



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/4/ADDL-JCIT/2016-17/39081

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 ADDL. CsIT/JCsIT for AGT-2017– matter reg.

Kindly find enclosed herewith a copy of Representation Proforma for **ADDL. CsIT/JCsIT** for ensuing AGT-2017 which may kindly be circulated among the **ADDL. CsIT/JCsIT** posted in your region/ charge. I am also directed to request you, to kindly ensure that the Proforma, after being duly filled up by the **ADDL. CsIT/JCsIT**, is submitted in the office of the Principal CCIT WB & Sikkim latest by 03.02.2017.

Yours faithfully,

Enclo: As above.

Sd/-
(**Novel Roy**)
DCIT, Hqrs (Admn.& Vig), Kolkata
for Principal CCIT WB & Sikkim

M.No.2E/4/ADDL-JCIT/2016-17/39082-83

Dated: 09.01.2017

Copy forwarded for information to:-

1. The Secretary, IRS Officers Association, West Bengal.
2. The Secretary, ITGOA, West Bengal.

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

REPRESENTATION PROFORMA FOR ADDL. CIT/JCIT's

I. Representation Performa:

1	Name	
2	Present Posting	
3	Date of Birth	
4	Tenure at the Present Post	
	Whether Transfer due ?(Yes/No)	
5	Are you requesting for Transfer? (Yes/No)	
6	Reason for transfer	
7	Choice of Station(s) for posting on transfer (Pls. choose any five(05) as per your preference on a scale of 1 to 5)	
	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. Siliguri <input type="checkbox"/>
	13. Jalpaiguri <input type="checkbox"/>	14. .Malda <input type="checkbox"/>

II. Up-to-date Posting Profile as Addl. CIT/JCsIT:

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.