



भारत सरकार/GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्तपश्चिम बंगाल एवं सिक्किम का कार्यालय ,  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, W.B. & SIKKIM  
आयकर भवन, पि-7, चौरंगी स्कोयार, कोलकाता-700069/Aayakar Bhawan, P-7, Chowringhee Square, Kolkata - 700 069  
(दूरभाष)Tel (033-22136150) (फैक्स)Fax 033-22136989, e-mail ID: [kolkata.dcit.hq.admin.vig@incometax.gov.in](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in)

फा.स. PCCIT/WBS/Admn/DC/Est(GZ)/34(Part-I)/T&P(ITO)/2018-19/ 20013-2012 -

दिनांक, Dated, 23.01.2019.

To

1. All Hqrs to the CCsIT/DGIT of WB & Sikkim Region
2. All Hqrs. to the PCsIT/PDsIT of WB & Sikkim Region
3. All Hqrs. to the CsIT/DsIT of WB & Sikkim Region
4. All ADGs in WB & Sikkim Region.
5. All officers in the Headquarters of Principal CCIT West Bengal & Sikkim.

Sir/ Madam,

**Sub: Circulation of Representation Proforma for ITOs for AGT-2019- matter reg.**

I am directed to enclose a copy of Representation Proforma for ITOs for ensuing AGT-2019 for circulation amongst the ITOs posted in your charge. I am also directed to request you, to ensure that the Proforma, after being duly filled up by the ITOs, is to be submitted in the office of the Principal CCIT WB & Sikkim latest by **15.02.2019**.

Yours faithfully,

Enclo: As stated above.

( नोवेल राय, भारासे / Novel Roy, IRS )

संयुक्त आयकर आयुक्त, (ओ.एस.डी) मुख्या. (प्रशा. व सर्तकता), कोलकाता  
JCIT (OSD), Hqrs.(Admn. & Vigilance), Kolkata.

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

M.No. PCCIT/WBS/Admn/DC/Est(GZ)/34(Part-I)/T&P(ITO)/2018-19/

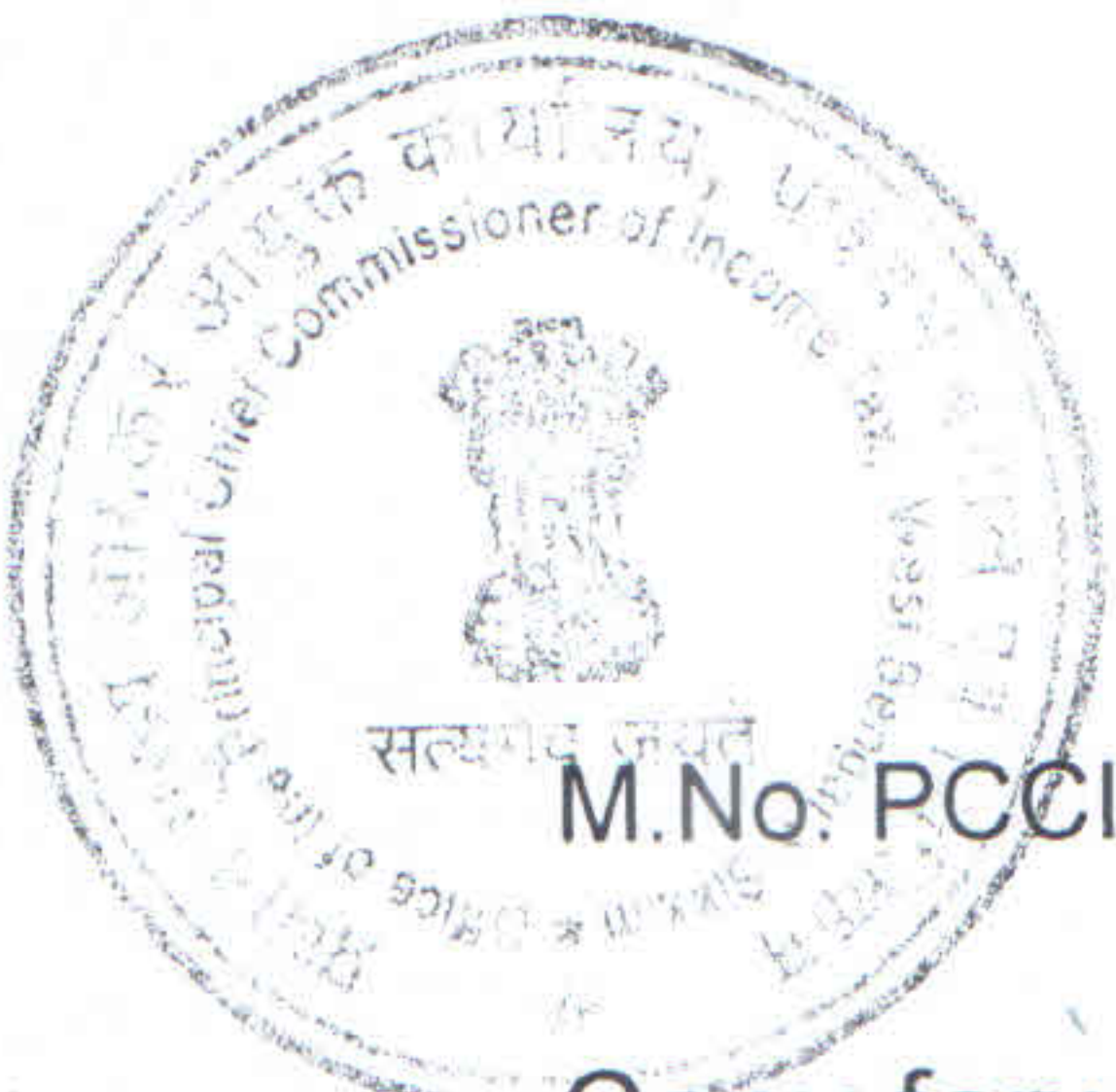
दिनांक, Dated.23.01.2019

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

( नोवेल राय, भारासे / Novel Roy, IRS )

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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? If yes, reasons thereof. (separate sheet may be used, if required)	( Yes / No )			
8	Choice of Station(s) for posting on transfer (Pls. choose any five(05) as per your preference on a scale of 1 to 5)				
	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. Suri <input type="checkbox"/>	8.Murshidabad <input type="checkbox"/>	
	9.Durgapur <input type="checkbox"/>	10.Asansol <input type="checkbox"/>	11.Bankura <input type="checkbox"/>	12.Purulia <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"/>	19.Aliporeduar <input type="checkbox"/>	20.Raiganj <input type="checkbox"/>	
	21.Malda <input type="checkbox"/>	22.Balurghat <input type="checkbox"/>	23.Port Blair <input type="checkbox"/>		
8	Posting Profile since joining as ITO till date (separate sheet may be used, if required):				
	Post	Station	From	To	Tenure (YY/MM)

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 **15.02.2019**

ii) Any representation made thereafter will not be entertained.

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

