



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  
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)/77(Part-I)/Prom & T-P(PS & Sr.PS)/2024-25/5513

To

Date. 02.07.2024.

1. All the CCsIT/DGIT in WB & Sikkim Region
2. All the PCsIT/PDIT in WB & Sikkim Region
3. All the CsIT/DIT /ADG in WB & Sikkim Region

(Attn: DCsIT/ACsIT/ITOs Hqrs to CCsIT/DGIT/ PCsIT/PDIT/ CsIT/DIT /ADG)

Madam / Sir,

**Sub: Circulation of Option Form for AO Gr – II / III & Sr.P.S./P.S. for AGT-2024–  
matter reg.**

In connection with the Annual General Transfer 2024, Transfer Proforma in Annexure 1 for the cadre of AO Gr – II and III & Annexure 2 for the cadre of Sr.PS / PS have been uploaded on the official website: [www.incometaxkolkata.gov.in](http://www.incometaxkolkata.gov.in).

2. In this regard, I am directed to request you to bring this to the attention of all the AO Gr – II / III and Sr.PS / PS in your charge for filing the Transfer Proforma.
3. All the officers in the cadre of AO Gr – II / III and Sr.PS / PS requesting for transfer/retention on Educational, Medical, working spouse and other grounds should enclose relevant documentary evidence in support of the claim failing which their request will not be considered.
4. I am also directed to request you to direct the AO Gr – II / III and Sr.PS / PS to submit the duly filled -in Transfer Proforma by 09/07/2024 on the email id of the undersigned i.e. [kolkata.dcit.hq.admin.vig@incometax.gov.in](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in).

Encl: As stated above.

Yours faithfully,

(राजेंद्र जयपाल/ RAJENDRA JAIPAL)

आयकर उपायुक्त, मुख्या. प्रशा. वसर्तकता, कोलकाता  
DCIT, Hqrs. (Admn. & Vigilance), Kolkata  
कृते प्र.मु.आ.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim

फा.स. PCCIT//WBS/Admn/DC/Est(Gz)/77(Part-I)/Prom & T-P(PS & Sr.PS)/2024-25/5514

Date. 02.07.2024.

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

(राजेंद्र जयपाल/ RAJENDRA JAIPAL)

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**REPRESENTATION PROFORMA FOR A.O Gr. II / III. Annexure - 1**

<b>1</b>	<b>Name</b>	
<b>2</b>	<b>Present Posting</b>	
<b>3</b>	<b>Date of Birth</b>	
<b>4</b>	<b>Present Address</b>	
<b>5</b>	<b>Tenure at the Present Post</b>	
<b>6</b>	<b>Whether Transfer due ?(Yes/No)</b>	
<b>7</b>	<b>i) Are you requesting for Transfer?</b>	<b>( Yes / No )</b>
	<b>ii) If yes, reasons thereof.</b> <i>(separate sheet may be used, if required)</i>	
<b>Choice of Station(s)</b> for posting on transfer (Pls. choose <b>any four (04)</b> options from the below mentioned stations as per your preference on a scale of <b>1 to 4</b> )		
1. Kolkata	<input type="checkbox"/>	2. Burdwan <input type="checkbox"/>
3.Asansol	<input type="checkbox"/>	4. Haldia <input type="checkbox"/>
5. Siliguri	<input type="checkbox"/>	6. Jalpaiguri <input type="checkbox"/>
7.Durgapur	<input type="checkbox"/>	8. Malda <input type="checkbox"/>
9. Nadia	<input type="checkbox"/>	10.Hooghly <input type="checkbox"/>
The officer is required to mandatorily submit at least <b>one option</b> 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		
11. Midnapore	<input type="checkbox"/>	12. Murshidabad <input type="checkbox"/>
13. Purulia	<input type="checkbox"/>	14. Bankura <input type="checkbox"/>
15. Suri	<input type="checkbox"/>	16. Coochbehar <input type="checkbox"/>

Signature:

Date:

Place:

Note:

- i) The **last date** for submitting the representation in the above Proforma on the email id - [kolkata.dcit.hq.admin.vig@incometax.gov.in](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in) is **09.07.2024**.
- ii) Any representation made thereafter will not be entertained.
- iii) Choice of stations should be made strictly as per Proforma.

**REPRESENTATION PROFORMA FOR Sr.PSs / PSs.**

Annexure - 2

1	Name			
2	Present Posting			
3	Date of Birth			
4	Present 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. (separate sheet may be used, if required)			
Choice of Station(s) for posting on transfer as per your preference on a scale of 1 to 4				
1. Kolkata	<input type="checkbox"/>	2. Asansol <input type="checkbox"/>	3. Siliguri <input type="checkbox"/>	4. Burdwan <input type="checkbox"/>
5. Jalpaiguri	<input type="checkbox"/>			

Signature:

Date:

Place:

Note:

- i) The **last date** for submitting the representation in the above Proforma on the email id - [kolkata.dcit.hq.admin.vig@incometax.gov.in](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in) is **09.07.2024**.
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