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

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

Dated:

2.7 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:-

(Mr./Ms.)	Designation	Documents Required	Available Yes/No	Deficiency	Concerned DDO/HOO	MACP Due	Remarks
(1011./1013.)	2	Negamea					
Sunita	Caretaker	Profroma for ACP/MACP	Yes	Required Service Book	GLNS School for the Deaf, Delhi	2 nd MACP	
		Proforma for Vigilance	Yes	-	Gate		
		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				
Rajesh	Sweeper	Profroma for ACP/MACP	Yes	Required Service Book	GLNS School for the Deaf, Delhi	2 nd MACP	
		Proforma for Vigilance	Yes		Gate		*
		Work & conduct report	Yes				
		Integrity Certificate	Yes				
	(8)	EOL Certificate	Yes				
		Service Verification Chart	Yes		=		
		Service Book	NO				
	*	APAR for last 05 years before MACP	Yes				
						ā.,	
		Rajesh Sweeper	Sunita Caretaker Profroma for ACP/MACP Proforma for Vigilance Work & conduct report Integrity Certificate EOL Certificate Service Verification Chart Service Book APAR for last 05 years before MACP Proforma for ACP/MACP Proforma for Vigilance Work & conduct report Integrity Certificate EOL Certificate Service MACP Proforma for ACP/MACP Proforma for Vigilance Work & conduct report Integrity Certificate EOL Certificate Service Verification Chart Service Book APAR for last 05 years before	Sunita Caretaker Profroma for ACP/MACP Proforma for Vigilance Work & conduct report Integrity Certificate EOL Certificate Yes Service Verification Chart Service Book NO APAR for last 05 years before MACP Proforma for Yes Vigilance Work & conduct Yes Yes Certificate Profroma for Yes ACP/MACP Proforma for Yes Vigilance Work & conduct Yes Certificate EOL Certificate Fol Certificate Fol Certificate Yes Service Yes Verification Chart Service Book NO APAR for last 05 yes Service Yes Verificate Fol Certificate Yes Service Service Yes Verification Chart Service Book NO APAR for last 05 yes Yes Yes Yes	Sunita Caretaker Profroma for ACP/MACP Proforma for Yes Vigilance Work & conduct report Integrity Certificate Service Weification Chart Service Book APAR for last 05 years before MACP Proforma for Yes Vigilance Work & conduct Yes Service Yes Verification Chart Service Book NO Rajesh Sweeper Profroma for Yes Vigilance Work & conduct Yes report Integrity Certificate EOL Certificate Yes Verification Chart Service Book NO APAR for last 05 Yes Yes Verification Chart Service Book NO APAR for last 05 Yes Vigilance Work & conduct Yes report Integrity Certificate EOL Certificate Yes Service Yes Verification Chart Service Book NO APAR for last 05 Yes Yes Verification Chart Service Book NO APAR for last 05 Yes Yes Yes Yes Yes Yes Yes Yes	Sunita Caretaker Profroma for ACP/MACP Proforma for Vigilance Work & conduct report Integrity Certificate EOL Certificate Ves verification Chart Service Book APAR for last 05 years before MACP/MACP Proforma for Yes Ves verification Chart Service Book Rajesh Sweeper Profroma for Yes Vigilance Work & conduct report Integrity APAR for last 05 years before MACP Proforma for Yes Vigilance Work & conduct report Integrity Certificate EOL Certificate EOL Certificate Yes Verification Chart Service Book NO APAR for last 05 years before Work & conduct report Integrity Certificate EOL Certificate Foll Certificate Yes Verification Chart Service Book NO APAR for last 05 years before	Sunita Caretaker Profroma for ACP/MACP Yes Proforma for Vigilance Work & conduct report Integrity Certificate EOL Certificate Proforma for ACP/MACP Rajesh Sweeper Profroma for ACP/MACP Rajesh Sweeper Profroma for ACP/MACP Royck & conduct Yes Verification Chart Service Book NO Rajesh Sweeper Profroma for ACP/MACP Proforma for Yes Vigilance Work & conduct Yes report Integrity Certificate EOL Certificate Yes APAR for last 05 Yes Yes Verification Chart Service Book NO Rajesh Sweeper Profroma for Yes ACP/MACP Proforma for Yes Vigilance Work & conduct Yes report Integrity Certificate EOL Certificate Yes Service Yes Verification Chart Service Book NO APAR for last 05 Yes

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Certificate FOL Certificate Yes				report					
EOL Certificate Yes			9	Integrity	Yes				
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4. Ram Shree (Retd.) Peon ACP/MACP Yes Required Vigilance (Retd.) Proforma for ACP/MACP Yes Certificate EOL Certificate Yes Service Book Dev Attendant Proforma for No Vigilance Proforma for No Vigilance Yes Service Book APAR for last 05 Yes years before MACP ACP/MACP ACP/MACP Service Werification Chart Proforma for No Required all documents with service book Work & conduct report Integrity Certificate Proforma for No Required all documents with service book Work & conduct report Integrity Certificate EOL Certificate No Service No Vigilance Work & conduct report Integrity Certificate EOL Certificate EOL Certificate No Service No Vigilance Work & conduct report Integrity Certificate EOL Certificate EOL Certificate No Service No Verification Chart Service Book No APAR for last 05 years before				l	. 103		E9		
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S. Bachan Dev Attendant Dev Attendant Dev Attendant Dev AcP/MACP No Required all documents with service book Sate Dev Certificate No Service Verification Chart Service Book No APAR for last 05 years before				APAR for last 05	Yes				
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6.	Satender	Caretaker	Profroma for	No	Required all	Poor House,	1 st & 2 nd	_
	Singh		ACP/MACP		documents	Kingsway Camp	MACP	
			Proforma for	Yes	except APAR		IVIACP	
			Vigilance		as the case is as on	Y		
			Work & conduct	Yes	17.08.2022			
			report		and the period			
			Integrity	Yes	for 06 months			
			Certificate	No	has passed.			
			EOL Certificate	INO	1,30 p			
			Service	Yes				
			Verification					
			Chart					
			Service Book	No				
E		50						
			APAR for last 05	Yes				
			years before					
			MACP					
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7.	Shri	Caretaker	Profroma for	No	Required all	Poor House,	2 nd	
'	Kirshan	THE CONTRACT OF THE CONTRACT O	ACP/MACP		documents	Kingsway Camp	MACP	
	Kumar		Proforma for	Yes	except APAR			
			Vigilance	V-51-7-4-	as the case is			
			Work & conduct	Yes	as on			
			report		17.08.2022			
			Integrity	Yes	and the period			
			Certificate		for 06 months			
			EOL Certificate	No	has passed.			
			Service	Yes	_			
			Verification	163				
			Chart					
			Service Book	No	-			
			3611136 3651					
			APAR for last 05	Yes				
			years before					
			MACP					
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8.	Satish	Caretaker	Profroma for	Yes	Required all	Hostel for		
	Kumar		ACP/MACP Proforma for	Yes	documents except APAR	College Going Blind Students,		
			Vigilance	163	as the case is	Kingsway		
			Work & conduct	Yes	as on June,	Camp, Delhi		
			report		2022	*080		
			Integrity	No				
	51		Certificate					
			EOL Certificate	No				
			Service	Yes	-			
	18		Verification					
			Chart					
			Service Book	No				
			APAR for last 05	Ne	_			
			years before	No				
			MACP					
9	Jai Prakash	Sweeper			Required	GSSSBB &		
					document not	HCGBS,		
					received till	Kingsway Camp		
					date			
10	Krishan	Chowkidar			Required	GSSSBB &		
	Kumar				document not	HCGBS,		
					received till	Kingsway Camp	-	
					date			
11	T. Murli	Attendant			Denvised.	CCCCDD 0		
11	i . iviurii	Attendant			Required document not	GSSSBB & HCGBS,		
					received till	Kingsway Camp		
					date	Kingsway camp		
						-		
12	Usha Devi	Attendant		14	Required	GSSSBB &		
					document not	HCGBS,		
					received till	Kingsway Camp		
			×		date			I
13	Surender	Attendant			Required	HCGBS,		
	Singh				document not	Kingsway Camp		
					received till			1
					date			-
14	Rajender	Caretaker	Profroma for	Yes	Required all	Poor House,		
	Kumar		ACP/MACP	. 55	documents	Kingsway Camp		
			Proforma for	Yes	except APAR			
			Vigilance		as the case is			
			Work & conduct	Yes	as on June,			
			report		2022			
		140	Integrity Certificate	Yes				
		-	EOL Certificate	No	-			
		45	k!					
			Service	No				
			Verification					
			Chart	N.I.	-			
		¥1	Service Book	No				
		943	APAR for last 05	Yes				
			years before					
			МАСР					
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				V.	Daguina de II	Poor House	2 nd	
	Asha Rani	Peon	Profroma for ACP/MACP	Yes	Required all documents		MACP	
			Proforma for Vigilance	No	except APAR as the case is			
			Work & conduct	Yes	as on June,			
			report Integrity	Yes	2022			
			Certificate EOL Certificate	Yes				
			Service Verification Chart	Yes	e I			
			Service Book	No				
		ú	APAR for last 05 " years before	Yes				
6	Lal	Caretaker	MACP Profroma for	Yes	Required all	Poor House,		
	Bahadur Mehto		ACP/MACP Proforma for	Yes	documents as the case is as	Kingsway Camp		
	(Retd.)		Vigilance	500°33 (400°3)	on June, 2022			
			Work & conduct report	No				
			Integrity Certificate	No	4			
			EOL Certificate	No				
			Service Verification	Yes				
			Chart Service Book	No				
			APAR for last 05	No				
			years before MACP					
17	Lt. Sh.	Cook	1777.00		Required	GSSSBB &		
	Joginder Singh				document not received till date	HCGBS, Kingsway Camp		
18	GATEGORES PROTOSEUM	Chowkidar			Required	CTB, DSW (HQ)		
	Babu Ram Shah				document not received till date			
19	Lt. Sh.	Peon			Required	GSSSBB &		
	ArifKhan	×.			document not received till date	HCGBS, Kingsway Camp		
20	Meena	Aaya	Profroma for ACP/MACP	Yes	Required all documents as	WCDT, Andha Mughal	1 st MACP	
			Proforma for Vigilance	Yes	the case is as on July, 2022			
			Work & conduct	Yes	12			
		N. S.	report Integrity	Yes				
			Certificate EOL Certificate	No				
			Service	Yes				
			Verification Chart					
	1		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	Profroma for ACP/MACP	Yes	Required all documents as	RCL, Tahirpur	1 st MACP	
			Proforma for Vigilance	Yes	the case is as on August,			
			Work & conduct report	Yes	2022			
		*	Integrity Certificate	Yes				
		4	EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	Yes				
			APAR for last 05 years before MACP	Yes				
23	Ramesh Kumar	Nursing Orderly	Profroma for ACP/MACP	Yes	Required all documents as	HLTB, Tahirpur	1 st MACP	
			Proforma for Vigilance	Yes	the case is as on August,			
			Work & conduct report	Yes	2022	~		
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification Chart	Yes		31		
			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	Profroma for ACP/MACP	Yes	Required all documents	HOIB, Lampur	1 st & 2 nd	
			Proforma for Vigilance	Yes	except Service book and		МАСР	
			Work & conduct report	Yes	APAR as the case is as on			
			Integrity Certificate	Yes	August, 2022		-	
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	Yes				

			APAR for last 05 years before MACP	Yes				
26	Daya Ram	Nursing Orderly	Profroma for ACP/MACP Proforma for	Yes	Required all documents except Service	HLTB, Tahirpur		
			Vigilance		book and			
			Work & conduct report	Yes	APAR as the case is as on			
			Integrity Certificate	Yes	July, 2022			
			EOL Certificate	Yes				
			Service Verification Chart	Yes				
			Service Book	Yes				
			APAR for last 05 years before	Yes				
27	Mohan	Caretaker	MACP Profroma for	Yes	Required all	GLNS School,	1 st	
	Pandey		ACP/MACP Proforma for	Yes	documents except APAR	Delhi Gate	MACP	
			Vigilance		as the case is			
			Work & conduct report	Yes	as on October, 2022			
			Integrity	Yes				
			Certificate EOL Certificate	Yes				
			Service	Yes	-			
			Verification Chart					
			Service Book	No				
			APAR for last 05	Yes	×	Ţ		
			years before MACP					
	ÚT.		-					
		90						
			at a					
		**						
							5.	
							=	

			-		*			
28	Subhash	Enumerator	Profroma for	Yes	Required all	HWH, Nav	3 rd	
	Chand		ACP/MACP		documents	Kiran-II, Sector- 03, Rohini	MACP	
			Proforma for Vigilance	Yes	except Vigilance &	03, Normi		
			Work & conduct report	Yes	work conduct report as the			
			Integrity Certificate	Yes	case is as on October, 2022		8	
			EOL Certificate	No	0000001, 2022			
			Service Verification	No				
			Chart Service Book	No				
				(1000000)				
			APAR for last 05 - years before MACP	Yes		a		
9	Rajesh	Cook	Proforma for	Yes		HLTB, Tahirpur	3rd	
	Kumar		ACP/MACP Proforma for	Yes			MACP	
			Vigilance Work & conduct	Vas				
			report	Yes				
			Integrity Certificate	Yes				
			EOL Certificate	Yes				
			Service Verification	Yes				
			Chart Service Book	Yes				
			APAR for last 05 years before MACP	Yes				
30	Mohan Lal Meena		Profroma for ACP/MACP	Yes		TCPC (O), Nand Nagri	2 nd MACP	1.Now Jr. Asst
	IVICEIIA		Proforma for Vigilance	Yes		1,108.1		caretaker as per
			Work & conduct	Yes				branch a charg
			report Integrity	Yes				15.05.2018 wa
			Certificate EOL Certificate	_				issued to above employees
			Service	Yes	_			regarding h
			Verification Chart	163				absence fro
			Service Book	No				04.10.2017. Lat
			APAR for last 05 years before	Yes				on, vide ord dated 06.08.20 issued
			МАСР					Secretary (S) vide which he w
		8						found guilty unauthorized absence from O
		- 5						2014 04.10.2017 and
								recordable
		8	,)		7			issued to be mo

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-							T
							and the period of
							his absence from
		-					01.10.2014 till the
							joining in DSW on
							04.10.2017 shall
					2		be treated as
							"dies non"
							2.Also this, the
							MACP is due at
							the time of
							caretaker.
31	Neelam	Sr. Matron	Profroma for	Yes	Required all	2 nd	
	Gautam		ACP/MACP		document	MACP	
			Proforma for	Yes		1111101	
			Vigilance		_		
			Work & conduct	Yes			
			report				
			Integrity "	Yes			
		-	Certificate				
			EOL Certificate	No			
			Service	No	78		
			Verification				
			Chart				
			Service Book	No			
			10106				
			APAR for last 05	Yes			
			years before				
			MACP				

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 treatd 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.

Section Officer (Admn)

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

Dated:

2.7 MAR 2023

Copy to:-

1. All concerned DDO/HOO mentioned above.

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.

Section Officer (Admin