



सत्यमेव जयते

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/ 15/ AO/ 2012-13/15010-15109

Dated: 08.03.2013

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 AOs/PSs for AGT-2013- matter reg.

Kindly find enclosed herewith a copy of Representation Proforma for **AOs/PSs** for ensuing AGT-2013 which may kindly be circulated among the **AOs/PSs** posted in your charge. I am also directed to request you, to kindly ensure that the proforma, after being duly filled up by the **AOs/PSs**, reaches the office of the CCIT(CCA) on or before 29.03.2013.

Yours faithfully,

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

Encl: As above.

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

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

REPRESENTATION PROFORMA FOR AOs/PSs

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)
	1st Preference:	
	2nd Preference:	
	3rd Preference:	

II. Up-to-date Posting Profile as *AOs/PSs*:

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 29.03.2013.