

REPRESENTATION PROFORMA FOR ADDL. CIT/JCIT's

I. Representation Proforma:

1	Name	
2	Present Posting	
3	Date of Birth	
4	Tenure at the Present Post	
5	Are you requesting for Transfer? (Yes/No)	
	Please specify reasons	
6	Choice of Station(s) for posting on transfer	Reasons for the choice(s)
	1 st Preference:	
	2 nd Preference:	
	3 rd Preference:	

II. Up-to-date Posting Profile as ADDL.CIT/JCIT's:

Post	Station	From	To	Tenure

Signature:

Date:

Place:

Note: The representation in the above proforma shall reach this office of the CCIT(CCA), Kolkata on or before 06.06.2013.



GOVERNMENT OF INDIA : MINISTRY OF FINANCE
OFFICE OF THE CHIEF COMMISSIONER INCOME-TAX, KOLKATA-I,
P-7, CHOWRINGHEE SQUARE, KOLKATA-700 069
Tel : 033-22136150 Fax : 033-22136989

F.No.2E/4/ADDL-JCIT/2013-14/ 2193 - 2292

Dated: 29.05.2013

To

1. The Hqrs to the CCsIT/DGIT of WB Region
2. The CIT Kol - I/ TDS, Kolkata
3. The CIT - (CO)/ Audit-I & II/ Judicial/ RTI, Kolkata
4. The DIT - Vigilance/ Exemp/ Intl.Taxation, Kolkata
5. All officers in the Headquarter of CCIT Kol-I, Kolkata.



Sir/ Madam,

Sub: Circulation of Representation Proforma for ADDL. CsIT/JCsIT for AGT-2013- matter reg.

Kindly find enclosed herewith a copy of Representation Proforma for ADDL. CsIT/JCsIT for ensuing AGT-2013 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, reaches the office of the CCIT(CCA), through proper channel on or before 06.06.2013.

Yours faithfully,

Encl: As above.

(Nilabhra Dasgupta)
DCIT, Hqrs (Admn.), Kolkata
for CCIT (CCA), Kolkata

Copy forwarded for information to:-

6. The Secretary, IRS Officers Association, West Bengal.
7. The Secretary, ITGOA, West Bengal.

(Nilabhra Dasgupta)
DCIT, Hqrs (Admn.), Kolkata
for CCIT (CCA), Kolkata