



प्रधानमुख्यआयकरआयुक्तकार्यालय, पश्चिमबंगालऔरसिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF
INCOME TAX, WEST BENGAL & SIKKIM

AayakarBhawan, P-7, Chowringhee Square, Kolkata-700069

Section: DCIT, Hqrs.,(Admn. & Vigilance), Kolkata

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फा.स. PCCIT/WBS/Admn/DC/Est(Gz)/78/Report/2024-25/ 1862

Date: 25.04.2024

To
The DGIT (Inv), WB, Sikkim & NER
All the CCsIT under the Pr. CCIT, WB & Sikkim charge
All the PCsIT/PDIT/CsIT/DsIT

[Kind Attn: All DDIT/DCIT/ADIT/ACIT(Hqrs.)/ITO (Hqrs.)]

Madam / Sir,

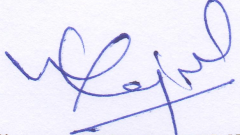
Sub: Civil List 2024- Profile updation on www.irsofficersonline.gov.in in all grades
(Group A) - matter regarding

Kindly refer to the above mentioned subject.

2. I have been directed to invite your kind attention to the CBDT's Video Conference dated 22.04.2024 wherein the Member (Admn.) had informed that the CBDT is going to publish the updated Civil List of IRS officers shortly. The Civil List shall inter-alia reflect the following:
- Name
 - Civil Code
 - Date of Birth
 - Educational Qualifications
 - Details of Deputation, etc.
3. To make sure that the aforesaid details are correct in the updated Civil List, it is reiterated that the responsibility of maintaining the correct and updated details on the [irsofficersonline](http://irsofficersonline.gov.in) portal is on the individual officer. In view of the above, I have been directed to request you to kindly instruct all the Group – A officers posted under your charge to ensure that the aforesaid details are updated in their profile on the [irsofficersonline](http://irsofficersonline.gov.in) portal. In this regard, they may also be directed to send a certificate (attached as Annexure-A) to the e-mail of the undersigned i.e. kolkata.dcit.hq.admin.vig@incometax.gov.in by 29.04.2024 positively. If any officer requires any assistance in this regard, they may contact Shri Subham Chourasia, ITI deputed for this task on the Mobile No.- 8902350620).

Yours faithfully,

Enclo – As above


(राजेंद्रजयपाल/ RAJENDRA JAIPAL)

आयकर उपायुक्त, मुख्या.(प्रशा.व सर्तकता), कोलकाता
कृते प्र.मु.आ.आ.,प.ब.एवंसिक्किम/ For Principal CCIT, WB & Sikkim

CERTIFICATE

| | |
|---------------------|--|
| Civil Code | |
| Name of the officer | |
| Current post | |
| Current station | |
| Current Region | West Bengal & Sikkim |
| Certification | I hereby certify that my Name, Civil code, Date of Birth, Educational Qualification, details of deputation (if applicable) on the www.irsofficersonline.gov.in portal is correct and updated as on date. |
| | (Signature of the officer) |
| | (Stamp) |