



प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, WB & SIKKIM
आयकर भवन, P- 7, Chowringhee Square, कोलकाता - 700 069
Tel. No. : (033) 2213 6150 Fax: (033) 2213 6989
e-mail id : Kolkata.dcit.hq.admin.vig@incometax.gov.in

फास.PCCIT/WBS/Admn/DC/Est(Gz)/72(Part-I)/ T&P(Addl.CIT/JCIT)/2019-20/18185-18334

Dated. 14.01.2020.

To

1. All the CCsIT/DGIT/ CCIT (ReAC) of WB & Sikkim Region
2. All the PCsIT/PDsIT/PCsIT (ReAC) of WB & Sikkim Region
3. All the CsIT/DsIT of WB & Sikkim Region
4. All ADGs in WB & Sikkim Region.
5. All officers in the Headquarters of Principal CCIT West Bengal & Sikkim.

Sir/ Madam,

**Sub: Circulation of Representation Proforma for Addl.CsIT/JCsIT
for AGT-2020- matter reg.**

I am directed to enclose a copy of Representation Proforma for **Addl.CsIT/JCsIT** for ensuing AGT-2020 for circulation amongst the **Addl.CsIT/JCsIT** posted in your charge. I am also directed to request you to ensure that the Proforma, after being duly filled up by the concerned officer, is to be submitted in the office of the Principal CCIT WB & Sikkim latest by **31.01.2020**.

Yours faithfully,

Encl: As stated above.

Sd/-

(Abhishek Mishra/ अभिषेक मिश्रा)

संयुक्त आयकर आयुक्त, (ओ.एस.डी) मुख्या. (प्रशा. व सतर्कता), कोलकाता
JCIT (OSD), Hqrs.(Admn. & Vigilance), Kolkata.
कृते प्र.मु.आ.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim

मेमो No.PCCIT /WBS/Admn/DC/Est(Gz)/ 72(Part-I)/ T&P(Addl.CIT/JCIT)/2019-20/ 18335-18336 Dated. 14.01.2019.

Copy forwarded for information to:-

1. The Secretary, IRS Officers Association, West Bengal.
2. The Secretary, ITGOA, West Bengal.



(Abhishek Mishra/ अभिषेक मिश्रा)

संयुक्त आयकर आयुक्त, (ओ.एस.डी) मुख्या. (प्रशा. व सतर्कता), कोलकाता
JCIT (OSD), Hqrs.(Admn. & Vigilance), Kolkata.
कृते प्र.मु.आ.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim

REPRESENTATION PROFORMA FOR Addl.CsIT/JCsIT

1	Name						
2	Present Posting						
3	Date of Birth						
4	Tenure at the Present Post						
5	Present Address						
6	Whether Transfer due?(Yes/No)						
7	Are you requesting for Transfer? (Yes/No)						
8	Reason for transfer (<i>separate sheet may be used, if required</i>)						
Choice of Station(s) for posting on transfer (Pls. choose any five(05) as per your preference on a scale of 1 to 5)							
1.	Kolkata <input type="checkbox"/>	2.	Hooghly <input type="checkbox"/>	3.	Haldia <input type="checkbox"/>	4.	Burdwan <input type="checkbox"/>
5.	Midnapore <input type="checkbox"/>	6.	Nadia <input type="checkbox"/>	7.	Suri <input type="checkbox"/>	8.	Murshidabad <input type="checkbox"/>
9.	Durgapur <input type="checkbox"/>	10.	Asansol <input type="checkbox"/>	11.	Bankura <input type="checkbox"/>	12.	Jalpaiguri <input type="checkbox"/>
13.	Siliguri <input type="checkbox"/>	14.	Gangtok <input type="checkbox"/>	15.	Malda <input type="checkbox"/>	16.	Port Blair <input type="checkbox"/>

Signature:

Date:

Place:

Note: i) The **last date** for submitting the representation in the above Proforma in the **office of the Principal CCIT WB & Sikkim** is **31.01.2020**.

ii) Any representation made thereafter will not be entertained.

iii) Choice of stations should be made strictly as per Proforma.