



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/ 2016-17/39087

Dated: 09.01.2017

To

1. The Hqrs to the CCsIT/DGIT of WB Region
2. The CIT - (Admn. & TPS)/ Audit-1 & 2/ Judicial/ RTI/Exemption/(DR)SC/LTU, Kolkata
3. The DIT – ADG Vigilance/ (I & CI)/(IT & TP)/(INV), Kolkata
4. All officers in the Headquarter of Principal CCIT West Bengal & Sikkim.

Sir/ Madam,

***Sub: Circulation of Representation Proforma for AOs/PSs for AGT-2017– matter reg.***

Kindly find enclosed herewith a copy of Representation Proforma for **AOs/PSs** for ensuing AGT-2017 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 03.02.2017.

Yours faithfully,

Sd/-

( **Novel Roy** )

DCIT, Hqrs (Admn.& Vig), Kolkata  
for Principal CCIT WB & Sikkim

Encl: As above.

M. No. 2E/ 15/ AO/ 2016-17/39088

Dated: 09.01.2017

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

( **Novel Roy** )

DCIT, Hqrs (Admn.& Vig), 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>Whether Transfer due ?(Yes/No)</b>	
<b>5</b>	<b>Are you requesting for Transfer? (Yes/No)</b>	
<b>6</b>	<b>Reason for transfer</b>	
<b>7</b>	<b>Choice of Station(s) for posting on transfer (Pls. choose any five(05) as per your preference on a scale of 1 to 5)</b>	
	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.Purulia <input type="checkbox"/>
	13.Siliguri <input type="checkbox"/>	14.Gangtok <input type="checkbox"/> 15.Darjeeling <input type="checkbox"/> 16.Kalimpong <input type="checkbox"/>
	17.Jalpaiguri <input type="checkbox"/>	18.Coochbihar <input type="checkbox"/> 19.Aliporeduar <input type="checkbox"/> 20.Raiganj <input type="checkbox"/>
	21.Malda <input type="checkbox"/>	22.Balurghat <input type="checkbox"/> 23.Portblair <input type="checkbox"/>

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

Post	Station	From	To	Tenure

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 03.02.2017.

ii) Any representation made thereafter will not be entertained.