

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVT. OF NCT OF DELHI  
1, PT. RAVI SHANKAR SHUKLA LANE, K. G. MARG  
NEW DELHI-110001

F.9(206)/Admn/WCD/MACP/2015/ 19637-41

Dated :

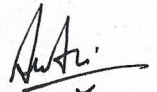
14 SEP 2016

**CIRCULAR**

As per instructions contained in Office Memorandums No. 35034/3/2008-Estt. (D) dated 19.05.2009 in connection with Grant of MACP benefit to the Officers/Officials, it is stipulated that in order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet 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.

Accordingly, cases maturing during the second-half (July-December) of 2016 shall be taken up for consideration by the Screening Committee meeting in the first week of January, 2017.

All Head of Offices of the Department of Women & Child Development are advised to scrutinize the service records of staff posted with them for salary and get the requisite documents forwarded to Headquarter for Grant of MACP benefit, immediately. In case, the proposals maturing during the period are not submitted, the responsibility for non-grant of MACP to the concerned staff shall lie with the HOO.



(S.M. Ali)

Asstt. Director (Admn.)

**All Head of Offices under the Deptt. of Women & Child Development.**

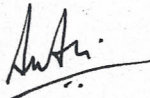
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**Copy to :-**

1. OSD to Director, WCD, GNCTD.
2. Head of Office, WCD, GNCTD.
3. Head of Office, Deptt. of Social Welfare, GNCTD, Delhi Gate, Delhi-110002.
4. Asstt. Programmer, WCD (HQ) for uploading on website of the Deptt.
5. Guard file.



(S.M. Ali)

Asstt. Director (Admn.)