



**GOVERNMENT OF INDIA : MINISTRY OF FINANCE**  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER INCOME-TAX, WB & SIKKIM,**  
**P-7, CHOWRINGHEE SQUARE, KOLKATA-700 069**  
**Tel : 033-22136150 Fax : 033-22136989**

F. No. 2E/ 15/ AO/ 2013-14/1984-2133

Dated: 30.04.2014

To

1. The Hqrs to the CCsIT/DGIT of WB Region
2. The CIT Kol – I/ TDS, Kolkata
3. The CIT - (Admn. & CO)/ Audit-I & II/ Judicial/ RTI, Kolkata
4. The DIT – Vigilance/ Exemp/ Intl.Taxation, Kolkata
5. All officers in the Headquarter of Principal CCIT WB & Sikkim.

Sir/ Madam,

***Sub: Circulation of Representation Proforma for AOs/PSs for AGT-2014– matter reg.***

Kindly find enclosed herewith a copy of Representation Proforma for **AOs/PSs** for ensuing AGT-2014 which may kindly be circulated among the **AOs/PSs** posted in your charge. I am also directed to request you, to kindly ensure that the proforma, after being duly filled up by the **AOs/PSs**, is submitted in the office of the Principal CCIT WB & Sikkim latest by 20.05.2014.

Yours faithfully,

Encl: As above.

**( Vinod Kumar Agrawal )**  
DCIT, Hqrs (Admn.), Kolkata  
for Principal CCIT WB & Sikkim

Copy forwarded for information to the Secretary, Income Tax Gazetted Officers Association, W.B. unit, Kolkata.

**( Vinod Kumar Agrawal )**  
DCIT, Hqrs (Admn.), Kolkata  
for Principal CCIT WB & Sikkim

# REPRESENTATION PROFORMA FOR AOs/PSs

## I. Representation Proforma:

<b>1</b>	<b>Name</b>	
<b>2</b>	<b>Present Posting</b>	
<b>3</b>	<b>Date of Birth</b>	
<b>4</b>	<b>Tenure at the Present Post</b>	
<b>5</b>	<b>Are you requesting for Transfer? (Yes/No)</b>	
	<b>Please specify reasons</b>	
<b>6</b>	<b>Choice of Station(s) for posting on transfer</b>	<b>Reasons for the choice(s)</b>
	<b>1<sup>st</sup> Preference:</b>	
	<b>2<sup>nd</sup> Preference:</b>	
	<b>3<sup>rd</sup> Preference:</b>	

## II. Up-to-date Posting Profile as AOs/PSs:

Post	Station	From	To	Tenure

Signature:

Date:

Place:

Note: The last date for submitting the representation in the above proforma in the of the Principal CCIT WB & Sikkim is 20.05.2014.