



प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, WB & SIKKIM**  
आयकर भवन, P- 7, Chowringhee Square, कोलकाता - 700 069  
Tel. No. : (033) 2213 6150 Fax: (033) 2213 6989  
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F No. PCCIT/WBS/Admn/DC/Est(GZ)/74(Part-I)/T&P(ITO)/2022-23/3978

दिनांक, 31.05.2022

To

1. All Hqrs to the CCsIT/DGIT/CCsIT (ReFAC) of WB & Sikkim Region
2. All Hqrs. to the PCsIT/PDsIT/PCsIT (ReFAC) 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 newly promoted ITOs for AGT-2022- matter reg.**

I am directed to enclose a copy of Representation Proforma for ITOs for ensuing AGT-2022 for circulation amongst the ITOs who are promoted vide this office order no 54 of 2022 dated 30.05.2022 posted in your charge. I am also directed to request you, to ensure that the Proforma, after being duly filled up by the newly promoted ITOs, is to be submitted in the office of the Principal CCIT WB & Sikkim latest by **03.06.2022**.

Yours faithfully,

Encl: As stated above.

Sd/-

(Bimalendu Tudu/बिमलेंदु टुडू)

आयकर उपायुक्त, मुख्या.प्रशा.) व सर्तकता(, कोलकाता  
DCIT, 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)/74(Part-I)/T&P(ITO)/2022-23/3979

Dated.31.05.2022

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

(Bimalendu Tudu/बिमलेंदु टुडू)

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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	Choice of Station(s) for posting on transfer (Pls. choose <b>any five(05)</b> as per your preference on a scale of <b>1 to 5</b> )			
	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"/>	

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 **03.06.2022**.

ii) Any representation made thereafter will not be entertained.

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

