



प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)
 कार्मिक एवं स्थापना, नवीन सीमाशुल्क भवन, बेलार्ड इस्टेट, मुंबई - 400 001
P&E SECTION, NEW CUSTOM HOUSE, BALLARD ESTATE,
MUMBAI-400 001

Date: -25/06/2025

CIRCULAR NO.39/2025 P&E

Attention of all concerned Ministerial Staffs (AO, Sr. PS, PS, Steno all grades, EA, TA, LDC,) and Non-Ministerial Staffs (Drivers all Grade, Canteen Staffs) is invited to the subject of grant of MACP to those who have completed 10/20/30 years of regular service as on date and have not been granted the MACP benefits yet and also those who will be completing 10/20/30 years of regular service by **31.03.2025** and are due for the MACP benefits, are hereby called upon to submit their application in the enclosed proforma. The duly filled in application form must reach the undersigned within 30 days from the date of issue of this Circular. Application received after stipulated date will not be considered in the ensuing DSC.

This issues with the approval of Pr. Commissioner of Customs(G), NCH, Mumbai Customs, Zone-1.

o/c

Digitally signed by
 Suhas Rama Suvarna
 Date: 25-06-2025
 10:26:19

(Suhas R Suvarna)

Assistant Commissioner of Customs,
 Personnel & Establishment Section,
 New Custom House, Mumbai.

Encl:- As above.

Copy to:

1. The Pr. Chief Commissioner/Chief Commissioner of Customs, Mumbai, Zone-I, II & III
2. All The Principal Commissioners/ Commissioners of Customs, Mumbai, Zone-I, II & III
3. The Dy. Commissioner of Customs, EDI, NCH, Mumbai, Zone-I. (for uploading on the website)
4. Office Copy.

PROFORMA OF SERVICE DETAILS FOR ACP/MACP PURPOSE (Annexure-I)

1	Service Book No.	
2	Name of the officer	
3	Date of birth	
3-a	Contact No. :	
4	Present Designation	
5	Present pay scale/Grade Pay	
6	Details of previous service (if any)	
7.	DETAILS OF INITIAL APPOINTMENT IN CUSTOMS	
a)	Designation	
b)	EOO No/Date	
c)	Date of joining	
d)	Adhoc/Regular/Casual	
e)	Pay fixed i.e.Scale/Pay band & Grade Pay as per 6 th CPC	
8.	DETAILS OF FIRST PROMOTION	
a)	Designation	
b)	EOO No/Date	
c)	Date of joining	
d)	Date of regularization (if promoted adhoc)	
e)	Pay fixed i.e.Scale/Pay band & Grade Pay as per 6 th CPC	
9.	DETAILS OF SECOND PROMOTION	
a)	Designation	
b)	EOO No/Date	
c)	Date of joining	
d)	Date of regularization (if promoted adhoc)	
e)	Pay fixed i.e.Scale/Pay band & Grade Pay as per 6 th CPC	
10.	DETAILS OF THIRD PROMOTION	
a)	Designation	
b)	EOO No/Date	
c)	Date of joining	
d)	Date of regularization (if promoted adhoc)	
e)	Pay fixed i.e.Scale/Pay band & Grade Pay as per 6 th CPC	
11.	DETAILS OF NFSG BENEFIT	
a)	Effective date of the benefit.	
12	Details of 1 st ACP/MACP	
a)	EOO No/Date & w.e.f	
b)	Pay fixed i.e.Scale/Pay band & Grade Pay as per 6 th CPC	
13	Details of 2 nd ACP/MACP	
a)	EOO No/Date & w.e.f	
b)	Pay fixed i.e.Scale/Pay band & Grade Pay as per 6 th CPC	
14	Details of 3 rd ACP/MACP	
a)	EOO No/Date & w.e.f	
b)	Pay fixed i.e.Scale/Pay band & Grade Pay as per 6 th CPC	
15.	Details of EOL without medical	
16.	Additional information, if any	

Prepared by:

Name in full:

Designation:

Countersigned by: ACAO/Pay bill

Name in full:

Note: All relevant columns in the proforma may please be necessarily filled.