



सत्यमेव जयते

भारत सरकार

## GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम

O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM

आयकर भवन, P-7, CHOWRINGHEE SQUARE, कोलकाता - 700 069

Ph. No. : (033) 2213 6148, Fax No : (033) 2213 6141

### आदेश संख्या ORDER NO. : 02/2020 -21

**भाग 1 PART : 1 :** In supersession of all earlier orders and for the purpose of administrative convenience and smooth functioning of day-to-day functioning relating to maintenance of Income Tax Departmental Buildings of Kolkata, the following Principal Commissioners/Commissioners of Income Tax, whose post appear in Column No. 2 below, shall, in addition to their normal duties and responsibilities, also function as Principal CIT/CIT, Building-in-Charges of the buildings mentioned against their names at Column No. 4 below, with immediate effect until further orders:-

Sl. No.	Designation of the officer	Name of the Building	Specified are which will be under consideration as Building-in-charge
1.	PCIT-1, Kolkata	Aayakar Bhawan, P-7, Chowringhee Square, Kolkata	Gr. Floor of Aayakar Bhawan (including surrounding floor areas i.e. garage, parking area in front of the Aayakar Bhawan, passages & entry and exit points upto 4 <sup>th</sup> Floor
1A.	PCIT-2, Kolkata	Aayakar Bhawan & Dwarkin House	5 <sup>th</sup> floor to 9 <sup>th</sup> floor of Aayakar Bhawan and entire Dwarkin House
2.	PDIT(Inv.), Kolkata	Aayakar Bhawan Annexe, P-13, Chowringhee Square, Kolkata-700069	Entire office area of the building including the parking area in between the Aayakar Bhawan and Aayakar Bhawan Annex.
3.	PCIT-5, Kolkata	Aayakar Bhawan Poorva, 110, Shanti Pally, Kolkata-700107	Both Administrative and RTI building including parking space
4.	PCIT-18, Kolkata	Bamboo Villa, 169, A J C Bose Road, Kolkata-700014	1 <sup>st</sup> to 3 <sup>rd</sup> floor of the building (including surrounding floor areas).
4A.	PCIT, ReAC(AU)-3, Kolkata	Bamboo Villa	7th to 8th floor of the building including Annexe Building.
5.	PCIT-13, Kolkata	3 Govt. Place (West), Kolkata- 700 001	Entire office area of the building including car parking area.
6.	PCIT-9, Kolkata	Aayakar Bhawan Dakshin, 2, Gariahat Road, Kolkata-31	Entire office area of the building including car parking area.





7.	PCIT-TDS, Kolkata	10B, Middleton Row, Kolkata-71	Entire office area of the building including car parking area.
8.	PCIT,ReAC(VU)- 2, Kolkata	Uttarapan, Civic Centre, Ultadanga, Kolkata.	Entire office area of the building including car parking area.

**भाग 2 PART : 2 :** For the purpose of assisting the above-mentioned Pr.CsIT/CsIT, the following Addl. Commissioners/ Jt. Commissioners of Income Tax , whose posts are mentioned in Column No. 2 below, shall, in addition to their normal duties and responsibilities, also function as Addl.CIT/Jt.CIT Building-in-Charges of the buildings mentioned against their names at Column No. 4 below, with immediate effect until further orders:-

Sl. No.	Designation of the officer	Name of the Building
1.	Addl.CIT/JCIT, R-5, Kolkata	Aayakar Bhawan, P-7, Chowringhee Square, Kolkata - 700069 and Dwarkin House, 8/2, Esplanade East, Kolkata
2.	Addl. DIT(Inv.), U-1, Kolkata	Aayakar Bhawan Annexe, P-13, Chowringhee Square, Kolkata-700069
3.	Addl.CIT/JCIT, R-52, Kolkata	Bamboo Villa, Central Revenue Building, 169, A.J.C. Bose, Road, Kolkata -700 014
4.	Addl.CIT/JCIT, R-43, Kolkata	3 Govt. Place (West), Kolkata- 700 001
5.	Addl.CIT/JCIT, R-34, Kolkata	Aayakar Bhawan Poorva, 110, Shanti Pally, Kolkata-700107.
6.	Addl.CIT/JCIT, R-29, Kolkata	Aayakar Bhawan Dakshin, 2, Gariahat Road, Kolkata-31
7.	Addl.CIT/JCIT, R-1, TDS, Kolkata	10B & 10C, Middleton Row, Kolkata-71
8.	Addl.CIT/JCIT, ReAC(VU)-2(1), Kolkata	Uttarapan Civic Centre, Ultadanga, Kolkata.

**भाग 3 PART : 3 :** In continuation to the above, the following PCIT/CIT whose post appear in column 2 below, shall in addition their normal duties and responsibilities, also function as the Building-in-charges of the buildings mentioned against their posts in column 3 below and also nominate suitable officer as the Building-in-charge of the income tax buildings in mofussil under his/her charge as mentioned in column 4, with immediate effect and until further order:

SI. No.	Designation of the officer	Name of the Mofussil Building (s)	Stations for which the PCIT/CIT will nominate an officer as the Building-in-charge of the respective office
1	2	3	4
1.	PCIT-1,Kolkata		1. Income Tax Office, 210, Shadipur, Port Blair, Andaman & Nicobar Island -744 106 2. Aayakar Bhawan, 39, R. N.



			<p>Tagore Road, Berhampore, Murshidabad -742101</p> <p>3. Income Tax Office, 12/ 13, Anantahari Mitra Road, Nadier Para, Krishnanagar, Nadia- 741101</p> <p>4. Income Tax Office, 59, Kurchipota Lane, Nadier Para, Krishnanagar, Nadia -741101</p>
2.	PCIT-5, Kolkata		<p>1. Aayakar Bhawan, Khadina More, G.T. Road, Chinsurah, Hooghly- 712102</p>
3.	PCIT-9, Kolkata		<p>1. Bausdebpur, Talpukur, Khanjanchak, Haldia, Midnapur(E)- 721602</p>
4.	PCIT-13, Kolkata		<p>1. Income Tax Office, Amavati Lodge, Raja N. L. Khan Road, 1<sup>st</sup> Floor, Midnapur(W)-721101</p> <p>2. Income Tax Office, Sahoo Bhawan, Khudiramnagar, Midnapur(W) - 732101</p>
5.	PCIT, ReAC(VU)-1, Burdwan	Aayakar Bhawan & Annex, Court Compound, Kachari Road, Burdwan-713101	
5.	PCIT- Asansol	Income Tax Office, Parmar Building, 54, G.T. Road(W), Asansol-713304	<p>1. Income Tax Office, Sahana Appartment, Lower Cheliadanga, Asansol-713304</p> <p>2. Income Tax Office, South Lake Road, Purulia-723101</p> <p>3. Aayakar Bhawan, Lalkuthi para, Suri, Birbhum -731101</p> <p>4. Aayakar Bhawan &amp; Annex, Aayakar Bithi, City Centre, Durgapur-713216</p> <p>5. Income Tax Office, Vilas Bhawan, Chandmaridanga, Bankura-722101</p> <p>6. Aayakar Bhawan, S.K. Sahana Road, Kenduadihi, Bankura - 722102</p>
6.	PCIT-Siliguri	Aayakar Bhawan, Matigara, Paribahan Nagar, Siliguri-734101	<p>1. Income Tax Office, Central Revenue Building, 1<sup>st</sup> Floor, Haren Mukherjee Road, Hakimpura, Siliguri-734001</p> <p>2. Aayakar Bhawan, Near White Memorial Hall, Bhanupath, P.O.- Raj Bhawan, Gangtok, East Sikkim-737101</p> <p>3. Income Tax Office, 15, Dr. Yen Singh Road, Darjeeling-734101</p> <p>4. Income Tax Office, Taxaro Road, Kalimpong-734301</p> <p>5. Central Revenue Building, Race Course Road, Nayabasti, Jaipauri-735101</p> <p>6. Income Tax Office, Buxa Seeder Road, Opposite Fire Brigade, Alipurduar Court, Alipurduar-736122</p> <p>7. Income Tax Office, Satyajit Mancha, Raghunathpur, P.O.-Belda Park,</p>



			Balurghat, South Dinajpur-733101 8. Aayakar Bhawan, Aayakar Avenue, Debi Bari(N), P.O. & Dist. -Coochbehar- 736101 9. Income Tax Office, 1 <sup>st</sup> Floor, Netaji Market Complex, Rathbari, MaIda- 732101 10. Income Tax Office, SBI Building, 3 <sup>rd</sup> Floor, Karmajora, Raiganj, Uttar Dinajpur-733130
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**भाग 4 PART : 4 :** The DDOs attached to the respective Pr.CIT/CIT, Building-in-charges of the buildings, as notified by the office of the Pr.CCIT,WB & Sikkim, shall also function as the Drawing and Disbursing Officers in connection with all the expenditure raised by the Building-in-charges.

**भाग 5 PART : 5 :** The area and scope of work of the Pr.CsIT/CsIT Building-in-charges in their respective buildings are defined as under:

1. To look after and monitor the work of general repairing and beautification of their respective building.
2. To look after the matters relating to security of the building and CCTV installation and their supervision.
3. To look after the matters relating to general cleanliness of the building.
4. To look after and monitor all arrangements relating to fire safety of the building.
5. To look after all matters relating to water supply, electricity, horticulture of the building.
6. To look after and monitor the work of inventory and storage of furniture, computer and other equipments in consultation with the respective CsIT.
7. To look after the work relating to installation of telephone lines in their respective buildings.
8. To look after and monitor the work of space allocation and management (except Aayakar Bhawan Building).
9. To look after and monitor the work of providing space and furniture to the Branch libraries of their respective building (except Aayakar Bhawan).
10. To look after and monitor the work of providing space and furniture for departmental canteens of their respective building (except Aayakar Bhawan).
11. To supervise and monitor the work of regular caretaking staff and daily paid labourers.
12. To have liaison with CPWD (Elec. Division) and CPWD (Civil Division), KMDA and KMC relating to maintenance of their respective buildings.
13. To procure fire NOC from the concerned authority.



14. To make necessary arrangement for firefighting of the building.
15. To supervise, monitor and implement Swachhta Action Plan of the respective Financial Years.

This is issued with the approval of the Pr.CCIT, WB & Sikkim.

Sd/-

[पंकज कुमार Pankaj Kumar, I.R.S. ]

आयकर आयुक्त (प्रशासन एवं क. दा. से. )

CIT(Admn. & T.P.S.), Kolkata

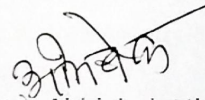
कृते प्र. मुख्य आय. आ. , प. बंगाल और सिक्किम

For Principal CCIT, WB & Sikkim

M. No. Pr.CCIT/WBS/Admn/DC/Gen/1(Part-2)/Committee/2020-21/242-302 Dated: 18.09.2020

Copy forwarded for information and necessary action to:-

- 1] सभी मुख्य आयकर आयुक्त/आयकर महा निदेशक All CCsIT/DGIT/PCsIT/CIT/DIT in West Bengal Charge (through their Sr. P.S.)
- 2] संबंधित अधिकारी Officers Concerned.
- 3] DD (OL) for Hindi version of this order.
- 4] गार्ड फाईल Guard File.



(अभिषेक मिश्रा, भा.रा.से. Abhishek Mishra, I.R.S.)

स. आयकर आयुक्त(बि.का.अ.), मुख्यालय (प्रशासन एवं सतर्कता )

J.C.I.T.(OSD), Hqrs. (Admn. & Vig.), Kolkata