



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER: CENTRAL GOODS & SERVICES TAX  
HOWRAH COMMISSIONERATE  
एम.एस. बिल्डिंग, 15/1, स्ट्रैंडरोड, कोलकाता - 700001  
M.S.BUILDING, 15/1, STRAND ROAD, KOLKATA- 700001  
दूरभाषसं०/ PHONE NO. 033-22435557, फेक्स/ FAX 033-22308886/22315041

C.No.II (3)24-DSC/Driver/MACP/How./2018

Dated: 11.2018

To

The Commissioner  
Kolkata North/ Kolkata South/ Bolpur GST/  
Haldia GST/ CC(P)/ Siliguri GST/ Audit-I/  
Audit-II/Durgapur Audit Comm'te / Siliguri Appeal Comm'te/  
Appeal-I/ Appeal-II Comm'te

Sir/Madam,

**Subject: Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees- furnishing service particulars for grant of financial up gradation- request regarding.**

Please refer to the Office Memorandum of Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi under DOPT's OM No. 35034/3/2008-Estt.(D) dated 19<sup>th</sup> May 2009 on the captioned subject.

2. It is requested to send the service particulars in respect of eligible officers of **Driver Grade** working under the cadre control of CGST & Central Excise, Kolkata Zone in prescribed proforma (enclosed), for the purpose of grant of financial up gradation under MACPS. The eligibility of the officers may be reckoned up to the period ending on **30<sup>th</sup> September, 2019** and in accordance with the guidelines contained in DOPT's OM dated 19<sup>th</sup> May 2009 (referred above).

3. It is also requested to send the APARs for five years as per para 5 of DOPT circular NO 22011/4/2013-Estt (D) dated 08.05.2017 read with DOPT circular No 22011/4/2013-Estt (D) dated 23.03.2018. Sub Para (iii) and (iv) of Para 5 of DOPT circular NO 22011/4/2013-Estt (D) dated 08.05.2017 is reproduced below is verbatim.

iii) "The APARs for five years preceding T-2<sup>nd</sup> year may be taken as reckoning APARs, i.e for the vacancy year 2019 (January 2019 to December, 2019) the reckoning APARs shall be 2016-17, 2015-16, 2014-15, 2013-14 and 2012-13.

iv) The year of 2018 being the transitional year, the vacancy period shall be from 1<sup>st</sup> April 2018 to 31<sup>st</sup> December, 2018. The reckoning APARs for this vacancy year shall be 2015-16, 2014-15, 2013-14, 2012-13 and 2011-12. The crucial date of eligibility shall be 1<sup>st</sup> April 2018 for the transition year."

(2)

4. In this connection, the following documents **as per enclosed proforma** which should be complete in all respect and duly signed by the competent authority may be sent to this office on or before **30.11.2018** for further necessary action at this end .

- a) The details of service particulars (after proper verification from the Service Book)
- b) Vigilance Clearance Certificate & Integrity Certificate
- c) Synopsis of ACR/APAR Grading as mentioned above at point No (3). In case of NRC/NRV the APAR grading of previous year/ years as the case may be, be sent so that five years APAR/ACR Gradings is fulfilled.
- d) Any other information (if any, other than above points) sought for in the proforma.

This issues with the approval of the competent authority.

Enclosure: As above


Yours faithfully,

  
(Deba Prasad Halder)  
Assistant Commissioner(P&E)

C.No.II (3)24-DSC/Driver/MACP/How./2018 /9624-9627B Dated:14.11.2018

Copy to:-

1. The Deputy Commissioner (Pr.CCO) CGST & Central Excise Kolkata Zone.
- ✓ 2. The Superintendent (Systems), he is requested to upload the aforesaid letter along with Annexure in the website of the central Excise Kolkata Zone.
3. The ACAO, Central Excise, Howrah CGST & CX for necessary action.
4. The General Secretary, Driver Association, Kolkata.

  
(Deba Prasad Halder) 14/11/18  
Assistant Commissioner(P&E)

**PROFORMA**

**FOR FURNISHING INFORMATION FOR GRANT OF FINANCIAL UPGRADATION  
UNDER MODIFIED ASSURED CAREER PROGRESSION (MACP) SCHEME**

1.	Name of the officer (S/Shri/Smt.)				
2.	Designation				
3.	Date of Birth				
4.	Seniority List No.				
5.	a) Post to which recruited as direct in C. Ex. Department . b) Date of Joining. c) Scale of Pay. d) Revised Pay & G.P. as on 01.01.06 with PB & subsequent dates				
6.	Whether he/she has been promoted to next higher grade i) Post to which promoted ii) Date of promotion iii) Scale of Pay iv) Revised Pay & GP as on 01.01.06 with PB & subsequent dates				
7.	In case he/she has not been promoted till date due date of 1 <sup>st</sup> financial up gradation & Grade Pay thereof				
8.	Due date of 2 <sup>nd</sup> financial up gradation and Grade Pay thereof				
9.	Due date of 3 <sup>rd</sup> financial up gradation & GP thereof				
10.	APAR/ACR grading for five years preceding T-2 <sup>nd</sup> year from the applicable date of up-gradation may be taken as reckoning APARs /ACRs <ul style="list-style-type: none"> <li>• If the ACR/APAR of any relevant year is not available, the ACR of previous year may be mentioned.</li> <li>• NRC may be given for non-reporting/reviewing period.</li> <li>• In case of NRC of any particular year/years, preceding year/years, ACR/APAR grading synopsis may be provided.</li> </ul>	#	Year	Grading	
				Reporting Officer	Reviewing Officer
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
10.					
11.	Whether clear from vigilance angle on the due date of MACP? State "Yes" or "No"				
12.	Whether his Integrity is beyond of Doubt? State "Yes" or "No"				
13.	Whether any minor/major penalty imposed during the last 10 years. If so details thereof.				
14.	Remarks				

N/A: Not available; VG: Very good; OS: Out Standing; E: Excellent; G: Good; NRC: No Report Certificate.

Additional /Joint/ Dy. Commissioner (P&V)