



प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम का कार्यालय  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX  
WEST BENGAL & SIKKIM**

पी-7, चौरींजी म्हायर, आयकर भवन, कोलकाता- 700 069

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फा. सं. प्र.मु.आ.आ/प.ब.व.सिक्किम/Admn-2/Misc/2025-26/311-318

Date: 09.05.2025

To,  
The All the Building in Charges,  
Income Tax Offices under the jurisdiction of  
Principal Chief Commissioner of Income Tax,  
West Bengal & Sikkim.

Sub: Tightening of security in the office premises due to ongoing Geo-political issues-regarding.

Sir,

Kindly refer to the above.

In light of the ongoing geo-political issues it is imperative that security has to be tightened in the Office premises. In this regard I am directed to request all the Building in Charges to strictly adhere to the following guidelines at all the Office premises under the Principal Chief Commissioner of Income Tax, West Bengal & Sikkim:

1. Proper checking of Identity Cards of all Officers and Officials during office hours.
2. Identity of the visitors to the office premises should be properly verified.
3. In & Out register for the visitors is to be properly maintained.
4. Casual visitors to the office premises is to be minimized.
5. LISO guidelines to be followed (A copy of the same is enclosed for reference).
6. Visitors to the Guest Houses should be properly verified and proper in and out records to be maintained.
7. Proper CCTV surveillance to be maintained.
8. Coordination with District Administration, Hospitals, Fire Services and other Emergency Services needs to be undertaken at the earliest

In this regard a compliance report may be sent to the office of the undersigned latest by 11.05.2025.

This is for your kind information and necessary action at your end.

Kindly treat the matter as urgent.

भवदीय/Yours faithfully,

(बीथिन मित्र/BITHIN MITRA)

आयकर अधिकारी, मुख्या, (प्रशासन और टीपीएस)-2 & अवसंरचना, कोलकाता  
Income Tax Officer, Hqrs. (Admn. & TPS) -2 & Infrastructure, Kolkata  
प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल और सिक्किम के लिए

For the Pr. Chief Commissioner of Income Tax, West Bengal & Sikkim

M.No. प्र.मु.आ.आ/प.ब.व.सिक्किम/Admn-2/Misc/2025-26/319-320

Date: 09.05.2025

Copy forwarded for information to:

1. All CCsIT & DGIT (Investigation).
2. IRSA, ITGOA & ITEF.

(बीथिन मित्र/BITHIN MITRA)

आयकर अधिकारी, मुख्या, (प्रशासन और टीपीएस)-2 & अवसंरचना, कोलकाता  
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प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल और सिक्किम के लिए  
For the Pr. Chief Commissioner of Income Tax, West Bengal & Sikkim