



Office of the  
**Pr. Chief Commissioner of Income Tax,**  
Andhra Pradesh & Telangana, Hyderabad,  
10<sup>th</sup> Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.  
Tel. No. 040 – 23425474 , 23241427 Fax:040 23240403

F. No. Pr. CCIT/AP&TS/MACP Corr/2019

Date: 12.04.2019

**OFFICE MEMORANDUM**

It is noticed by this office that the observations made by the ZAO, CBDT, Hyderabad at the time of verification of service/Audit regarding non-granting of Assured Career Progression Scheme (ACP)/ Modified Assured Career Progression Scheme (MACP) and wrong fixation of pay are not being attended to promptly by the Heads of Office concerned. This is causing unnecessary delay in settlement of retirement benefits and pension during the retirement of the officials or family pension/death benefits.

2. In this regard, all the Head of Offices concerned are hereby requested to direct the DDOs to verify the service registers of all the officials of their charge and take corrective measures immediately.

3. In the case of those officials who are found to be eligible for financial up-gradation under ACP/MACP scheme, the information as per the profoma enclosed may be forwarded to this office after due verification of service registers. The information with regard to ACP/MACPs already granted and Dies Non/ Extra Ordinary Leave (other than medical grounds) etc., is also required to be mentioned.

  
(SUBRAHMANYAM TOTA)  
Deputy Commissioner of Income Tax  
(Hqrs)(Admn.)  
O/o. Pr.CCIT, AP & Telengana.

Encl : Copy of ACP / MACP application.

To,

All the Heads of Offices in AP & Telangana region.

**APPLICATION FOR GRANT OF FINANCIAL UPGRADATION UNDER THE MODIFIED  
ASSURED CAREER PROGRESSION (MACP) SCHEME**

1. Name of the official
2. Designation
3. Employee No
4. Office in which working
5. Date of birth
6. Date of joining in to Government Service
7. Present pay particulars

\*Pay particulars

**(from the date of joining in Central Government Service)**

Sl No	Name of the Department	Name of the post	From	To	Scale of Pay/ pay band/ Pay Lever	Grade Pay/ remarks

\*1. Details of all promotions granted and details of previous regular service in Central Government i.e, before joining Income Tax Department should be furnished.

2. Specify the details of extra ordinary leave (EOL), if any availed along with grounds for availing such EOL.

**DETAILS OF FINANCIAL UPGRADATIONS GRANTED, IF ANY, UNDER EARLIER ACP  
SCHEME AND / OR THE PRESENT MACP SCHEME**

Sl No	Date from which financial up gradation was granted	Scale of pay/Pay Band & Grade Pay/pay level before up gradation	Scale of pay/Pay Band and Grade Pay/pay level after up gradation

Any other remarks/information relevant to MACP scheme:

Date:

Signature of the official

**CERTIFICATE**

This is to certify that the above particulars furnished by Sri/Smt/Ms \_\_\_\_\_ working as \_\_\_\_\_ in the O/o \_\_\_\_\_ **has been verified with reference to his/her Service Register and found to be correct.**

Date

Head of Office  
Name and Designation