in Block Letters:

Date: Designation :
(During the period of Report)

Guidelines regarding filling up of APAR with numerical grading