



भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम  
O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM  
AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, KOLKATA - 700 069  
Ph. No.: (033) 2213 6148, Fax No: (033) 2213 6141

F. No.2E/Pr. CCIT, WB & Sikkim/MACP(GR.B)/2016-17/Pt.-II/35558-वर्ग. दिनांक: Kolkata, the 15<sup>th</sup> November, 2016

To

All CCsIT/ All DGsIT, All Pr. CsIT/CsIT/CsIT(A), All Addl. CsIT/JtCsIT, All DsCIT/AsCIT 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:** 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.

Sir,

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) posted in such offices and due for financial upgradation on or before 30.09.2017 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 16.12.2016.**
3. While sending the Service Books, it may please be ensured that up to date service verification have been made.
4. In respect of those eligible employees who are due to retire on or before 30.09.2017, 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.

**Enclo: As above.**

Yours faithfully,

(Movel Roy)

आयकर उपायुक्त, मुख्या. (प्रशा. व सर्वकता), कोलकाता व सि.पि.आई.ओ  
कृते प्र.मु.आ.आ., प.ब. एवं सिक्किम  
DCIT, Hqrs.(Admn. & Vig.), Kolkata & CPIO  
for, Principal Chief Commissioner of Income Tax, West Bengal & Sikkim

**DATA SHEET**  
**PROFORMA FOR MODIFIED ASSURED CAREER PROGRESSION SCHEME**

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

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