



GOVERNMENT OF INDIA : MINISTRY OF FINANCE
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER INCOME-TAX, WB & SIKKIM,
P-7, CHOWRINGHEE SQUARE, KOLKATA-700 069
Tel : 033-22136150 Fax : 033-22136989

F.No.2E/4/ADDL-JCIT/2013-14/1534-1683

Dated: 30.04.2014

To

1. The Hqrs to the CCsIT/DGIT of WB Region
2. The CIT Kol – I/ TDS, Kolkata
3. The CIT - (Admn. & CO)/ Audit-I & II/ Judicial/ RTI, Kolkata
4. The DIT – Vigilance/ Exemp/ Intl.Taxation, Kolkata
5. All officers in the Headquarter of Principal CCIT WB & Sikkim.

Sir/ Madam,

***Sub: Circulation of Representation Proforma for ADDL. CsIT/JCsIT for AGT-2014–
matter reg.***

Kindly find enclosed herewith a copy of Representation Proforma for **ADDL. CsIT/JCsIT** for ensuing AGT-2014 which may kindly be circulated among the **ADDL. CsIT/JCsIT** posted in your region/ charge. I am also directed to request you, to kindly ensure that the proforma, after being duly filled up by the **ADDL. CsIT/JCsIT**, is submitted in the office of the Principal CCIT WB & Sikkim latest by 20.05.2014.

Yours faithfully,

(**Vinod Kumar Agrawal**)
DCIT, Hqrs (Admn.), Kolkata
for Principal CCIT WB & Sikkim

Encl: As above.

Copy forwarded for information to:-

1. The Secretary, IRS Officers Association, West Bengal.
2. The Secretary, ITGOA, West Bengal.

(**Vinod Kumar Agrawal**)
DCIT, Hqrs (Admn.), Kolkata
for Principal CCIT WB & Sikkim

REPRESENTATION PROFORMA FOR ADDL. CIT/JCIT's

I. Representation Proforma:

1	Name	
2	Present Posting	
3	Date of Birth	
4	Tenure at the Present Post	
5	Are you requesting for Transfer? (Yes/No)	
	Please specify reasons	
6	Choice of Station(s) for posting on transfer	Reasons for the choice(s)
	1st Preference:	
	2nd Preference:	
	3rd Preference:	

II. Up-to-date Posting Profile as ADDL. CIT/JCIT's:

Post	Station	From	To	Tenure

Signature:

Date:

Place:

Note: The last date for submitting the representation in the above proforma in the office of the Principal CCIT WB & Sikkim is 20.05.2014..