



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/5/ITO/2016-17/24631-24780

Dated: 01.08.2016

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 – 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 newly promoted ITOs – matter reg.

Enclosed please find a copy of Representation Proforma for newly promoted ITOs, which may kindly be circulated among the ITOs posted in your charge. I am also directed to request you, to kindly ensure that the proforma, after being duly filled up by the ITOs, is submitted in the office of the Principal CCIT WB & Sikkim latest by 08.08.2016.

Yours faithfully,

Encl: As above.

Sd/-

(**Novel Roy**)

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

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

(**Novel Roy**)

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

REPRESENTATION PROFORMA FOR INCOME TAX OFFICERS

I. Representation Proforma:

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.Purulia <input type="checkbox"/>
	13.Siliguri <input type="checkbox"/>	14.Gangtok <input type="checkbox"/>
	15.Darjeeling <input type="checkbox"/>	16.Kalimpong <input type="checkbox"/>
	17.Jalpaiguri <input type="checkbox"/>	18.Coochbihar <input type="checkbox"/>
	19.Aliporeduar <input type="checkbox"/>	20.Raiganj <input type="checkbox"/>
	21.Malda <input type="checkbox"/>	22.Balurghat <input type="checkbox"/>
	23.Portblair <input type="checkbox"/>	

II. Up-to-date Posting Profile as Inspector:

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 08.08.2016.

ii) Any representation made thereafter will not be entertained.