

कर्मचारी राज्य बीमा निगम (श्रम एवं रोजगार मंत्रालय, भारत सरकार) EMPLOYEES' STATE INSURANCE CORPORATION (Ministry of Labour & Employment, Govt. of India)



मुख्यालय / Headquarters पंचदीप भवन, सी.आइ.जी. मार्ग, नई दिल्ली - 110002 Panchdeep Bhawan, C.I.G. Marg, New Delhi–110002 Phone:- 10011051, E-mail: jd-admin2@esic.nic.in

Dated: - 23/9/2024

No. A -33/13/1/2022 - E-II

To,

- 1. All Regional Directors/Directors(I/C)/DDs(I/C), ROs/SROs
- 2. Deputy Director(E-V), Hqrs. Office.
- 3. NTA/D(M)D/D(M) Noida.
- 4. All Deans, ESIC Medical/Dental/Nursing Colleges/PGIMSR
- 5. All Medical Superintendents, ESIC Hospitals/ESIC Model Hospitals
- 6. Concerned Dy. Director (Fin)/Assistant Director (Fin.)
- 7. WCM for uploading it on ESIC Website.

Subject: - Grant of financial upgradation under MACP Scheme in r/o Personal Assistant cadre - reg.

Sir,

I am directed to refer to the subject cited above and request you to furnish the information in r/o official(s) in the cadre of Personal Assistant of your Region/Office, who are eligible for Grant of financial up -gradation under MACP scheme up to 31-12-2024 in the Prescribed Proforma (Annexure -I and II) (Copy Enclosed). The information should be provided on the basis of service records of the concerned official(s) and duly verified by Regional/Local Finance and Accounts Branch.

Further, complete APAR Dossiers, Vigilance Clearance and Integrity Certificate in r/o concerned official(s) along with the enclosed proforma may also be furnished to this office.

This issues with the approval of Competent Authority.

Encl: As above.

Yours faithfully,

Signed by Assista**Manoni KomaneSah**oo

Date: 23-09-2024 13:55:35

## Annexure -I

SI.	Name	Present	Date of	Date of	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Whether	Whether	Recommendation	Remark,
No.	of the Official	Designation	entry in ESIC with Designation	Appointment/ Regular Promotion on the basis in the cadre of PA on Regular Basis	Promotion on regular basis, if any with date and designation	Promotion on regular basis, if any with date and destination	Promotion on regular basis, if any with date and designation	regular promotion has been refused by the officials at any time, if so, the details thereof	any 1 <sup>st</sup> /2 <sup>nd</sup> Financial upgradatio n under ACP/MACP scheme has been granted to the officials if so, the details thereof	for consideration for 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> MACP along with due date.	if any.
1	2	3	4	5	6	7	8	9	10	11	12

1														No.	SI.
2													Official	the	Name of
ω	2		×											Designation	Present
4													(Regional)	Clearance	Vigilance
л	separately)	each case	information in	required	furnish the	issued then	charge-sheet	than one	official(if more	against the	after 09-08-99	pending or on	issued and of penalty of penalty	sheet(s), if any,	Date of Charge- Date of order Date
6						-					extent/nature	with its	of penalty	of imposing	Date of order
7													ot penalty	sheet(s), if any, of imposing commencement	Date of
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	>		separately)	be indicated	each case may	penalty period in	completion of	commencement/	exact date of	imposed, the	one penalty is	of more than	penalty (in case uate		Date of
9	>												uate	do to	of Status
OT	20										×				Remarks,

Annexure-II