भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX AND CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
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C.No.II/3/1/2018-Conf.Cx. 1012/18 Date: 04.12.2018

To

The Commissioner,
Central Tax & Central Excise Commissionerate,
Thiruvananthapuram / Kozhikkode / Audit and
Customs (Preventive) Commissionerate, Cochin.

Sir,

Sub :- **Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees – Regarding.**

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

2. The Screening Committee for grant of MACPS could be conducted based on the proposals received in respect of the officers working in the field formations from the respective Divisions/ Commissionerate Hqrs. The proposals for grant of financial upgradation under MACP Scheme have to be submitted to Superintendent (Confidential) Hqrs. Office, Cochin in the prescribed proforma. It was noticed that the information furnished in respect of certain officers were at variance with the actual information available in the Service Book/ Dossier. These minor errors in the proforma have caused inconvenience while processing the proposal besides putting the concerned officer in a disadvantageous position for no fault of his/her.

3. With a view to streamline this item of work it is proposed to direct the AC/DC/AO/DDO of the concerned Divisions/Commissionerate Hqrs. to kindly 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 will ensure to furnish full details of the officer proposed by them and invariably mention the eligibility of the officer 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.

4. It is requested that the particulars of Group 'B', 'C' and 'D' officers who are eligible for consideration for grant of benefits under the MACP Scheme during the period upto **30.09.2019** may be furnished so as to reach this office on or before ***31.12.2018*** in the proforma enclosed herewith. It is requested to circulate this letter to all the Deputy/ Assistant Commissioners in the respective Commissionerate.

Yours faithfully,

Rajeswari

(Rajeswari R. Nair)
Joint Commissioner (P&V)

Copy to : **All Deputy/ Assistant Commissioners in charge of Divisions of Kochi CT & C.Ex Commissionerate/The Administrative Officer (DDO), Hqrs. Office, Cochin for similar action as above.**
The Superintendent (Systems), Central Excise Hqrs., Cochin (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		
	1st ACP				
	2nd MACP				
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