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DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
SEWA KUTIR COMPLEX, KINGSWAY CAMP
NEW DELHI-110009

F.No.9(206)/Admn/WCD/MACP/2020/PartFile-II/ 25305-24

Dated : 17/02/2020

ORDER

Sub: FOR STRICT COMPLIANCE – Instructions relating to “TIME-FRAME” for timely submission of MACP cases by all the concerned DDOs/HOOs, to the Admn. Branch, WCD for timely processing and grant of MACP benefits to Ex-Cadre Officers/Officials.

Whereas, in pursuance of the DOPT's OM bearing No. 35034/3/2008-Estt.(D) dated 19.05.2009, in order to avoid any delay in grant of MACP benefits to the Ex-Cadre officers/officials of the Department of Women & Child Development, GNCTD and to prevent undue strain on the administrative machinery, the Admn. Branch, WCD with the approval of the Competent Authority had issued directions to all the DDOs/HOOs of the Department vide Order No. F.9(206)/Admn/WCD/MACP/2015/39525-31 dated 06.12.2017, mentioning guidelines related to timelines and procedures to be followed by DDOs/HOOs of the Department, for timely submission of MACP cases in r/o Ex-Cadre Officers/Officials drawing salary from their Homes/Institutions/ICDS Projects/District Offices.

Whereas, it has been noticed on several occasions that most of DDOs/HOOs of the Department are not complying with the instructions for timely processing of MACP cases, which is causing delay in receipt of MACP cases in Admn. Branch, WCD, thereby causing delay in processing and grant of MACP benefits, to the Ex-Cadre Officers/Officials of the Department. However, Admn. Branch, WCD is continuously making efforts so that no eligible officer/official is deprived of his/her rights for timely receiving his/her MACP benefits but this important task can not be completed without the co-operation of all the DDOs/HOOs of the Department, who are the custodian of service records of Ex-Cadre Officers/Officials of the Department.

Therefore, the “TIME-FRAME for submission of MACP cases to the Admn. Branch, WCD”, is hereby made with immediate effect as per instructions contained in **Clause-6** of the **latest DOPT's OM bearing No. 35034/3/2015-Estt.(D) dated 22.10.2019** in order to provide a more simplified way for all the DDOs/HOOs of the Department of Women & Child Development, GNCTD for timely submission of MACP cases to the Admn. Branch, WCD, as per details below :-

MACP cases that would be maturing during the period (to be scrutinized by all concerned DDOs/HOOs)	Deadline for submission of MACP cases to Admn. Branch (to be followed by all concerned DDOs/HOOs)	Tentative schedule of meeting of the Screening Committee (which may be re-scheduled by the Competent Authority if exigency occurs)
1st April to 30th September of a financial year	30th September of a financial year	First week of January of a financial year
1st October to 31st March of a financial year	31st March of a financial year	First week of July of next financial year

Illustration (for instance/example) – Suppose, MACP cases received that would be maturing during the period - **01.04.2019 to 30.09.2019**, then they will be processed, finalized and placed before the Screening Committee for recommendations **tentatively in 1st week of January-2020** (or any other date as decided by the Competent Authority if such exigency occurs). Similarly, MACP cases received that would be maturing during the period – **01.10.2019 to 31.03.2020**, will be processed, finalized and placed before the Screening Committee for recommendations **tentatively in 1st week of July-2020** (or any other date as decided by the Competent Authority if such exigency occurs).

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W.K. 17/2/2020

Therefore, **all the DDOs/HOOs of the Department of Women & Child Development, GNCTD are hereby directed** to scrutinize the service records of all the Ex-Cadre officers/officials (who are drawing salary from their Homes/Institutions/ICDS Projects/District Offices) to ensure their date of eligibility of MACP maturing during the first half and second half of every financial year, and to forward the eligible MACP cases, along with the following requisite documents, **to the Admn. Branch, WCD, within the "TIME-FRAME", positively as stipulated above**, to enable the Admn. Branch, WCD to process their MACP cases timely and for placing them before the Screening Committee, for further recommendations:-

1. Proforma of MACP (**proforma enclosed**)
2. Work Conduct & Integrity Certificate (**issued by reporting officer**)
3. Proforma for obtaining Departmental Vigilance Clearance (**proforma enclosed**) *
4. Proforma for obtaining Vigilance Clearance (DOV level) (**proforma enclosed**) * – (this proforma is required only in case of MACP case in r/o Gazetted Officer)
5. Service Verification Chart alongwith EOL/Dies-Non Certificate
6. Service Book (in original) with all completed entries upto date
7. ACRs/APARs of the last 5 years from the date of eligibility of MACP

* – Both the proformas for Vigilance Clearance in r/o Ex-Cadre Officers/Officials are required to be signed by their concerned DDOs/HOOs and also counter-signed by their concerned Reporting Officer(s).

IMPORTANT NOTE :- MACP cases received with incomplete documents **OR** MACP cases received after **DEADLINES** as stipulated above in the **TIME-FRAME**, will be summarily rejected and will be returned to the concerned DDOs/HOOs. Accordingly, concerned DDOs/HOOs will have to re-submit such MACP cases in the next session. In all such scenario(s), if any complaint is received from such officers/officials due to delay/non-grant of MACP benefits to them, then, the concerned DDO/HOO will be held responsible for delay/non-grant of MACP benefits in r/o such officers/officials and will be liable for strict disciplinary action.

In addition to the above, all the District Officers of the Department of Women & Child Development, GNCTD are requested to circulate the above instructions to DDOs/HOOs of all the Homes/Institutions/ICDS Projects/District Offices, under their jurisdiction and they must ensure compliance of these instructions by all concerned DDOs/HOOs. **All DDOs/HOOs must comply with the above instructions, positively.**

Non-compliance of the order shall be viewed seriously and may attract strict disciplinary action as deemed fit under CCA (CCA) Rules, 1965.

This issues with the prior approval of the Director (WCD).

Enclosure : As above (03 Pages).


(Anita Bharal)
Deputy Director (Admn)

To,

1. DDOs/HOOs of all the Homes/Institutions/ICDS Projects/District Offices of the Department of Women & Child Development, GNCTD. (**through concerned District Officers**).
2. District Officer (North), Department of Women & Child Development, GNCTD, 20-21, Gulabi Bagh Shopping Complex (Near Super Bazar) Gulabi Bagh Delhi - 110007, Ph No:- 23645370

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3. **District Officer (South), Department of Women & Child Development, GNCTD**, Kasturba Niketan (Near Jal Vihar Terminal) Lajpat Nagar-II, New Delhi - 110024, Ph No:- 29819812
4. **District Officer (East), Department of Women & Child Development, GNCTD**, Silai Kadhai Kendra, Block-10 (Near Shamshan Ghat) Geeta Colony, New Delhi - 110031, Ph No:- 22073012
5. **District Officer (West), Department of Women & Child Development, GNCTD**, Nirmal Chhaya Complex (Near Hari Nagar Bus Depot) Jail Road Hari Nagar, New Delhi - 110064, Ph No:- 28520952
6. **District Officer (North-East), Department of Women & Child Development, GNCTD**, Sanskar Ashram Complex (Near GTB Hospital Gate no. 7), GTB Enclave, Dilshad Garden, New Delhi - 110093, Ph No:- 22133765
7. **District Officer (North West-I), Department of Women & Child Development, GNCTD**, Silai Kendra, F Block Mangol Puri New Delhi - 110083, Ph No:- 27915811
8. **District Officer (North West-II), Department of Women & Child Development, GNCTD**, District Office Room No.4, Sewa Kutir Complex, Kingsway Camp, New Delhi - 110009, Ph No:- 27655502
9. **District Officer (South-West), Department of Women & Child Development, GNCTD**, 23-24, Udhog Sadan (Behind Qutub Hotel) Qutub Institutional Area, New Delhi - 110067, Ph No:- 26534151
10. **District Officer (Central), Department of Women & Child Development, GNCTD**, GLNS Complex (Behind Firozeshah Kotla Stadium), Delhi Gate, New Delhi - 110002, Ph No:- 23724054
11. **District Officer (New Delhi), Department of Women & Child Development, GNCTD**, GLNS Complex (Behind Firozeshah Kotla Stadium), Delhi Gate, New Delhi - 110002, Ph No:- 23724054
12. **All the Ex-Cadre Officers/Officials (through their concerned DDOs/HOOs).**
13. **Section Officer (Admn), Department of Women & Child Development, GNCTD**, for scrutinization of service records in r/o Ex-Cadre Officers/Officials (who are drawing their salary from WCD Headquarter-HQ), to ensure their date of eligibility of MACP and further necessary action.

F.No.9(206)/Admn/WCD/MACP/2020/PartFile-II/ 25305-24

Dated : 17 FEB 2020

Copy for information to :-

1. PS to the Secretary (SW/WCD), Department of Women & Child Development, Govt. of NCT of Delhi, GLNS Complex, Delhi Gate, New Delhi-110002.
2. PA to the Director, Department of Women & Child Development, Govt. of NCT of Delhi.
3. PA to the Special Director, Department of Women & Child Development, Govt. of NCT of Delhi.
4. PA to the Joint Director, Department of Women & Child Development, Govt. of NCT of Delhi.
5. PA to the IFA/Controller of Accounts, Department of Women & Child Development, Govt. of NCT of Delhi.
6. Dy. Controller of Accounts, Department of Women & Child Development, Govt. of NCT of Delhi.
7. Data Processing Assistant/Concerned Dealing Assistant, Computer Cell, Department of Women & Child Development, Govt. of NCT of Delhi, for uploading the order on website of the Department.

Anita Bharal
(Anita Bharal)
Deputy Director (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 (including in-situ promotion) with Post and Pay scale under the old ACP Scheme be mentioned against the concerned column stated above.

1 st	2 nd	3 rd
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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 10/20/30 years of Regular Service with their Pay scale and subsequent pay band under MACP-2008

10 yrs	20 yrs	30yrs
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- (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

(Departmental)

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

It is certified that no case is pending or contemplated against Sh./Smt./Miss _____ working in this office as per service records.

Signature of DDO/HOO/any authorized officer

Name of DDO/HOO/any authorized officer _____

Sh./Smt./Ms. _____

Designation along with seal and date _____

**Counter-Signature of Reporting Officer
with Seal & Date**

PERFORMA FOR SEEKING VIGILANCE STATUS REPORT

(DOV level)

Name of the Department : Department of Women & Child Development, GNCTD

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. OR Details of penalty, if any	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 DDO/HOO
or any authorized officer
with Seal & Date

Counter-Signature of Reporting Officer
with Seal & Date