



प्रधानमुख्यआयकरआयुक्तकार्यालय, पश्चिमबंगालऔरसिक्किम
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)/74/T&P(ITO)/2024-25/ 3387 - दिनांक, 14.05.2024
3936

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. ADG (Vig) East Zone, CBDT, Kolkata
5. All ITOs posted in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

**Sub: Circulation of Transfer & posting options Proforma for ITOs for AGT-2024-
matter reg.**

I am directed to enclose a copy of Transfer & posting options Proforma for ITOs for ensuing AGT-2024 for circulation amongst the ITOs posted in your charge. I am also directed to request you to instruct the ITOs 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 **24.05.2024**.

Yours faithfully,

Encl: As stated above.

(राजेंद्र जयपाल/ RAJENDRA JAIPAL)

आयकर उपायुक्त, मुख्या. प्रशा. व सर्तकता, कोलकाता
कृते प्र. मु. आ. आ. प. ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim

M.No.PCCIT/WBS/Admn/DC/Est(GZ)/74/T&P(ITO)/2024-25/

दिनांक, 14.05.2024

Copy forwarded for information to the Secretary, Income Tax Gazetted Officers Association, West Bengal unit, Kolkata.

Sd/-

(राजेंद्र जयपाल/ RAJENDRA JAIPAL)

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REPRESENTATION PROFORMA FOR INCOME TAX OFFICERS

1	Name	
2	Present Posting	
3	Date of Birth	
4	Residential Address	
5	Tenure at the Present Post	
6	Whether Transfer due?(Yes/No)	
7	i) Are you requesting for Transfer?	(Yes / No)
	ii) If yes, reasons thereof. <i>(separate sheet may be used, if required)</i>	
8	Are you willing to be posted in the headquarters?	(Yes / No)
9	Are you willing to be posted in the NADT, RC, Kolkata?	(Yes / No)
10	Choice of Station(s) for posting on transfer:	
	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.Balurghat <input type="checkbox"/>
	9.Durgapur <input type="checkbox"/>	10.Asansol <input type="checkbox"/>
	11.Alipurduar <input type="checkbox"/>	12.Raiganj <input type="checkbox"/>
	13.Siliguri <input type="checkbox"/>	14.Gangtok <input type="checkbox"/>
	15.Darjeeling <input type="checkbox"/>	16.Kalimpong <input type="checkbox"/>
	17.Jalpaiguri <input type="checkbox"/>	18.Coochbehar <input type="checkbox"/>
	The officer is required to mandatorily submit four options from the stations given above in their order of preference and at least one option must be 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	
	19. Suri <input type="checkbox"/>	20.Bankura <input type="checkbox"/>
	21.Purulia <input type="checkbox"/>	22.Malda <input type="checkbox"/>
	23.Port Blair <input type="checkbox"/>	

Signature:

Date:

Place:

Note: i) The last date for submitting the transfer & posting options in the above Proforma on the e-mail id- kolkata.dcit.hq.admin.vig@incometax.gov.in is **24.05.2024**.

ii) Any representation made thereafter will not be entertained.

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