



प्रधान लेखा नियंत्रक (निर्माणियां) कार्यालय
OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
10-ए, एस. के. बोस रोड, कोलकाता - 700 001
10-A, S. K. BOSE ROAD, KOLKATA - 700 001



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No:1071/AN:III/MACP/Circular/Vol:V

Date: 04.01.2021.

To

1. All Controllers of Finance and Accounts (Factories)
2. All Branch Accounts Offices
3. All sections of M.O. including Railway 'G' & RTC(ER), Kolkata
4. OFB, Finance Division, Kolkata-700001
5. The CIA (OFs), 10-A, S K Bose Road, Kolkata

Subject :Grant of First/Second/Third Financial Up-gradation under Modified Assured Career Progression Scheme (MACPs) to MTS/CLKs (including IDT)/Auditors (including IDT) / Sr. Auditors / Hindi Translators / Stenographers /Private Secretaries /Staff Car Drivers /DEOs / Canteen Employees and Asst. Accounts Officers.

1. Please furnish names of MTS / CLKs (including IDT) / Auditors(including IDT) / Sr. Auditors / Hindi Translators/ Stenographers/Private secretaries/Staff Car Drivers / DEOs/Canteen Employees and Asst. Accounts Officers in the following format attached as 'ANNEXURE-I, who will be eligible for consideration of **first** / **second** / **third** financial up gradation under MACP scheme between **01.04.2021 and 30.09.2021.**
2. It is also requested to furnish **LEFT OVER** cases, if any.
3. Reply should reach this office/section positively by 19/01/2021.
4. **Nil report is also required. No separate Hard Copy will be sent.**

Enclosure: ANNEXURE-I

Sd/-
(Subhankar Chatterjee)
Sr. Accounts Officer (AN)

Copy to :-

1. The SAO I/C, WD Cell, M.O, Kolkata - For uploading in PCA(Fys) Website

S.Chatterjee
(Subhankar Chatterjee)
Sr. Accounts Officer (AN)
S.B.

ANNEXURE – I

Statement showing details of MTS/CLKs (including IDT) / Auditors / Sr. Auditors / Hindi Translators / Stenographers / Private Secretaries / Staff Car Drivers / DEOs / Canteen Employees and Asst. Accounts Officers.

Sl. No.	Name, Grade & A/C No.	Date of Birth	Date of Initial Appointment (with grade)	Date of 1st promotion with grade / Date of 1st ACP / 1st MACP	Date of 2nd promotion with grade / Date of 2nd ACP / 2nd MACP	Certificate : Discipline, Vigilance (if any criminal case is pending / Initiated.)	Remarks, if any
1	2	3	4	5	6	7	8

Date:

Counter Signature of AO/SAO