

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

F.No. /DSW-A013/2/2025-Admn-I/DSW/ 2463-2522

Date: 16/11/26

CIRCULAR

In continuation of this Department's Circular No. 1909973/2025/Admin-I-DSW/7587-7646 dated 08.12.2025, it is once again instructed that all Heads of Offices (HOOs) of Districts/Homes/Institutions/HQ under the Department of Social Welfare shall submit the MACP Proforma along with all requisite supporting documents i.e. IC/VC/WC and APAR (last 05 years) in respect of eligible officials whose MACP has become due (as per list already circulated), to the Administration Branch within the prescribed time.

It is observed that the required proposals/documents have not been received from Districts/Homes/Institutions/HQ. Therefore, all concerned are hereby instructed to furnish the complete MACP proposals immediately, so that due benefits may be processed without further delay.

All HOOs shall ensure that the proposals/documents are complete in all respects, failing which the same may be returned for rectification.

This issues with the approval of the Competent Authority.

Section Officer (Administration)

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Copy to:-

1. PS to Secretary (Social Welfare), GNCTD, 7th Floor, MSO Building, ITO, Delhi.
2. PA to Director (Social Welfare), GNCTD, 7th Floor, MSO Building, ITO, Delhi.
3. All HOOs of Districts/Homes/Institutions/HQ under the

844/CC
19/11/26

Department of Social Welfare with direction to submit MACP
Performa along with all requisite supporting documents.

4. System Analyst, Department of Social Welfare with request to
upload the circular on the website of the department.
5. Guard file.

Section Officer (Administration)

LIST OF ELIGIBLE WELFARE OFFICER

S.No	Name of Officials	DOB	Category	Date of appointment in regular manner in Welfare Officer	Eligible Date of MACP benefit	Remarks
1	Tapan Neeraj	04-04-1978	UR/PH	17-08-2015	16-08-2025	Post code 49/07 result declared on 18-11-2014
2	Ashwani Gupta	27-03-1978	PH (OH)/UR	30-06-2015	29-06-2025	Notionally w.e.f. 30-06-2015 vide order dated 27-01-2021
3	Ashish Kumar Shilpi	22-01-1984	Gen	05-11-2015	04-11-2025	Post Code 148/14 result declared on 24-07-2015
4	Atish Kumar Srivastva	20-09-1981	Gen	20-11-2015	19-11-2025	
5	Balinder Singh	03-01-1984	Gen	30-09-2015	29-09-2025	
6	Avdesh Kumar	20-06-1985	Gen	09-10-2015	08-10-2025	
7	Santram	09-02-1987	SC	14-10-2015	13-10-2025	
8	Himani Rajdoor	20-09-1988	SC	21-10-2015	20-10-2025	
9	Pradeep Kumar	19-07-1984	SC	01-10-2015	30-09-2025	
10	Rinku Lal Meena	20-11-1987	ST	16-10-2015	15-10-2025	
11	Nitika Kumar	05-03-1989	SC	01-10-2015	30-09-2025	
12	Sitaram	01-01-1980	SC	20-11-2015	19-11-2025	
13	Ramashray Singh Yadav	15-01-1979	PH (OH)/Gen	08-01-2016	07-01-2026	
14	Devendra Rai	13-04-1984	OBC	01-10-2015	30-09-2025	
15	Manoj Kumar Yadav	07-03-1982	OBC	20-10-2015	19-10-2025	
16	Pappo Lal Meena	15-06-1979	ST	07-12-2015	06-12-2025	