



भारत सरकार/GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम का कार्यालय

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, W.B. & SIKKIM

आयकर भवन, पी 7, चौरंगी स्क्वेर, कोलकाता-69/Aayakar Bhawan, P-7, Chowringhee Square, Kolkata -69

दूरभाष(Tel): 033 2213 6150 फैक्स(Fax) 033 2213 6989 // E-mail [kolkata.dcit.hq.admin.vig@incometax.gov.in](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in)

फ.सं.प्रमुआआ/पबसि/प्रशा/आड/स्था(राज)/44(भाग-1)/एमएसीपी(गुप-बी)(अधि)/२०१९-२०/२१८२५-२१९९३ दिनांक: 24.02.2020

सेवा मे/To,

All CCsIT/ All DGsIT, All Pr. CsIT/CsIT/CsIT(A), All Addl. CsIT/JCsIT, All DCsIT/ACsIT in WB & Sikkim Charge./ All Headquarters in Pr.CCIT, WB & Sikkim's office/ All Heads of Office in Kolkata and Mofussil Charge / Accounts Officer FPU, ZAO, CBDT, Kol/ Secretary, I.T.GOA., Bengal Circle.

Sub: **Modified Assured Career Progression Scheme for the Central Govt. Civilian Employees – regarding.**

Ref: 1) O.M. No. 35034/3/2008-Estt.(D) of GOI, Ministry of Personnel, Public Grievances and Pensions(DOP&T) dated 19<sup>th</sup> May 2009.

2) O.M. No. 35034/3/2015-Estt.(D) of GOI, Ministry of Personnel, Public Grievances and Pensions(DOP&T) dated 22nd October 2019.

महोदया/ महोदय,

Kindly refer to the above.

I am directed to request you to issue necessary instruction to all offices under your control so that the Service Books along with the duly filled in Data Sheets in enclosed proforma may be sent to this office, in respect of all gazetted Group B employees(ITO/AO/PS/Sr.PS) posted in such offices and due for financial upgradation on or before 30.09.2020 under Modified ACP Scheme as per terms and conditions of DoP&T's O.M. captioned above, for necessary action at this end.

2. **The Service Books along with the duly filled in proforma should reach this office on or before 31.03.2020.**

3. While sending the Service Books, it may please be ensured that up to date service verification has been made.

4. In respect of those eligible employees, who are due to retire on or before 30.09.2020, duly attested legible photocopies of the Service Books may be sent instead of original Service Books so that the processing of pension papers may not be delayed in such cases.

5. The matter should be brought to the notice of all gazetted Officers posted under your administrative control so as to ensure that no officer eligible for financial upgradation under the MACP Scheme is left out while processing the matter at this end.

Encl: As above.

भवदीय/Yours faithfully,

(अभिषेक मिश्रा/ABHISHEK MISHRA)

संयुक्त आ.आ.(बी.का.अ.), मुख्या. (प्रशा. व सर्त.),कोलकाता

JCIT(OSD), Hqrs.(Admn. & Vigilance), Kolkata.

कृते प्र. मु.आ.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim

## DATA SHEET

### PROFORMA FOR MODIFIED ASSURED CAREER PROGRESSION SCHEME

1. NAME :
2. DATE OF BIRTH :
3. PRESENT POST HELD / PAY LEVEL  
with corresponding GRADE PAY :
4. Date of initial appointment in Govt.  
Service with Grade :
5. Date of appointment in the Deptt. with  
Grade :
6. Subsequent promotion(s)/NFSG thereafter  
with date(s) & grade(s) :
7. Whether in-situ-promotion granted at any  
point of time? If yes, mention date(s)  
and grade(s). :
8. Whether any upgradation under old ACP  
Scheme is granted at any point of time? If  
yes, mention date(s) & pay-scale(s) :
9. Whether any upgradation under MACP  
Scheme is granted at any point of time? If  
yes, mention date(s) & grade pay(s) :
10. Date of promotion to the present post :
11. **Whether any promotion was refused at  
any stage? If yes, give details.** :
12. Pay level/Grade Pay to which the officer  
is eligible for Financial upgradation under  
the MACP scheme :
13. Whether upto date service verification has  
been made :
14. Penalties imposed, if any, at any point of  
time during Service :
15. Remarks :

(Signature of Head of Office/Controlling Officer/DDO)