



भारत सरकार/GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्तपश्चिम बंगाल एवं सिक्किम का कार्यालय ,
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, W.B. & SIKKIM
आयकर भवन, पि-7, चौरंगी स्कोयार, कोलकाता-700069/Aayakar Bhawan, P-7, Chowringhee Square, Kolkata - 700 069
(दूरभाष)Tel (033-22136150) (फैक्स)Fax 033-22136989

फा.स. PCCIT/WBS/Admn/DC/Est(GZ)/34(Part-I)/T&P(ITO)/2017-18/25781-25880

दिनांक, Dated., 15.01.2018.

To

1. All Hqrs to the CCsIT/DGIT of WB & Sikkim Region
2. All Hqrs. to the PCsIT/PDsIT of WB & Sikkim Region
3. All Hqrs. to the CsIT/DsIT of WB & Sikkim Region
4. All ADGs in WB & Sikkim Region.
5. All officers in the Headquarters of Principal CCIT West Bengal & Sikkim.

Sir/ Madam,

Sub: Circulation of Representation Proforma for ITOs for AGT-2018– matter reg.

I am directed to enclose a copy of Representation Proforma for ITOs for ensuing AGT-2018 for circulation amongst the ITOs posted in your charge. I am also directed to request you, to ensure that the Proforma, after being duly filled up by the ITOs, is to be submitted in the office of the Principal CCIT WB & Sikkim latest by **15.02.2018**.

Yours faithfully,

Enclo: As stated above.

Sd/-

(अनुराग त्रिपाठी, भारासे/Anurag Tripathi, IRS)

सहायक आयकर आयुक्त, मुख्या.(प्रशा. व सर्तकता), कोलकाता

ACIT, Hqrs.(Admn. & Vigilance), Kolkata.

कृते प्र.मु.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim.

M.No. PCCIT/WBS/Admn/DC/Est(GZ)/34(Part-I)/T&P(ITO)/2017-18/25881

दिनांक, Dated. 15.01.2018

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

अनुराग त्रिपाठी 15.1.18

(अनुराग त्रिपाठी, भारासे/Anurag Tripathi, IRS)

सहायक आयकर आयुक्त, मुख्या.(प्रशा. व सर्तकता), कोलकाता

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REPRESENTATION PROFORMA FOR INCOME TAX OFFICERS

1	Name				
2	Present Posting				
3	Date of Birth				
4	Tenure at the Present Post				
5	Whether Transfer due ?(Yes/No)				
6	i) Are you requesting for Transfer? If yes, reasons thereof. ii) (separate sheet may be used, if required) (Yes / No)				
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 ☐	2.Hooghly ☐	3.Haldia ☐	4.Burdwan ☐	
	5.Midnapore ☐	6.Nadia ☐	7. Suri ☐	8.Murshidabad ☐	
	9.Durgapur ☐	10.Asansol ☐	11.Bankura ☐	12.Purulia ☐	
	13.Siliguri ☐	14.Gangtok ☐	15.Darjeeling ☐	16.Kalimpong ☐	
	17.Jalpaiguri ☐	18.Coochbehar ☐	19.Aliporeduar ☐	20.Raiganj ☐	
	21.Malda ☐	22.Balurghat ☐	23.Portblair ☐		
8	Posting Profile since joining as ITO till date (separate sheet may be used, if required):				
	Post	Station	From	To	Tenure (YY/MM)

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 **15.02.2018**.

ii) Any representation made thereafter will not be entertained.

iii) Choice of stations should be made strictly as per Proforma.