



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)/2024-25/25099

Dated 12.03.2025

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. The ADG (Vig) East Zone, CBDT, Kolkata
5. The ADT, NADT, RC, Kolkata
6. 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-2025–matter reg.

I am directed to enclose a copy of Transfer & posting options Proforma for ITOs for ensuing AGT-2025 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 **24.03.2025**.

Yours faithfully,

Encl: As stated above.

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

उप आयकरआयुक्त, 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)/74/T&P(ITO)/2024-25/25100

Dated 12.03.2025

Copy forwarded for information and necessary action to:

(i) The Secretary, Income Tax Gazetted Officers Association, West Bengal unit, Kolkata.

(ii) Gazetted Confidential Section for uploading on the departmental website –

www.incometaxkolkata.gov.in.

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REPRESENTATION PROFORMA FOR INCOME TAX OFFICERS

1	Name		
2	Present Posting		
3	Date of Birth		
4	Present Address		
5	Posted in the present charge since		
6	i)	Are you requesting for Transfer?	(Yes / No)
	ii)	If yes, reasons thereof. (separate sheet may be used, if required)	
7	Are you willing to be posted in the headquarters?		s(Yes / No)
8	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"/>
	19.Malda <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		
	21. Suri <input type="checkbox"/>	22.Bankura <input type="checkbox"/>	23.Purulia <input type="checkbox"/>
	24.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 **24.03.2025**.

ii) Any representation made thereafter will not be entertained.

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