भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER
केंद्रीय कर और केंद्रीय उत्पाद शुल्क CENTRAL TAX AND CENTRAL EXCISE
कोच्चि आयुक्तालय KOCHI COMMISSIONERATE
सी.आर. बिल्डिंग, आई.एस. प्रेस रोड, कोच्चि C.R. BUILDING, I.S. PRESS ROAD, KOCHI – 682 018
E-mail: concxcochin@live.in Phone: 0484-2390404

F. No. GEXCOM/II/(39)/21/2025-VIG **Date: As e-signed**

To,

The Addl./Joint Commissioner,
Central Tax & Central Excise,
Thiruvananthapuram / Kozhikode / Audit / Appeals and Customs (Preventive) Commissionerate.

[Attn: The Administrative Officer (DDO)]

Sir,

Sub :- Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees – Reg;

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Please refer to the instructions issued from time to time in respect of proposals for the grant of 1st, 2nd and 3rd MACPS.

2. The Screening Committee for grant of MACPS is conducted based on the proposals received from the respective Divisions/ Commissionerate Hqrs. The proposals for grant of financial up-gradation under MACP Scheme have to be forwarded to Superintendent (Vigilance) Hqrs. Office, Kochi in the prescribed proforma. It was noticed before that the information furnished in respect of certain officers were at variance with the actual information available in the Service Book/ Dossiers. Such errors in the proforma submitted have caused inconvenience to the section while processing the proposal besides putting the concerned officer in a disadvantageous position for no fault of the officer.

3. With a view to streamline the process, it is requested that the AC/DC/AO/DDO of the concerned Divisions/Commissionerate Hqrs. should ensure that the information furnished in respect on an officer is true and correct and consistent with the information available in the Service Book/Dossier. The DDO and Administrative Officer in charge should ensure to furnish full details of the officers proposed by them and invariably mention the eligibility of the officers as per Sl. No. 14 of the proforma. If details of refusal of regular promotion (Sl. No. 9) are available with the respective DDO/AO's, they may specifically mention this fact also.

4. It is requested that the particulars of Group 'B' and 'C' officers who are eligible for consideration for grant of benefits under the MACP Scheme during the period upto **31.03.2027** may be furnished so as to reach this office on or before **31.07.2026** in the prescribed proforma. It is requested to circulate this letter to all the Deputy / Assistant Commissioners by the respective Commissionerates.

Yours faithfully,

Digitally signed by
Maya Kurian
Date: 06-07-2026
12:48:53

(Maya Kurian)
Deputy Commissioner (P&V)

Copy to :

1. The Deputy/Assistant Commissioner, Central Tax & Central Excise, Thrissur / Chalakudy/ Aluva/ Ernakulam/ Idukki/ Perumbavoor/ Kakkanad Division /The Administrative Officer (DDO), Hqrs. Office, Kochi for similar action as above.
2. Office of the Development Commissioner, SEZ, Kakkanad, Kochi.
3. The Superintendent (Systems), Central Excise Hqrs., Kochi (to upload in website).

PROFORMA FOR SENDING PROPOSAL FOR GRANT OF FINANCIAL UPGRADATION UNDER MACPS

1	Name of Officer				
2	Employee Code				
3	Date of Birth				
4	Designation				
5	Level in the Pay matrix presently drawing				
6 (a)	Date of first appointment, grade to which appointed & initial pay scale				
(b)	Corresponding pay band & Grade pay as per VI CPC				
7	Details of subsequent regular promotions from direct entry grade :				
	Post	Date of joining	Pay band & Grade pay as per VI CPC	Corresponding level in the new pay matrix as per VII CPC	
(a)					
(b)					
8	Details of financial upgradations granted under ACPS / MACPS, if any :				
		Date	Corresponding level in the new pay matrix as per VII CPC		
9	Details of debarment period, if any, due to refusal of regular promotion		From	To	Grade to which promoted
	(a)				
10 (a)	Whether the officer is covered under any of the following three situations:- (to be furnished by Hqrs. Vig.) (i) Under suspension (ii) Charge sheet has been issued and the disciplinary proceedings are pending (iii) Prosecution for a criminal charge is pending		YES / NO (If YES, details thereof)		
10 (b)	Whether the officer is cleared from Vigilance angle (to be furnished by Hqrs. Vig.)		Cleared / Not Cleared		
11	Details of penalties, if any, imposed during the last 10 years		-		
12	Details of non-qualifying service, if any		-		
13	Financial upgradations now admissible under MACPS:				
	Due date of financial upgradation		Level in the new pay matrix as per VII CPC		
14	Relevant provisions of the OM/ instructions/ Clarification order under which MACP recommended				
15	Remarks, if any				

The particulars furnished above were verified with the Service Book and found correct.

Signature of Dealing Assistant

Officer Signature of AO/DDO