



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

फास. PCCIT/WBS/Admn/DC/Est(Gz)/72(Part-I)/ T&P(AddlCIT/JCIT)/2023-24/ 3416 Dated. 5.06.2023.

To

1. All CCsIT/DGIT of WB & Sikkim Region
2. All PCsIT/PDsIT of WB & Sikkim Region
3. All CsIT/DsIT of WB & Sikkim Region
4. All ADGs in WB & Sikkim Region.
5. All officers in the Headquarters of Principal CCIT West Bengal & Sikkim.

Sir/ Madam,

**Sub: Circulation of Option Form for Addl.CsIT/ JCIT for AGT-2023- matter reg.**

I am directed to enclose a copy of Option Form for **Addl.CsIT/ JCIT** for ensuing AGT-2023 for circulation amongst the **Addl.CsIT/ JCIT** posted in your charge. I am also directed to request you to ensure that the Proforma, after being duly filled up by the concerned officer, is to be submitted in the office of the Principal CCIT WB & Sikkim by email at **Kolkata.dcit.hq.admin.vig@incometax.gov.in** latest by 09.06.2023.

Yours faithfully,

Enclo: As stated above.

  
(Bimalendu Tudu)

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

मेमो No.PCCIT/WBS/Admn/DC/Est(Gz)/72(Part-I)/ T&P(AddlCIT/JCIT)/2023-24/

Dated. 5.06.2023.

Copy forwarded for information to:-

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

  
(Bimalendu Tudu)

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**OPTION FORM FOR Addl.CsIT/JCsIT**

1	Name		
2	Present Posting		
3	Date of Birth		
4	Tenure at the Present Post		
5	Present Address		
6	Whether Transfer due ? (Yes/No)		
7	Are you requesting for Transfer ? (Yes/No)		
8	Reason for transfer ( <i>separate sheet may be used, if required</i> )		
<b>Choice of Station(s)</b> for posting on transfer (Pls. choose at least one option from each Part as per your preference on a scale of <b>1 to 5</b> )			
<b>Part - A</b>			
1.Kolkata	<input type="checkbox"/>	2.Hooghly <input type="checkbox"/>	
<b>Part - B</b>			
3.Durgapur	<input type="checkbox"/>	4.Asansol <input type="checkbox"/>	5.Burdwan <input type="checkbox"/>
<b>Part - C</b>			
6.Nadia	<input type="checkbox"/>	7.Murshidabad <input type="checkbox"/>	
<b>Part - D</b>			
8.Siliguri	<input type="checkbox"/>	9.Jalpaiguri <input type="checkbox"/>	10.Malda <input type="checkbox"/>
<b>Part - E</b>			
11.Bankura	<input type="checkbox"/>	12.Haldia <input type="checkbox"/>	13. Midnapore <input type="checkbox"/>

Signature:

Date:

Place:

**Note:**

- i) The **last date** for submitting the representation in the above Proforma in the **office of the Principal CCIT WB & Sikkim** is **09.06.2023**.
- ii) Any representation made thereafter will not be entertained.
- iii) Choice of stations should be made strictly as per Proforma.