



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/4/ADDL-JCIT/2014-15/6967 - 7016

Dated: 23.02.2015

To

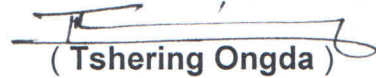
1. The Hqrs to the CCsIT/DGIT of WB Region
2. The CIT - (Admn. & CO)/ Audit-I & II/ Judicial/ RTI, Kolkata
3. The DIT – Vigilance/ Exemp/ Intl.Taxation, Kolkata
4. All officers in the Headquarter of Principal CCIT WB & Sikkim.

Sir/ Madam,

**Sub: Circulation of Representation Proforma for ADDL. CsIT/JCsIT for AGT-2015– matter reg.**

Kindly find enclosed herewith a copy of Representation Proforma for ADDL. CsIT/JCsIT for ensuing AGT-2015 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, is submitted in the office of the Principal CCIT WB & Sikkim latest by 05.03.2015.

Yours faithfully,

  
( Tshering Ongda )

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

Encl: As above.

Copy forwarded for information to:-

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

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

## 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 <sup>st</sup> Preference:	
	2 <sup>nd</sup> Preference:	
	3 <sup>rd</sup> Preference:	

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

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 05.03.2015.

ii) Any representation made thereafter will not be entertained.

