



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](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in)

F.No. PCCIT/WBS/Admn/DC/Est(GZ)/73/T&P(DCIT/ACIT)/2025-26/ 574

Date: 07.04.2025

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 DCIT/ACIT posted in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

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

I am directed to enclose a copy of Transfer & Posting Options Proforma for DCsIT/ACsIT for ensuing AGT-2025 for circulation amongst the DCsIT/ACsIT 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 DCsIT/ACsIT in this charge. I am also directed to request you to instruct the DCsIT/ACsIT 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](mailto: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)/ 73/T&P(DCIT/ACIT)/2025-26/ 575 - 576

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 DCsIT/ACsIT in this charge

*(Signature)*  
17/04/2025

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

उप आयकर आयुक्त, मुख्या. (प्रशा. व. सतर्कता), 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 DCsIT/ACsIT FOR AGT-2025**

1	Name			
2	Present Posting			
3	Date of Birth			
4	Posted in the Present charge since			
5	Present Address			
6	Are you requesting for Transfer? (Yes/No)			
7	Reason for transfer ( <i>separate sheet may be used, if required</i> )			
8	Are you willing to be posted in the headquarters?	(Yes / No)		
9	Are you willing to be posted in the NADT, RC, Kolkata?	(Yes / No)		
10	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.Asansol <input type="checkbox"/>	7.Jalpaiguri <input type="checkbox"/>	8. Siliguri <input type="checkbox"/>
	9.Durgapur <input type="checkbox"/>			
The officer is required to mandatorily submit <b>four options</b> from the stations given above in their order of preference and at least <b>one option</b> 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				
	10. Suri <input type="checkbox"/>	11. Gangtok <input type="checkbox"/>	12. Murshidabad <input type="checkbox"/>	13. 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](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in) is **15.04.2024**.

ii) Any representation made thereafter will not be entertained.

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