

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NATIONAL CAPITAL TERRITORY
7th Floor, MSO Building, ITO, NEW DELHI-02
[ADMINISTRATION BRANCH]**

No.F.45 (69)/03/DSW/Estt./PF-III/2014-15/

Dated:

To

1. DDO/HOO/ Principal
GLNSSD, Department of Social Welfare
Govt. of NCT of Delhi, Delhi Gate, New Delhi-02
2. DDO/HOO, Nursery Primary School for Deaf (West)
Rohini, Delhi-110085
3. DDO/HOO, BH-I, BH-II, HADB
HMB (A&D) & HOIB, Lampur, Delhi-110040

Subject: Regarding grant of 2nd/3rd financial up-gradation under MACP Scheme to teachers and Craft Instructor.

With reference to the above noted subject, the matter of grant of Financial Up-Gradation under MACP/ACP scheme in r/o the following officials has been initiated:

Sl. No.	Name of the official	DOB	Eligibility for 1 st /2 nd /3 rd MACP	Homes Institutions /	Documents required for the purpose of MACP/ACP
1.	Sh. Jitendra Kumar Thakur, Sr. Craft Instructor (Retd. on 28.02.2022)	08/02/1962	25/10/2019	HADB, Lampur	NIL
2.	Smt. Sangh Mitra, TGT	03/07/1965	19/12/2019	GLNSSSD, Delhi Gate, N.D.	Fresh Documents as per below required: 1. Proforma for grant of ACP/MACP 2. Proforma for Vigilance 3. Work & Conduct Report 4. Integrity Certificate 5. EOL Certificate 6. Service Verification Chart 7. Service Book completed in all respect. (Service Book Enclosed)
3.	Sh. Bhupender Jeet, Assistant Teacher	28/01/1970	20/01/2020 2 nd MACP	Nursery Primary School for Deaf (West), Rohini, Delhi	Fresh Documents as per below required: 1. EOL Certificate (Service Book Enclosed)
4.	Smt. Parmila, Vats, Craft Instructor (Retd. on 31.07.2020)	10/07/1960	01/12/2016	BH-I, BH-II, HADB, HMB (A&D) & HOIB, Lampur, Delhi	Fresh Documents as per below required at the time of retirement of the employee: 1. Proforma for grant of ACP/MACP 2. Proforma for Vigilance 3. Work & Conduct Report

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					<p>4. Integrity Certificate 5. EOL Certificate 6. Service Verification Chart 7. Service Book completed in all respect.</p> <p>Further, DDO/HOO is also requested to furnish correct details in every document as the letter dated 22.02.2023 forwarded by DDO/HOO has mentioned 03 different spellings of the employee in the said letter and its 2 enclosures.</p>
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In this regard, it is requested to provide the requisite documents in the prescribed proforma duly verified with date, name and stamp in r/o above said officials **latest by 21/04/2023** so that their MACP cases may be processed.

Besides above said officials, if other officials are eligible for grant of MACP, their name, designations, DOB along with requisite information/documents may also be forwarded to this office **latest by 21/04/2023**.

Yours faithfully



Section Officer (Admn.)

Enclosure: As Above

No.F.45 (69)/03/DSW/Estt./PF-III014-15/ 684

Dated: 18 APR 2023

- ✓ 1. Senior System Analyst with the request to upload on the official website of Department of Social Welfare, Govt. of NCT of Delhi.



Section Officer (Admn.)