



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम

O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM

आयकर भवन, P-7, CHOWRINGHEE SQUARE, कोलकाता - 700 069

Ph. No. : (033) 2213 6148, Fax No : (033) 2213 6141

आदेश संख्या ORDER NO. : 33/2017 -18

भाग 1 PART : 1 : In supersession of all earlier orders and for the purpose of administrative convenience and smooth functioning of day-to-day functioning relating to maintenance of Income Tax Departmental Buildings of Kolkata, the following Principal Commissioners/Commissioners of Income Tax, whose names appear in Column No. 2 below, shall, in addition to their normal duties and responsibilities, also function as Principal CIT/CIT, Building-in-Charges of the buildings mentioned against their names at Column No. 4 below, with immediate effect until further orders:-

Sl. No.	Designation of the officer	Name of the Building	Specified area which will be under consideration as Building-in-charge
1.	PCIT-1, Kolkata	Aayakar Bhawan, P-7, Chowringhee Square, Kolkata	Gr. Floor of Aayakar Bhawan (including surrounding floor areas i.e. garage, parking area in front of the Aayakar Bhawan, passages & entry and exit points upto 4 th Floor
1A.	PCIT-2, Kolkata	Aayakar Bhawan & Dwarkin House	5 th floor to 9 th floor of Aayakar Bhawan and entire Dwarkin House
2.	PDIT(Inv.), Kolkata	Aayakar Bhawan Annexe, P-13, Chowringhee Square, Kolkata-700069	Entire office area of the building including the parking area in between the Aayakar Bhawan and Aayakar Bhawan Annexe.
3.	PCIT-12, Kolkata	Aayakar Bhawan Poorva, 110, Shanti Pally, Kolkata-700107	Both Administrative and RTI building including parking space
4.	PCIT-18, Kolkata	Bamboo Villa, 169, A J C Bose Road, Kolkata-700014	1 st to 3 rd floor of the building (including surrounding floor areas).
4A.	PCIT-21, Kolkata	Bamboo Villa	7th to 8th floor of the building including Annexe Building.
5.	PCIT-14, Kolkata	3 Govt. Place (West), Kolkata-700 001	Entire office area of the building including car parking area.
6.	PCIT-10, Kolkata	Aayakar Bhawan Dakshin, 2, Gariahat Road, Kolkata-31	Entire office area of the building including car parking area.
7.	PCIT-11, Kolkata	10B, Middleton Row, Kolkata-71	Entire office area of the building including car parking area.
8.	PCIT-8, Kolkata	54/1, Rafi Ahmed Kidwai Road, Kolkata.	Entire office area of the building.
9.	PCIT-17, Kolkata	Uttarapan, Civic Centre, Ultadanga, Kolkata.	Entire office area of the building including car parking area.

भाग 2 PART : 2 : For the purpose of assisting the above-mentioned Pr.CsIT/CsIT, the following Addl. Commissioners/ Jt. Commissioners of Income Tax and DCIT/ACIT, whose names appear in Column No. 2 below, shall, in addition to their normal duties and responsibilities, also function as

Addl.CIT/Jt.CIT Building-in-Charges of the buildings mentioned against their names at Column No. 4 below, with immediate effect until further orders:-

Sl. No.	Designation of the officer	Name of the Building
1.	Addl.CIT/JCIT, R-5, Kolkata	Aayakar Bhawan, P-7, Chowringhee Square, Kolkata – 700069 and Dwarkin House, 8/2, Esplanade East, Kolkata
2.	Addl. DIT(Inv.), U-1, Kolkata	Aayakar Bhawan Annexe, P-13, Chowringhee Square, Kolkata-700 069
3.	Addl.CIT/JCIT, R-54, Kolkata	Bamboo Villa, Central Revenue Building, 169, A.J.C. Bose, Road, Kolkata -700 014
4.	Addl.CIT/JCIT, R-40, Kolkata	3 Govt. Place (West), Kolkata- 700 001
5.	Addl.CIT/JCIT, R-34, Kolkata	Aayakar Bhawan Poorva, 110, Shanti Pally, Kolkata-700107.
6.	Addl.CIT/JCIT, R-30, Kolkata	Aayakar Bhawan Dakshin, 2, Gariahat Road, Kolkata-31
7.	Addl.CIT/JCIT, R-31, Kolkata	10B & 10C, Middleton Row, Kolkata-71
8.	Addl.CIT/JCIT, R-22, Kol.	54/1,Rafi Ahmed Kidwai Road, Kolkata.
9.	Addl.CIT/JCIT, R-51, Kolkata	Uttarapan Civic Centre, Ultadanga, Kolkata.

भाग 3 PART : 3 : The DDOs attached to the respective Pr.CIT/CIT, Building-in-charges of the buildings, as notified by the office of the Pr.CCIT,WB & Sikkim, shall also function as the Drawing and Disbursing Officers in connection with all the expenditure raised by the Building-in-charges.

भाग 4 PART : 4 : The area and scope of work of the Pr.CsIT/CsIT Building-in-charges in their respective buildings are defined as under:

1. To look after and monitor the work of general repairing and beautification of their respective building.
2. To look after the matters relating to security of the building and CCTV installation and their supervision.
3. To look after the matters relating to general cleanliness of the building.
4. To look after and monitor all arrangements relating to fire safety of the building.
5. To look after all matters relating to water supply, electricity, horticulture of the building.
6. To look after and monitor the work of inventory and storage of furniture, computer and other equipments in consultation with the respective CsIT.
7. To look after the work relating to installation of telephone lines in their respective buildings.
8. To look after and monitor the work of space allocation and management (except Aayakar Bhawan Building).
9. To look after and monitor the work of providing space and furniture to the Branch libraries of their respective building (except Aayakar Bhawan).
10. To look after and monitor the work of providing space and furniture for departmental canteens of their respective building (except Aayakar Bhawan).
11. To supervise and monitor the work of regular caretaking staff and daily paid labourers.

12. To have liaison with CPWD (Elec. Division) and CPWD (Civil Division), KMDA and KMC relating to maintenance of their respective buildings.
13. To make necessary arrangement for firefighting of the building.
13. To supervise, monitor and implement Swachhta Action Plan of the respective Financial Years.

This is issued with the approval of the Pr.CCIT, WB & Sikkim.



[अरूप कुमार सिंह Aroop Kumar Singh]
आयकर आयुक्त (प्रशासन एवं क. दा. से.)
CIT(Admn. & T.P.S.), Kolkata

कृते प्र. मुख्य आय. आ. , प. बंगाल और सिक्किम
For Principal CCIT, WB & Sikkim

कार्यालय प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM
AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, 1ST FLOOR, KOLKATA - 700 069

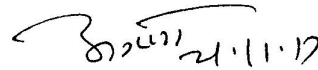
मेमो संख्या **Genl./131/Committee/2017-18/ 5260 - 5289**

दिनांक: 21-11-2017

सूचना एवं आवश्यक कारवाई के लिए प्रतिलिपि

Copy forwarded for information and necessary action to:-

- 1] सभी मुख्य आयकर आयुक्त/आयकर महा निदेशक All CCsIT/DGsIT in West Bengal Charge (through their Sr. P.S.)
- 2] सभी आयकर आयुक्त, भवन प्रभारी, कोलकाता All CsIT Building-in-Charges of Kolkata
- 3] संबन्धित अधिकारी Officers Concerned.
- 4] मुख्यालय के सभी अधिकारिगण All Officers in the Head Quarters of Pr.CCIT, WB & Sikkim.
- 5] लेखा अधिकारी Accounts Officer, Z.A.O., C.B.D.T, 20, Abdul Hamid Street, Kolkata
- 6] DD (OL) for Hindi version of this order.
- 7] गार्ड फाईल Guard File.



(अनुराग त्रिपाठी, भा०रा०से० Anurag Tripathi, I.R.S.)
सहायक आयकर आयुक्त, मुख्यालय (प्रशासन एवं सतर्कता)
A.C.I.T., Hqrs. (Admn. & Vig.), Kolkata