

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

F.NO. 44(38)/2023/DSW/Admn/Estt/Misc./ 4625-4685

Dated: 14/6/23

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 officers/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 03 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 5 preceding 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 31.12.2023 have been forwarded to this office 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.

  
14/6/23  
Section Officer(Admn.)

To

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

F.NO. 44(38)/2023/DSW/Admn/Estt/Misc./ 4625-4685

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Copy to for information:

1. PA to Director(SW), 7<sup>th</sup> floor, MSO Building, ITO, New Delhi.
2. HOO, DSW(HQ), 7<sup>th</sup> floor, MSO Building, ITO, New Delhi.
3. PA to DD(admn.), 7<sup>th</sup> floor, MSO Building, ITO, New Delhi.
4. PA to DD(Vigilacne), 7<sup>th</sup> floor, MSO Building, ITO, New Delhi.
5. Sr. System Analyst, 7<sup>th</sup> floor, MSO Building, ITO, New Delhi. to upload on the website of the Department.
6. Guard File

868/ce  
15/6/23

  
14/6/23  
Section Officer(Admn.)

PROFORMA FOR GRANT OF ACP/ADPS

1. Name of the official
2. Date of Birth
3. (a) Category (SC/ST/OBC/Gen)
4. Date of posting/assignment with Post/Grade Scale
5. Whether the official is (a) Competent Authority or (b) Deputy Competent Authority, Primary and date of entry in service in Govt. of India
6. Date of 1 (or) more regular promotion (including in-situ promotion) with Post and Pay scale under the old ACP Scheme as mentioned against the concerned column stated above  

1st	2nd	3rd
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7. (a) Date on which the official is completing 10/20/30 years of Regular service with their pay scale and subsequent pay band under MACP-2005  

10yrs	20yrs	30yrs
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- (b) Date on which the official is completing 12/24 years of regular service with post and pay scale  

12yrs	24yrs
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8. Whether the official was/is under Suspension/Departmental/Vigilance Case being contemplated/pending. If so, attach a brief note and copy of Charge-Sheet.
9. Whether any penalty was/is imposed on the official. If so, details thereof along-with a copy of relevant order.
10. E.O.L. on private affairs, if any
11. Whether Integrity Certified (Yes/No)
12. Type test report (passed/exempted), along with relevant copy of order, if exempted date w.e.f. exemption granted.
13. ACRs enclosed for the years
14. Other details, if any, relevant as per the ACP Scheme.

Certified that the above particulars are taken from the Service Book of the official concerned.

(Signature of the Competent Authority) with seal