

No.A-32022/1/2022-Estt.VII/73
Government of India
Central Water Commission

Sewa Bhawan, R.K. Puram,
New Delhi – 110066.

Dated: 14th February, 2023

To

The All Superintending Engineers/Executive Engineers
Of Subordinate Offices of the Central Water Commission.

Sub:- Furnishing of proposal for financial up-gradation under MACP Scheme in respect of Group 'B' Non-Gazetted Ministerial and Non-Ministerial and Group 'C' Ministerial and Non-Ministerial Staff Subordinate Offices of CWC - reg.

Sir/Madam,

I am directed to invite your attention to the DoPT's Office Memorandum No.35034/3/2015-Estt(D) dated 22.10.2019 on the above noted subject and to say that as per instruction contained in Para 6 of DoPT's Office Memorandum referred to above, MACPs cases maturing 1st half (April to September) of a particular financial year shall be taken up for consideration the Screening Committee in the first week of January. Similarly, the Screening meeting in the first week of July of any financial year shall process the cases that would be maturing the second half (October-March) of the same financial year.

You are requested to furnish the proposals in the **first week of January** for MACP cases in respect of maturing during the 1st half (April-September) and in the **first week of July** for 2nd half (October to March) in respect of the Ministerial/Non-ministerial Group 'B' & 'C' Non- Gazetted staff working in your offices positively. The same may also be sent by email on estt7@nic.in **every year** without waiting any letter/circular along with the following documents:-

- (i) Check List (enclosed)
- (ii) Photocopy of relevant pages of the Service Book where entry of promotion and financial up-gradation is recorded.
- (iii) Vigilance Clearance Certificate etc. In the enclosed 6 points proforma.
- (iv) Other relevant information, if any.


(Krishna Toppo)
Section Officer

(45/3)
(2)

**FORMAT FOR VARIOUS CERTIFICATES TO BE ISSUED BY FIELD OFFICES
FOR SEEKING VIGILANCE CLEARANCE AND OTHER CERTIFICATES IN R/O
GROUP 'B' AND 'C' OFFICERS/ OFFICIALS IN CWC'S FIELD OFFICES**

Name of office and address

As per service records available, it is certified that Shri/ Smt./ Ms.
.....(name).....,(designation)....., posted in(name of
office)..... from(date of joining in that office).....

1. As on date, no administrative action/ disciplinary proceedings are pending or contemplated against him/ her and he/ she is clear from vigilance angle. He/ She has submitted his/ her Annual Immovable Property Return (IPR) of the previous year on(date of filling of IPR).....
2. No recognized penalty under the CCS (CCA) Rules, 1965 has been imposed on him/ her.
3. There is no doubt about his/ her integrity.
4. He/ She is not under suspension.
5. Neither any prosecution for a criminal charge is pending nor sanction for prosecution has been issued or a decision has been taken to accord action for prosecution against him/ her.
6. He/ she had undertaken no personnel foreign visits during last three years.

Or

He/ She had undertaken (number of visits with details) personnel foreign visits during last three years.

Date:

Signature of controlling/certifying officer:

(Name of controlling/certifying officer)

Designation

Phone

Note: If any of the above certification needs any change, the same may be modified accordingly on case to case basis giving details.

**Check List for considering cases awarding MACP in terms of Ministry of Personal & Public
Grievance and Pension (DoPT) O. M. No. 35034/3/2008/Estt (D) Dated 19.5.2009**

1.	Name & Present post held	
2.	<u>Details of appointments in various grades (Regular)</u> (a) First appointment Name of the Post: Date of appointment to the Post Mode of appointment * Scale of Pay:	
	(b) Second Appointment on Promotion Name of the Post: Date of appointment to the post Mode of appointment * Scale of Pay	
	(c) Third Appointment on Promotion Name of the Post: Date of appointment to the post Mode of appointment * Scale of Pay	
	(d) Forth Appointment on Promotion Name of the Post: Date of appointment to the post Mode of appointment * Scale of Pay	
3.	Period of punishment, if any, as a result of disciplinary proceedings	
4.	Whether in-situ promotion granted, if so, details thereof	
5.	Whether debarred from promotion to higher grade, if so number of time with details	
6.	Period of Break in Service, if any, detail there of	
7.	Whether type test passed through SSC? If so, date of passing the test (for candidates appointed through compassionate appointment, Departmental Examination for Group 'D' staff and Promotion from Group 'D')	
8.	Whether exemption from passing Typewriting Test has been granted?	
9.	Date if confirmation in the grade	
10.	Details of Financial up gradation already granted 1 st & 2 nd with pay scales & level/grade pay w.e.f	
11.	Date of Eligibility for financial up-gradation under MACP w.e.f.	
	i First financial up-gradation in the Level	
	ii Second financial up-gradation in the Level	
	iii Third financial up-gradation in the Level	

The information given above has been verified from the service book and other available records and nothing has been concealed thereof.

Signature of Head of Office

Date:
Place:

*The mode of appointment in each case is to clearly indicated i.e. trough Staff Selection Commission/Department Exam. For Group 'D' Staff/Seniority-cum-fitness basis promotion from Group 'D' Staff/Employment Exchange/Surplus Cell/Considered alongwith the candidate nominated by Employment Exchange/Promotion etc.