



प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम  
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](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in)

F.No. PCCIT/WBS /Admn/DC/Est(Gz)/77(Part-I)/Prom & T-P(PS & Sr.PS)/2025-26/3523

Date 06.05.2025

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 ADG, NADT, RC, Kolkata
6. All Sr.PS / PS posted in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

**Sub: Circulation of Transfer & posting options Proforma for Sr.PS / PS for AGT-2025-matter reg.**

I am directed to enclose a copy of Transfer & posting options Proforma for Sr.PS / PS for ensuing AGT-2025 for circulation amongst the Sr.PS / PS posted in your charge. I am also directed to request you to instruct the Sr.PS / PS 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](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in) latest by **13.05.2025**.

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)/77(Part-I)/Prom & T-P(PS & Sr.PS)/2025-26/3524

Date 06.05.2025

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](http://www.incometaxkolkata.gov.in).

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

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

1	Name	
2	Present Posting	
3	Date of Birth	
4	Present Address	
5	Tenure at the Present Post	
6	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.		
1. Kolkata <input type="checkbox"/>		2. Burdwan <input type="checkbox"/>
The officer is required to mandatorily submit at least <b>one option</b> from the stations given above and <b>two options</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		
3. Asansol <input type="checkbox"/>	4. Siliguri <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 e-mail id- [kolkata.dcit.hq.admin.vig@incometax.gov.in](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in) is **13.05.2025**.

ii) Any representation made thereafter will not be entertained.

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