

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

F.44(31)/2018/DSW/Estt/ 23727-23746

Dated: 27 MAR 2023

Sub: Provide the proforma for MACP, IC/VC, Vigilance Status Report, Work & Conduct Report, EOL Certificate, Service Verification Chart, Service Book and APAR of last five years in r/o officials for grant of Financial Up-gradation under MACP Scheme.

Please refer to this office letter/Reminder-III no. F.44(31)/2018/DSW/Estt/19150-19161 dated 09.01.2023 on the subject cited above. However, the requisite information is still awaited in r/o the following officials:-

S. No	Name (Mr./Ms.)	Designation	Documents Required	Available Yes/No	Deficiency	Concerned DDO/HOO	MACP Due	Remarks
1	Sunita	Caretaker	Proforma for ACP/MACP	Yes	Required Service Book	GLNS School for the Deaf, Delhi Gate	2 nd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	NO				
			APAR for last 05 years before MACP	Yes				
2	Rajesh	Sweeper	Proforma for ACP/MACP	Yes	Required Service Book	GLNS School for the Deaf, Delhi Gate	2 nd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	NO				
			APAR for last 05 years before MACP	Yes				

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3	Than Singh	Boarding Attendant	Proforma for ACP/MACP	Yes	Service Book Required	GLNS School for the Deaf, Delhi Gate	2 nd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				
4.	Ram Shree (Retd.)	Peon	Proforma for ACP/MACP	Yes	Required Vigilance Proforma and Service Book	GLNS School for the Deaf, Delhi Gate	2 nd MACP	
			Proforma for Vigilance	No				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				
5.	Bachan Dev	Bus Attendant	Proforma for ACP/MACP	No	Required all documents with service book	GLNS School for the Deaf, Delhi Gate		
			Proforma for Vigilance	No				
			Work & conduct report	No				
			Integrity Certificate	No				
			EOL Certificate	No				
			Service Verification Chart	No				
			Service Book	No				
			APAR for last 05 years before MACP	No				

6.	Satender Singh	Caretaker	Proforma for ACP/MACP	No	Required all documents except APAR as the case is as on 17.08.2022 and the period for 06 months has passed.	Poor House, Kingsway Camp	1 st & 2 nd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	No				
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				
7.	Shri Kirshan Kumar	Caretaker	Proforma for ACP/MACP	No	Required all documents except APAR as the case is as on 17.08.2022 and the period for 06 months has passed.	Poor House, Kingsway Camp	2 nd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	No				
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				

8.	Satish Kumar	Caretaker	Proforma for ACP/MACP	Yes	Required all documents except APAR as the case is as on June, 2022	Hostel for College Going Blind Students, Kingsway Camp, Delhi		
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	No				
			EOL Certificate	No				
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	No				
9	Jai Prakash	Sweeper			Required document not received till date	GSSSBB & HCGBS, Kingsway Camp		
10	Krishan Kumar	Chowkidar			Required document not received till date	GSSSBB & HCGBS, Kingsway Camp		
11	T. Murli	Attendant			Required document not received till date	GSSSBB & HCGBS, Kingsway Camp		
12	Usha Devi	Attendant			Required document not received till date	GSSSBB & HCGBS, Kingsway Camp		
13	Surender Singh	Attendant			Required document not received till date	HCGBS, Kingsway Camp		
14	Rajender Kumar	Caretaker	Proforma for ACP/MACP	Yes	Required all documents except APAR as the case is as on June, 2022	Poor House, Kingsway Camp		
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	No				
			Service Verification Chart	No				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				

15	Asha Rani	Peon	Proforma for ACP/MACP	Yes	Required all documents except APAR as the case is as on June, 2022	Poor House, Kingsway Camp	2 nd MACP	
			Proforma for Vigilance	No				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				
16	Lal Bahadur Mehto (Retd.)	Caretaker	Proforma for ACP/MACP	Yes	Required all documents as the case is as on June, 2022	Poor House, Kingsway Camp		
			Proforma for Vigilance	Yes				
			Work & conduct report	No				
			Integrity Certificate	No				
			EOL Certificate	No				
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	No				
17	Lt. Sh. Joginder Singh	Cook			Required document not received till date	GSSSBB & HCGBS, Kingsway Camp		
18	Lt. Sh. Babu Ram Shah	Chowkidar			Required document not received till date	CTB, DSW (HQ)		
19	Lt. Sh. ArifKhan	Peon			Required document not received till date	GSSSBB & HCGBS, Kingsway Camp		
20	Meena	Aaya	Proforma for ACP/MACP	Yes	Required all documents as the case is as on July, 2022	WCDT, Andha Mughal	1 st MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	No				
			Service Verification Chart	Yes				
			Service Book	Yes				

			APAR for last 05 years before MACP	No				
21	Lt. Sh. Kailash Chandra	Chowkidar			Required document not received till date	HOIB, Lampur		
22	Sumitra Devi	Sweeper	Proforma for ACP/MACP	Yes	Required all documents as the case is as on August, 2022	RCL, Tahirpur	1 st MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	Yes				
			APAR for last 05 years before MACP	Yes				
23	Ramesh Kumar	Nursing Orderly	Proforma for ACP/MACP	Yes	Required all documents as the case is as on August, 2022	HLTB, Tahirpur	1 st MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	Yes				
			APAR for last 05 years before MACP	Yes				
24	Mahender Singh	Sweeper			Required document not received till date	HOIB, Lampur		
25	Vinod Kumar	Peon	Proforma for ACP/MACP	Yes	Required all documents except Service book and APAR as the case is as on August, 2022	HOIB, Lampur	1 st & 2 nd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	Yes				

			APAR for last 05 years before MACP	Yes				
26	Daya Ram	Nursing Orderly	Proforma for ACP/MACP	Yes	Required all documents except Service book and APAR as the case is as on July, 2022	HLTB, Tahirpur		
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	Yes				
			APAR for last 05 years before MACP	Yes				
27	Mohan Pandey	Caretaker	Proforma for ACP/MACP	Yes	Required all documents except APAR as the case is as on October, 2022	GLNS School, Delhi Gate	1 st MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				

28	Subhash Chand	Enumerator	Proforma for ACP/MACP	Yes	Required all documents except Vigilance & work conduct report as the case is as on October, 2022	HWH, Nav Kiran-II, Sector-03, Rohini	3 rd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	No				
			Service Verification Chart	No				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				
29	Rajesh Kumar	Cook	Proforma for ACP/MACP	Yes		HLTB, Tahirpur	3 rd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	Yes				
			APAR for last 05 years before MACP	Yes				
30	Mohan Lal Meena		Proforma for ACP/MACP	Yes		TCPC (O), Nand Nagri	2 nd MACP	1.Now Jr. Asstt. the then caretaker as per record of vigilance branch a charge sheet dated 15.05.2018 was issued to above employees regarding his unauthorized absence from October, 2014 to 04.10.2017. Later on, vide order dated 06.08.2018 issued by Secretary (SW) vide which he was found guilty of unauthorized absence from Oct, 2014 to 04.10.2017 and a recordable warning was issued to be more careful in future
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate					
			Service Verification Chart	Yes				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				

								and the period of his absence from 01.10.2014 till the joining in DSW on 04.10.2017 shall be treated as "dies non"
								2.Also this, the MACP is due at the time of caretaker.
31	Neelam Gautam	Sr. Matron	Proforma for ACP/MACP	Yes	Required all document		2 nd MACP	
			Proforma for Vigilance	Yes				
			Work & conduct report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	No				
			Service Verification Chart	No				
			Service Book	No				
			APAR for last 05 years before MACP	Yes				

It is therefore, again requested that the requisite information/document in r/o above officials may be submitted to Administration Branch within a week positively and further delay may be treated as negligence of duty on the part of Administrative offices of officials. Besides if there is any other group C (erstwhile Group D) official whose name is not in the above list and is eligible for ACP/MACP may kindly also provide their names alongwith requisite information/documents also.



27/3/23
Section Officer (Admn)

F.44(31)/2018/DSW/Estt/ 23727-23746

Dated: 27 MAR 2023

Copy to:-

1. All concerned DDO/HOO mentioned above.
2. Asstt. Programmer with the request to upload on the website of the Department.
3. All officials concerned to expedite forward of requisite documents to Admn Branch.


27/3/23
Section Officer (Admn)