



प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, WB & SIKKIM**  
 आयकर भवन, P- 7, Chowringhee Square, कोलकाता - 700 069  
 Tel. No. : (033) 2213 6150 Fax: (033) 2213 6989  
 e-mail id : Kolkata.dcit.hq.admin.vig@incometax.gov.in

फास.PCCIT/WBS/Admn/DC/Est(Gz)/72(Part-I)/ T&P(Addl.CIT/JCIT)/2020-21/12679-12778

Dated. 19.03.2021.

To

1. All Hqrs to the CCsIT/DGIT/CCsIT (ReAC)/CCIT(RFAC) of WB & Sikkim Region
2. All the PCsIT/PDsIT/PCsIT (ReAC) 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 Addl.CsIT/JCsIT  
 for AGT-2021- matter reg.**

I am directed to enclose a copy of Representation Proforma for **Addl.CsIT/JCsIT** for ensuing AGT-2021 for circulation amongst the **Addl.CsIT/JCsIT** 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 **09.04.2021**.

Yours faithfully,

Enclo: As stated above.

(Dheeraj Kumar Jaiswal)

संयुक्त आयकर उपायुक्त, मुख .(प्रशा व. सर्तकता ,(कोलकाता  
 JCIT(OSD), Hqrs. (Admn.& Vig.), Kolkata

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

मेमो No.PCCIT /WBS/Admn/DC/Est(Gz)/ 72(Part-I)/ T&P(Addl.CIT/JCIT)/2020-21/12779-12780

Dated. 19.03.2021

Copy forwarded for information to:-

1. The Secretary, IRS Officers Association, West Bengal.
2. The Secretary, ITGOA, West Bengal.



(Dheeraj Kumar Jaiswal)

संयुक्त आयकर उपायुक्त, मुख .(प्रशा व. सर्तकता ,(कोलकाता  
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## REPRESENTATION PROFORMA FOR Addl.CsIT/JCsIT

1	Name			
2	Present Posting			
3	Date of Birth			
4	Tenure at the Present Post			
5	Present Address			
6	Whether Transfer due ?(Yes/No)			
7	Are you requesting for Transfer? (Yes/No)			
8	Reason for transfer <i>(separate sheet may be used, if required)</i>			
<b>Choice of Station(s) for posting on transfer (Pls. choose any five(05) as per your preference on a scale of 1 to 5)</b>				
	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.Murshidabad <input type="checkbox"/>	8. Durgapur <input type="checkbox"/>
	9. Asansol <input type="checkbox"/>	10. Bankura <input type="checkbox"/>	11. Jalpaiguri <input type="checkbox"/>	12. Siliguri <input type="checkbox"/>
	13. Malda <input type="checkbox"/>			

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 **09.04.2021**.

ii) Any representation made thereafter will not be entertained.

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

*[Signature]*