



भारत सरकार / Government of India

प्रधान मुख्य आयकर आयुक्त का कार्यालय, पश्चिम बंगाल और सिक्किम क्षेत्र
Office of the Principal Chief Commissioner of Income Tax, West Bengal & Sikkim Region

आयकर भवन, पी-7, चौरंगी स्क्वायर, कोलकाता - 700 069.
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F.No: Pr.CCIT,WB & Sikkim/Tech/ACIT/3-Misc/Misc(Vol-II)/2017-18/6124-6133

Date: 08. 11.2017

To
The Chief Commissioners of Income-tax-1,2,3,4,5,6 & TDS, Kolkata
The Director General of Income-tax(Inv.), WB,Sikkim & NER
The Commissioners of Income-tax (Exemption)(IT&TP), Kolkata

Sir,

विषय/Sub: Direction on distribution of workload amongst assessment units of the Region of
West Bengal and Sikkim-matter regarding
संदर्भ /Ref: This office earlier letter dated 15.09.2017 from F. No. Pr.CCIT,WB &
Sikkim/ACIT/Hqrs/Tech./2017-18/Misc-Vol-II/4577-86

उपरीयुक्त विषय का अवलोकन करें/Kindly refer to the above.

It has come to the notice of this office that in spite of issuing direction in this regard the work of transfer of assessment records to the proper jurisdiction has not been completed yet. In this connection, it is retreated that the target date of completion of transfer process of assessment records was 05.10.2017 which has already been expired.

Therefore, I am directed to request you to instruct the concerned officers under your administrative control to complete the above process positively by 15.11.2017.

Yours faithfully,

(अमित कुमार बरुया /Amit Kumar Barua)

सहायक आ.आ.,मुखयो(तकनीकी),कोलकाता
ACIT,Hqrs(Tech.),Kolkata