



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, Kolkata-700069
Admn. & Vigilance Section
Phone: (033) 2213 6150,
Email Id: kolkata.dcit.hq.admin.vig@incometax.gov.in

F.No. PCCIT/WBS/Admn/DC/ Est(Gz)/76(Part-I)/Prom & T-P(AO)/2026-27/854

Date: 21.04.2026

To

1. All the CCsIT/DGIT in WB & Sikkim Region
2. All the PCsIT/PDIT in WB & Sikkim Region
3. All the CsIT/DIT in WB & Sikkim Region
4. The ADG (Vig) East Zone, CBDT, Kolkata
5. The ADG, NADT, RC, Kolkata
6. All AOs posted in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

Sub: Circulation of Transfer & posting options Proforma for AO Gr – II & AO Gr - III for AGT-2026 – matter reg.

I am directed to enclose a copy of Transfer & posting options Proforma for AOs for ensuing AGT-2026 for circulation amongst the AO Gr – II & AO Gr - III posted in your charge. I am also directed to request you to instruct the AO Gr – II & AO Gr - III (including the newly promoted in-situ AOs) under your charge to submit the duly filled up proforma along with their representation (if any) on the email id kolkata.dcit.hq.admin.vig@incometax.gov.in latest by **30.04.2026**.

Yours faithfully,

Encl: As stated above.

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

उप आयकर आयुक्त, मुख्या. (प्रशा. व. सर्तकता), कोलकाता

DCIT, Hqrs. (Admin. & Vigilance), Kolkata

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

M.No. PCCIT/WBS/Admn/DC/ Est(Gz)/76(Part-I)/Prom & T-P(AO)/2026-27/

Date .04.2026

Copy forwarded for information and necessary action to:

(i) The General Secretary, Income Tax Gazetted Officers Association, West Bengal unit, Kolkata.

(ii) Gazetted Confidential Section for uploading on the departmental website –

www.incometaxkolkata.gov.in for information of all concerned officers.

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

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REPRESENTATION PROFORMA FOR A.Os.

1	Name			
2	Present Posting			
3	Date of Birth			
4	Present Address			
5	Tenure at the Present Post			
	i) Are you requesting for Transfer?	(Yes / No)		
6	ii) If yes, reasons thereof. <i>(separate sheet may be used, if required)</i>			
Choice of Station(s) for posting on transfer (Pls. choose any four (04) options from the below mentioned stations as per your preference on a scale of 1 to 4)				
	1. Kolkata ☐	2. Burdwan ☐	3. Asansol ☐	4. Haldia ☐
	5. Siliguri ☐	6. Jalpaiguri ☐	7. Durgapur ☐	8. Malda ☐
	9. Hooghly ☐	10. Nadia ☐		
The officer is required to mandatorily submit at least one option from the stations given below, if any officer does not choose any option given below, it shall be considered that the officer is willing to be posted at any of the below mentioned stations				
	11. Midnapore ☐	12. Murshidabad ☐	13. Purulia ☐	14. Bankura ☐
	15. Suri ☐	16. Coochbehar ☐		

Signature:

Date:

Place:

Note:

i) The **last date** for submitting the representation in the above Proforma in the on the e-mail id- kolkata.dcit.hq.admin.vig@incometax.gov.in is **30.04.2026**.

ii) Any representation made thereafter will not be entertained.

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