



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
KOLKATA - I COMMISSIONERATE : KENDRIYA UTPAD SHULK BHABAN  
180, SHANTI PALLY, RAJDANGA MAIN ROAD, KOLKATA - 700 107

C.No. - II(3)10-ET/CON/DSC/Supdt/Kol-I/2015/18274-309 B Date: 06 AUG 2015

To,  
The Additional / Joint / Deputy/ Assistant Commissioner (P&V),  
Central Excise, Kolkata - II/III/IV/V/ Haldia / Bolpur / Siliguri / Service Tax CCO/  
CCO / Service Tax -I/II / Service Tax - Audit/ Audit -I/II/LTU and CC(P), W.B.

Subject:- Request for sending the names of the Superintendent, A.O., P.S., Other Ministerial Cadres along with the detailed service particulars / VC / IC / ACR / APAR grading for five years for consideration of granting financial up-gradation under the MACP Scheme up to the period ending 31.03.2016 - Reg.

Sir,

Kindly refer to the Office Memorandum of the Government of India, Ministry of Personnel, Public Grievances and Pensions (DOPT), New Delhi issued under F.No. 35034/3/2008-Estt.(D) dated 19.05.2009 on the above subject matter.


It is requested to go through the Ministry's O.M. referred above and send the service particulars, vigilance clearance, Integrity Certificate, ACR/APAR grading for preceding five years etc. as per DOPT's O.M. No. 22011/9/98-Estt.(D) dated 16.06.2000 in respect of Superintendents, A.O., P.S., Other Ministerial Cadres separately who are eligible for granting of financial up-gradation under this scheme up to the period ending March, 2016 in the enclosed format duly signed by the competent authority to this office urgently for further action at this end. The next DSC meeting for granting financial up-gradation under MACP scheme in the above mentioned grades has been proposed to be held in the month of September, 2015.

It is also requested to send the proforma i.r.o. the officers whose up-gradation under the MACP scheme are already due but the cases have not yet been considered as their MACP proforma are not yet received by this office.

In this connection, it is to mention here that representations, in this regard, if any, may not be forwarded to this office. Instead the same may be scrutinized at your end and the required particulars may be sent to this office if it is found to be a fit case.

In the above context, it is also mentioned here that if your officials feel any difficulty in filling up of the format, they may be directed to contact DPC Unit, Central Excise, Kolkata-I Commissionerate over telephone bearing number 033-2441-6871.

Yours faithfully,

  
5.8.15.

Encl:- As stated above. (01 Sheet)

(D. Bhattyacharyya)  
Assistant Commissioner (DPC),  
Central Excise, Kolkata - I

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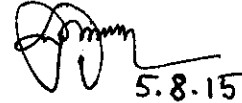
Date :

06 AUG 2015

Copy forwarded for information and necessary action to :-

1. Commissioner, Appeal - I/II
2. The Jt. Director, DGCEI / DRI, Kolkata Zonal Unit, Kolkata.
3. The Jt. Director, NACEN, Kolkata.
4. DG (Vig) / DG (Audit) / DG (Inspection), Bamboo Villa, Kolkata
5. The Deputy / Assistant Commissioner, Central Excise, Central / Beliaghata / Cossipore / Taratala I/II / Tijjala Division, Central Excise, Kolkata - I Commissionerate.
6. The A.O.(HQ)/ ACAO, Central Excise, Kolkata - I Commissionerate.
7. The Superintendent Vigilance / CCR, Central Excise, Kolkata - I Commissionerate.
8. The Secretary, Ministerial / Superintendent Association.

Encl:- 01 Sheet



5.8.15

(D. Bhattacharyya)  
Assistant Commissioner (DPC),  
Central Excise, Kolkata - I

**PROFORMA - A**

**PROFORMA FOR FURNISHING INFORMATION FOR GRANT OF  
FINANCIAL UPGRADATION UNDER MACP SCHEME**

1	Name of the Officer (S/Shri Smt.)	
2	Designation	
3	Date of birth	
4	Seniority serial number	
5	(a) Post to which recruited as direct (b) Date of joining (c) Scale of Pay (d) Revised Pay & G.P as on 01-01-06 with P.B & subsequent dates	
6	Whether he/she has been promoted to higher grade (i) Post to which promoted (ii) Date of promotion (iii) Scale of Pay (iv) Revised Pay & G.P as on 01-01-06 with P.B & subsequent dates	
7	In case he/she has not been promoted till date, due date of 1 <sup>st</sup> financial upgradation & Gr.Pay thereof.	
8	Due date of 2nd financial upgradation & Gr.Pay thereof	
9	Due date of 3rd financial upgradation & Gr.Pay thereof	
10	ACR/APAR grading for previous five years from the due date <i>*If the ACR/APAR of any relevant year is not available, 'No Report Certificate' / 'Non availability Certificate' for the same year is required to be produced and the ACR/APAR of previous year may be mentioned.</i>	
11	Whether clear from vigilance angle on the due date of MACP? State "YES" or "NO" <i>* Current VC for those whose due date will be after 31<sup>st</sup> July, 2015.</i>	
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	

Additional / Joint Commissioner (P&V)