



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/5/ITO/2013-14/1834-1983

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 West Bengal & Sikkim.

Sir/ Madam,

Sub: Circulation of Representation Proforma for ITOs for AGT-2014– matter reg.

Enclosed please find a copy of Representation Proforma for ITOs for ensuing AGT-2014 which may kindly be circulated among the ITOs posted in your charge. I am also directed to request you, to kindly ensure that the proforma, after being duly filled up by the ITOs, 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 INCOME TAX OFFICERS

I. Representation Proforma:

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

II. Up-to-date Posting Profile as ITO:

Post	Station	From	To	Tenure

Signature:

Date:

Place:

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