

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/ 39525-31

Dated : 06 DEC 2017

ORDER

Sub : Timeline for submission & processing of cases for grant of financial up-gradation under MACP schemes in respect of Officers/Officials of DWCD.

As per instructions issued by DoP&T contained in Office Memorandum No. 35034/3/2008-Estt. (D) dated 19.05.2009 in connection with the Grant of financial up-gradation under MACP scheme 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.

It may please be noted that the cases maturing during the first-half of a particular year shall be taken up for consideration by the Screening Committee meeting to be held in the first week of July of that particular year and the cases maturing during the second-half of that particular year shall be taken up for consideration by the Screening Committee meeting to be held in the first week of January of next upcoming year. Accordingly, the time schedule for submitting the MACP cases to the Admn, Branch, WCD (HQ), is detailed below :-

Meeting of Screening Committee to be held in	Timeline for submission of MACP cases to Admn. Branch, WCD (HQ)	Timeline for processing of the MACP cases received in Admn. Branch, WCD (HQ)
First week of July of a particular year	January to March of that particular year	April to June of that particular year
First week of January of next upcoming year	July to September of the previous year	October to December of that particular year

All the concerned DDOs/HOOs of the Department of Women & Child Development are requested to forward the MACP cases maturing in respect of the staff posted with them (for salary purpose) well in advance along with the following requisite documents, to the Admn. Branch, WCD (HQ), for timely processing of their MACP cases :-

1. Duly filled-in & signed proforma of MACP (proforma enclosed)
2. Work Conduct & Integrity Certificate
3. Duly filled-in & signed proformas for obtaining Vigilance Clearance (proformas enclosed)
4. Service Verification Chart
5. Service Book
6. ACRs/APARs of the last 5 years from the date of eligibility of MACP

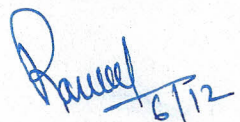
Further, it may be noted that incomplete cases will be summarily rejected and will not be eligible for consideration in the meeting of Screening Committee to be convened. Also, in case, the proposals maturing during the period are not submitted timely, the responsibility for non-grant of MACP to the concerned staff shall lie with the concerned DDO/HOO. These cases will be eligible for consideration in the next meeting of Screening Committee whenever it will be held.

This issues with the prior approval of the Competent Authority.

Encl : As above. (03-Pages)

To,

**All the DDOs/HOOs,
Deptt. of Women & Child Development, Govt. of NCT of Delhi.**

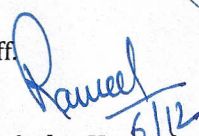

(Ravindra Kumar)
Section Officer (Admn)

F.No.9(206)/Admn/WCD/MACP/2015/ 39525-31

Dated : 06 DEC 2017

Copy to :-

1. PA to Director, WCD.
2. PA to Spl. Director (Admn), WCD.
3. HOO, WCD (HQ).
4. All the Branch In-Charges of WCD (HQ)/District Officers of DWCD, for circulation amongst staff.
5. Asstt. Programmer, WCD (HQ) for uploading on website of the Deptt.
6. Guard file.


(Ravindra Kumar)
Section Officer (Admn)

PROFORMA FOR GRANT OF MACP

1. Name of the Officer :
2. Date of Birth :
3. Date of initial appointment in Govt.
Govt. Service with Post and payscale:
4. Mode of initial Recruitment in Govt
Service (SSC/Compassionate/redeployed/
Absorption/Promotion
5. Date of 1st /2nd /3rd regular promotion 1st 2nd 3rd
(including in-situ promotion) with Post
and Pay scale under the old ACP Scheme
be mentioned against the concerned
column stated above.
6. Seniority No. in Gr-I,II,III and IV (DASS)
Seniority No. in Gr-I,II& III (Steno)
7. (a) Date on which the official is Completing 10 yrs 20 yrs 30yrs
10/20/30 years of Regular Service with their
Pay scale and subsequent pay band under
MACP-2008
- (b) Date on which the official is completing 12 yrs 24 yrs
12/24 years of regular Service with post
and pay scale .
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 alongwith 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), alongwith 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 ACP Scheme.

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

(Signature of the Competent Authority) with seal.

PERFORMA FOR VIGILANCE STATUS REPORT

1. Name of the Officials/Officer :
2. Designation :
3. Pay Scale/Pay Band :
4. Date of Birth :
5. Present place of Posting/office :
6. Date of joining in present Office/Deptt. :
7. Purpose for vigilance status required :
8. Contact No. of the Official/Officer
 - (a) Office :
 - (b) Mobile No. :
9. Whether on posted strength of DSW/DWCD or Rehabilitation Services ? :
10. Details of penalty, if any :

It is certified that no case is pending or contemplated against
Sh/Smt/Ms. _____

Working in this office as per service records.

Signature of HOO/DDO _____

Name of concerned HOO/DDO _____

Sh/Smt./Ms. _____

Designation alongwith seal and date _____

PROFORMA FOR SEEKING VIGILANCE STATUS REPORT

Name of the Department: _____

S.No.	Name of the Officer	D.O.B.	Designation	Cadre/Ex-cadre	If any vigilance matter is contemplated against the officer in the Department, details of the same may please be furnished.	Details of the previous posting(s) on Gazetted posts (As per service book & duration record)	
01	02	03	04	05	06	07	
						Deptt.	Duration

It is certified that above information is as per Service Book and records and is correct and true.

**Name & Signature of the
Head of Office/Officer authorized
with seal & Date**