

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX WB & SIKIM

Aayakar Bhawan, P-7, Chowringhee Square, Kolkata- 700 069

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F. No. 2E/4/ADDL-JCIT/2014-15

Dated, Kolkata the 15th November 2014.

Order No. 168 of 2014

Consequent upon the re-structuring of the Income Tax Department in the cadre of Addl. CIT/ Joint CIT/ Deputy / Assistant Commissioners of Income-tax/ Income Tax Officers in Headquarters of Principal Chief Commissioner of Income Tax West Bengal & Sikkim, the designation/ work/ duties/ responsibilities to the headquarter of Headquarters of Principal Chief Commissioner of Income Tax West Bengal & Sikkim are reallocated as mentioned below.

Sl.No.	Post after Post Restructuring	To be Report	Erstwhile Posts	Allocation of Work/ Responsibilities	Charge held by
1.	ADDL.CIT/ JCIT HQRS (ADMINISTRATION & VIGILANCE)	Principal CCIT WB & Sikkim	ADDL.CIT/ JCIT HQRS (ADMINISTRATION) AND ADDL.CIT/ JCIT HQRS (VIGILANCE)	1)Administration / Finance/Infrastructure/ Co-ordination/ ACR(Gr.-A & B)/ JCA and Gz. Service Federation related matters. 2) Complain/ Vigilance related matters/ Communication with DIT (VIG)	Shri Rajat Subhra Biswas
2.	ADDL.CIT/ JCIT HQRS (PERSONNEL & ESTABLISHMENT)	Principal CCIT WB & Sikkim	ADDL.CIT/ JCIT HQRS (PERSONNEL)	Personnel matter/ ACR (Gr.-C)/ Non- gazetted service federation related matters.	Shri Kanhya Lal Kanak
3.	ADDL.CIT/ JCIT HQRS (TECHNICAL)	Principal CCIT WB & Sikkim	ADDL.CIT/ JCIT HQRS (TECHNICAL)	Technical matters vig. Post diversion- creation/ jurisdiction transfer/ Statistical reports	Shri Dinabandhu Naskar
4.	DCIT/ ACIT HQRS (ADMINISTRATION & VIGILANCE)	ADDL.CIT/ JCIT HQRS (ADMINISTRATION & VIGILANCE)	DCIT/ JCIT HQRS (ADMINISTRATION) AND ACIT/ JCIT HQRS (VIGILANCE)	1) Transf-Posting (Gz)/Promotion (Gr.B)/ Deputation/Leave/ ACR(Gr.A & B)/JCA and Gz. Service Federation related matters./ Misc. Admn. Matters/ CPIO for Principal CCIT WB & Sikkim. Work relating to procurement of office items including furniture, stationeries, etc. of the Pr. CCIT's office.	Shri Tshering Ongda

				<p>2) Complaint (Gr-A & B)/ Correspondences with Bd, DIT(Vig.) & MOL/ Organising 'Supervision Review Committee(SRC)' meeting/ CAT & HC(Vigilance matter)/ NOC for passport/ Communication to charged officer, IO & PO from charge sheet stage. Correspondence with CBI/ Vigilance clearance to Gr.A&B officers on receipt from Board and DIT(Vig.) respectively.</p>	
5.	DC/ACIT HQRS PERSONNEL & ESTABLISHMENT	ADDL.CIT/ JCIT HQRS (PERSONNEL & ESTABLISHMENT)	DC/ACIT HQRS (PERSONNEL) DC/ACIT HQRS (ESTABLISHMENT)	<p>1) DPC meeting for promotion of Gr.C & D employees / Direct recruitment matters/ Transfer & Posting (Gr.-C & D)/ Maintenance of Gradation lists/ Maintenance of Reservation Roster for SC & ST employees for promotion & direct recruitment/ Work relating to Inter-state transfer/ Compassionate Appointment/ CAT cases/ DPL & Casual labours matter. 2) IPR(Gr-A & B)/CCS Conduct Rules related matter/ CAT matters/ ACR (Gr.C)/ Preparation of DPC meeting</p>	Shri Sanat Kumar Raha
6.	DC/ACIT HQRS (TECHNICAL)	ADDL.CIT/ JCIT HQRS (TECHNICAL)	DC/ACIT HQRS (TECHNICAL)	<p>Jurisdiction matter/ Post creation- diversion/ Dossier Reports/ Parliament question/ Board matters/ Arrangement of CCIT conference/ Empanelment of CA</p>	Shri L. N. Dash
7.	DCIT/ACIT (OSD) UNDER PR.CCIT WB & SIKKIM	ADDL.CIT/ JCIT HQRS (ADMINISTRATION & VIGILANCE)	DCIT/ ACIT HQRS (FINANCE), DCIT/ ACIT HQRS (INFRASTRUCTURE) DCIT/ ACIT HQRS (CO-ORDINATION)	<p>1) Finance related matters viz. Expenditure Budget management. 2) Residential & Non-residential matters/ Projects 3) Tel (Off & Res.)/ EPABX/ Printing, Publication and distribution of calendar, telephone directories,diaries etc./ FAX Machines/ Taxpayer Handbook/ Forms & Registers/ Taxpayers awareness program/ Regional Direct Tax Advisory Committee meeting/ Condoneance and Farewell function/ Conducting</p>	Shri Partha Pralim Barman

				C.A Election programme.	Shri Sanjeev Kumar
8.	ITO HQRS ADMINISTRATION-I	ADDL.CIT/ JCIT HQRS (ADMINISTRATION & VIGILANCE)	ITO HQRS ADMINISTRATION-I	Service Book/ Pension & Retirement benefits/ Fixation of Pay & Advances/ Declaration of Head of Offices/ GPF / Intimation i.r.o. IPR of Gr.-B, C & D employees/ Non-gazetted service related Court matter/Misc. Admn. matters.	Shri Pradeep Kumar
9.	ITO HQRS ADMINISTRATION-II	ADDL.CIT/ JCIT HQRS (ADMINISTRATION & VIGILANCE)	ITO HQRS ADMINISTRATION-II	Allotment of departmental quarters, Liaison with the CPWD for various major & minor head works of the departmental owned building.	Shri Anupam Majumdar
10.	ITO (OSD) UNDER PR.CCIT WB & SIKKIM	ADDL.CIT/ JCIT HQRS (ADMINISTRATION & VIGILANCE)	PLO	Arrangement of Vehicles & Protocol	Shri Malay Bhadra
11.	ITO (OSD) UNDER PR.CCIT WB & SIKKIM	ADDL.CIT/ JCIT HQRS (ADMINISTRATION & VIGILANCE)	DCIT/ACIT HQRS EXAM & PR ITO HQRS VIGILANCE	1) Gr.-C & D vigilance matters/ Appointment of IO & PO/ Organising Supervision Review Committee (SRC)' meeting/ CAT & HC matter (Vig. Related)/ Correspondences on behalf of CCIT-I in r/o. vigilance matters of Gr.-A & B officers from Charge-sheet stage. NOC for passport i.r.o. Gr.C & D/ Vigilance clearance to Gr. C & D. 2) Nomination of Officers for various Deptt. & extra-Deptt. Trainings/ Deptt. Exam.	
12.	ITO (OSD) UNDER PR.CCIT WB & SIKKIM	ADDL.CIT/ JCIT HQRS (PERSONNEL & ESTABLISHMENT)	ITO HQRS PERSONNEL ITO WELFARE	1) Personnel related matter 2) Welfare related matter	Shri Sanmay Dasgosh
13.	ITO HQRS (TECHNICAL)	ADDL.CIT/ JCIT HQRS (TECHNICAL)	ITO HQRS (TECHNICAL) RGO	1. CAP-I & II / Monitoring on Speedy processing of Returns & Issue of Refunds/ Appeal Report/ Budget Allocation/ Certificate on PF exemption. 2) Tax payers Grievance matter 3) Public relation matters	Shri Sudipta Aich

Sd/-

(C.L. Denzongpa)

Principal Chief Commissioner of Income-Tax, WB & Sikkim

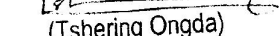
Office of the Principal Chief Commissioner of Income-tax, WB & Sikkim
P-7, Chowringhee Square, Kolkata- 700 069

Dated, Kolkata the 15th November, 2014

M. No. 2E/ 4/ ITO/2014-15/

Copy forwarded for information and necessary action to:-

1. Income Tax Ombudsman, Kolkata.
2. All CCsIT/DGIT in West Bengal Charge.
3. All CsIT/DsIT in West Bengal Charge.
4. Secretary & DI, Settlement Commission / Competent Authority, Kolkata.
5. The Addl.CIT(CO), Kolkata with a request to upload the order in Departmental Website.
6. Officers concerned.
7. All Headquarters Officers of Principal CCIT WB & Sikkim.
8. A/Cs officer: ZAO, CBDT, Kolkata/ CCIT's FPU Section, Kolkata.
9. The Secretary, IRS Association, Kolkata.
10. The Secretary, IT Gazetted Officers Association, W.B. unit, Kolkata.
11. The Secretary, All India I.T. SC & ST Employees Welfare Association.
12. The Secretary, ITEF, Bengal Circle.
13. Income Tax Retired Gazetted Officers' Forum, West Bengal.
14. AD(OL) for Hindi version of this order
15. Guard file.


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