



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)/72/T&P(Addl.CIT/JCIT)/2025-26/ 577

Date: 04.04.2025

To,

1. All the CCsIT/DGIT in WB & Sikkim Region
2. All the PCsIT in WB & Sikkim Region
3. All the CsIT/DIT in WB & Sikkim Region
4. The ADG, NADT, RC, Kolkata
5. All Addl.CIT/JCIT posted in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

Sub: Circulation of Transfer & posting options Proforma for Addl.CsIT/JCsIT for AGT-2025– matter reg.

I am directed to enclose a copy of Transfer & Posting Options Proforma for Addl.CsIT/JCsIT for ensuing AGT-2025 for circulation amongst the Addl.CsIT/JCsIT posted in your charge. Further, a copy of the Transfer & Posting Options Proforma is also being uploaded on the departmental website- <https://www.incometaxkolkata.gov.in/> for information of all officers in the grade of Addl. CsIT/JCsIT in this charge. I am also directed to request you to instruct the Addl.CsIT/JCsIT under your charge to kindly 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 **15.04.2025**.

Yours faithfully,

Enclo: As stated above.

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

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

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

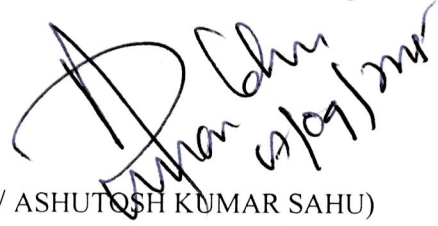
कृते प्र.मु.आ.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim

M. No. PCCIT/WBS/Admn/DC/Est(GZ)/ 72/T&P(Addl.CIT/JCIT)/2025-26/ 578-579

दिनांक, 07.04.2025

Copy forwarded for kind information and necessary action to:-

1. The Secretary, IRS Officers Association, West Bengal.
2. The Secretary, ITGOA, Bengal unit.
3. Gazetted Confidential section for uploading on the departmental website-
<https://www.incometaxkolkata.gov.in/> for information of all officers in the grade of Addl. CsIT/JCsIT in this charge



(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

TRANSFER & POSTING OPTIONS PROFORMA FOR Addl.CsIT/JCsIT FOR AGT-2025

1	Name			
2	Present Posting			
3	Date of Birth			
4	Present Address			
5	Posted in the Present charge since			
6	Are you requesting for Transfer? (Yes/No)			
7	Reason for transfer (<i>separate sheet may be used, if required</i>)			
8	Choice of Station(s) for posting on transfer (Pls. choose any five (05) stations 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.Asansol <input type="checkbox"/>	7.Jalpaiguri <input type="checkbox"/>	8.Murshidabad <input type="checkbox"/>
	9.Durgapur <input type="checkbox"/>	10.Siliguri <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 **15.04.2025**.

ii) Any representation made thereafter will not be entertained.

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