



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, e-mail ID: kolkata.dcit.hq.admin.vig@incometax.gov.in

फास.PCCIT/WBS/Admn/DC/Est(Gz)/10(Part-I)/Prom & T-P(AO)/2018-19/ 2014-20214

Dated. 23.01.2019.

To

1. All Hqrs to the CCsIT/DGIT of WB & Sikkim Region
2. All the PCsIT/PDsIT of WB & Sikkim Region
3. All 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 A.Os/Sr.P.Ss./P.Ss.
for AGT-2019- matter reg.**

I am directed to enclose a copy of Representation Proforma for A.Os/Sr.P.Ss./P.Ss. for ensuing AGT-2019 for circulation amongst the A.Os/Sr.P.Ss./P.Ss. posted in your charge. I am also directed to request you to ensure that the Proforma, after being duly filled up by the concerned officer, is to be submitted in the office of the Principal CCIT WB & Sikkim latest by **15.02.2019**.

Yours faithfully,

Encl: As stated above.



(नोवेल राय, भारासे / Novel Roy, IRS)

संयुक्त आयकर आयुक्त, (ओ.एस.डी) मुख्या. (प्रशा. व सर्तकता), कोलकाता
JCIT (OSD), Hqrs. (Admn. & Vigilance), Kolkata.
कृते प्र.मु.आ.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim

मेमो No.PCCIT/WBS/Admn/DC/Est(Gz)/10(Part-I)/Prom & T-P(AO)/2018-19/

Dated. 23.01.2019.

Copy forwarded for information to the Secretary, ITGOA, West Bengal.

(नोवेल राय, भारासे / Novel Roy, IRS)

संयुक्त आयकर आयुक्त, (ओ.एस.डी) मुख्या. (प्रशा. व सर्तकता), कोलकाता
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REPRESENTATION PROFORMA FOR A.Os/Sr.P.Ss./P.Ss.

1	Name				
2	Present Posting				
3	Date of Birth				
4	Residential Address				
5	Tenure at the Present Post				
6	Whether Transfer due ?(Yes/No)				
7	i) Are you requesting for Transfer?	(Yes / No)			
	ii) If yes, reasons thereof. (separate sheet may be used, if required)				
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.Port Blair ☐		
8	Posting Profile since joining as A.O/Sr.P.S./P.S. 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 **15.02.2019**.

Any representation made thereafter will not be entertained.

Choice of stations should be made strictly as per Proforma.

