



प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
WEST BENGAL & SIKKIM**

Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069
Section: Confidential

दूरभाष (Tel) 033 2213 6150/Email: kolkata.dcit.hq.admin.vig@incometax.gov.in

F. No. PCCIT/WBS/Admn/DC/MACP/2026-27/11108

Date: 16.10.2026

सेवा मे/To,
All CCsIT / DGIT, All Pr. CsIT/CsIT/ CsIT(A), All Addl. CsIT/JtCsIT, All DcsIT/ACsIT in
WB & Sikkim Charge, All Headquarters in Pr.CCIT, WB & Sikkim's Office / All Head-of-
Offices in Kolkata and Mofussil Charges / Accounts Officer FPU, ZAO, CBDT, Kol /
Secretary, IT Goa, Bengal Circle.

Sir,

बिषय: Modified Assured Career Progression Scheme for Central Govt. Civilian
Employees – Reg.

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

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

Kindly refer to the above.

In this regard, 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-II/AO-III/PS/Sr.PS) posted in such offices and due for financial
upgradation on or before 31/10/2026 under Modified ACP Scheme as per terms and
conditions of DOP&T's O.M. captioned above, for necessary action at this end.

2. It is requested that HOD's/HoO may be instructed that the Service Books along
with the duly filled in proforma should **reach this office on or before 30/10/2026**.

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
31/10/2026, 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 time.

Yours faithfully,

Encl.: Data Sheet
Proforma for MACP Scheme.

(आशुतोष कुमार साहू / Ashutosh Kumar Sahu)

आयकर उप आयुक्त, मुख्यां (प्रशां व सतर्कता), कोलकाता

DCIT, Hqrs.(Admn. & Vigilance), Kolkata

कृते प्र०मु०आ०आ०, प०ब० एवं सिक्किम / For Principal CCIT, WB & Sikkim

DATA SHEET

PROFORMA FOR MODIFIED ASSURED CARRER PROGRESISON SCHEME

1. NAME :
2. DATE OF BIRTH :
3. PRESENT POST HELD / PAY LEVEL :
with corresponding GRADE PAY
4. DATE OF INITIAL
APPOINTMENT IN THE DEPTT. 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) AND
PAY-SCALE(S) :
9. WHETHER ANY UPGRADATION UNDER MACP
SCHEME IS GRANTED AT ANY POINT OF
TIME? IF YES, MENTION DATE(S) AND
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

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(SIGNATURE OF THE HEAD OF OFFICE / CONTROLLING DDO)