



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम  
O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM  
AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, KOLKATA - 700 069

Ph. No. : (033) 2213 6148, Fax No : (033) 2213 6609

दिनांक : 13/01/2025

फाइल संख्या : PCCIT/WB&S/Pers/61/Caretaker/2024-25/

**Order No. 308**

In supersession of all earlier orders in this respect, the following officials (mentioned in **PART-A** & **PART-B**) are appointed to perform the duty of Caretaker/Assistant Caretaker in respect of office building premises mentioned against their names in **Col-6** of the table below. The officials hereby stand withdrawn from their present places of posting as mentioned in **Col-4** of the table and on joining, they will report for duties to the offices as mentioned against their names (as mentioned in **Col-5** of the table). Their nature of duties will be as enumerated in this office Circular F. No. PCCIT/WB&S/Pers/61/Caretaker/2024-25 dated 18.10.2024.

2. The officials will be entitled to Extra Work Allowance applicable to Caretakers as per the relevant guidelines / OMs mentioned below.

3. This order is issued in accordance with the G.I.M.F., O.M. No. 7(46)/E.III(A)/98 dated 30-06-1999, F.No. 7(21)/2008-E.III(A) dated 22.09.2008, F.No.12-3/2016-E.III(A) dated 20.07.2017 & dated 04.02.2019 and will take immediate effect.

**Part-A:**

Sl. No.	Name & Designation	Employee ID	Present Posting	Posted under/ premises	Nature of Deployment
Col (1)	Col (2)	Col (3)	Col (4)	Col (5)	Col (6)
1.	Susanta Bhattacharya, O.S	144129	Bldg.-in-Charge, Aayakar Bhawan, Kolkata	Bldg.-in-Charge, Aayakar Bhawan, Kolkata	Caretaker of Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069
2.	Nagendra Bhagat, Tax Assistant	140901	PCIT-9, Kolkata	Bldg.-in-Charge, Administrative Building, Aayakar Bhawan(Poorva), Kolkata	Caretaker of Income Tax Office, Administrative Building, Aayakar Bhawan(Poorva), 110, Shantipally, EM Bypass, Kolkata-700107
3.	Rajat Mallick, O.S	161808	Bldg.-in-Charge, Administrative Building, Aayakar Bhawan(Poorva)	Bldg.-in-Charge, DTRTI Building, Aayakar Bhawan (Poorva), Kolkata	Caretaker of Income Tax Office, DTRTI Building, Aayakar Bhawan(Poorva), 110, Shantipally, EM Bypass, Kolkata-700107

**Part-B:**

Sl. No.	Name & Designation	Empl. ID	Present Posting	Posted under/ premises	Nature of Deployment	Remarks
Col (1)	Col (2)	Col (3)	Col (4)	Col (5)	Col (6)	Col (7)
1.	Kishan Routh, Notice Server	133987	Bldg.-in-Charge, AB (Annexe), Kolkata	Bldg.-in-Charge, Aayakar Bhawan(Annexe), Kolkata	Asst. Caretaker of Aayakar Bhawan(Annexe), P-13, Chowringhee Square, Kolkata-700069.	
2.	Ram Priti Mahto, Tax Assistant	161815	Bldg.-in-Charge, BV, Kolkata	Bldg.-in-Charge, Bamboo Villa, Kolkata	Asst. Caretaker of Central Revenue Building, Bamboo Villa, 169 AJC Bose Road, Kolkata-700014.	

Sl. No.	Name & Designation	Empl. ID	Present Posting	Posted under/ premises	Nature of Deployment	Remarks
Col (1)	Col (2)	Col (3)	Col (4)	Col (5)	Col (6)	Col (7)
3.	Monmohan Nayak, Tax Assistant	137839	Bldg.-in-Charge, 3 GP (West), Kolkata	Bldg.-in-Charge, 3, Govt. Place(West), Kolkata	Asst. Caretaker of Aayakar Bhawan, 3 Government Place (West), Kolkata-700001.	Appointed as Asstt. Caretaker till 31.05.2025 (A.N) i.e the date of his superannuation
4.	Md. Shahabuddin, Notice Server	162019	Bldg.-in-Charge, MR, Kolkata	Bldg.-in-Charge, 10B, Middleton Row, Kolkata	Asst. Caretaker of Income Tax Office, 10B, Middleton Row, Kolkata-700071	
5.	Manik Barman, Tax Assistant	158751	PCIT-9, Kolkata	Bldg.-in-Charge, Aayakar Bhawan Dakshin, Kolkata	Asst. Caretaker of Aayakar Bhawan Dakshin, 2, Gariahat Road(South), Kolkata-700068	
6.	Deepak Kumar Sharma, Notice Server	161999	ASK, ABU	Bldg.-in-Charge, Aayakar Bhawan Uttar, Kolkata	Asst. Caretaker of Aayakar Bhawan Uttar, Uttaran Market Complex, Block- DS II to IV, Ultadanga, Kolkata-700054	
7.	Haroon Rashid, O.S	136560	Addl.CIT Hqrs.(Admn & TPS), Kolkata	Addl.CIT, Hqrs(Admn & TPS), Kolkata	Asst. Caretaker of Rajabazar Godown, 68B, APC Road, Kolkata-700009.	
8.	Lalan Kumar Tax Assistant	161990	PCIT(AU)-2, Kolkata	Bldg.-in-Charge, 3, Govt. Place(West), Kolkata	Asst. Caretaker of Aayakar Bhawan, 3 Government Place (West), Kolkata-700001.	Will take over the charge of Asstt. Caretaker from 31.05.2025 (A.N) i.e the date of superannuation of Shri Monmohan Nayak

The officials who are now working as Caretaker/ Addl. Caretaker/ Asst. Caretaker for the buildings of Administrative Building, Aayakar Bhawan(Poorva), Kolkata ; DTRTI Building, Aayakar Bhawan (Poorva), Kolkata ; Aayakar Bhawan Uttar, Kolkata ; Aayakar Bhawan, 3 Government Place (West), Kolkata(whenever applicable) are directed to deliver handing over note which should invariably include all registers, stock list etc. which are under the control of Caretaker to the officials who have been selected vide this order as Caretaker/ Asst. Caretaker for the said buildings on their joining in the respective posts.

**Part-C:**

On cessation of their posting as Caretaker/ Asst. Caretaker, the following officials are hereby placed under the authority as mentioned against each name in **Col. No. 6** of the table below.

Sl. No.	Name	Employee ID	Designation	Presently posted under	Placed at the disposal of the
Col (1)	Col (2)	Col (3)	Col (4)	Col (5)	Col (6)
1.	Susanta Pramanik, O.S.	140493	O.S	Bldg.-in-Charge, DTRTI Building, Aayakar Bhawan (Poorva), Kolkata	PCIT-9, Kolkata
2.	Pintu Lal Hati	134382	O.S	Bldg.-in-Charge, Aayakar Bhawan Uttar, Kolkata	PCIT(AU)-2, Kolkata

All the process regarding relieving/ joining /charge handover, where applicable, should be completed on or before 17.01.2025 (A.N).

All the concerned authority should send Compliance report, where applicable, regarding relieving /joining of the officials mentioned in this order to this office latest by 20.01.2025.

Sd/-

( ADITYA BIKRAM )

आयकर संयुक्त आयुक्त, मुख्यालय, (कार्मिक एवं स्थापना), कोलकाता  
Joint Commissioner of Income Tax, Hqrs. (Pers. & Estb.), Kolkata.

कृते प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल और सिक्किम  
For. Pr. Chief Commissioner of Income Tax, WB & Sikkim

मेमो संख्या : PCCIT/WB&S/Pers/61/Caretaker/2024-25/17396-17495

दिनांक : 13/01/2025

सूचना के लिए प्रतिलिपि/ Copy forwarded for information and necessary action to:-

1. सभी मुख्य आयकर आयुक्त एवं आयकर महानिदेशक (अन्वेषण) /All Chief Commissioners& Director General of Income Tax in W.B & Sikkim Region.
2. सभी प्रधान आयकर आयुक्त/आयकर आयुक्त एवं प्रधान निदेशक / निदेशको/अपर आयकर महा निदेशको, पश्चिम बंगाल /All Pr. Commissioners/Commissioners and Pr. Director/Directors/ Addl. Director Generals of Income Tax in West Bengal.
3. सभी कार्यालय प्रमुख/डी डी ओ, पश्चिम बंगाल/ All Head of the Offices / D.D.Os in West Bengal.
4. प्रधान मुख्य आयकर आयुक्त पश्चिम बंगाल एवं सिक्किम के अंतर्गत सभी अनुभाग /All Sections under PCCIT, WB & Sikkim Office
5. लेखा अधिकारी: जेड ए ओ, सी बी डी टी, कोलकाता/ जेड ए ओ /Account Officers: ZAO, CBDT, Kolkata / ZAO's PCU in Kolkata and Mufassils.
6. सचिब/ Secys : WBIT Co-Opt. Stores Ltd./ BIT Co-Opt. Society Ltd./ ITEF, Bengal Circle/ All India Income
7. राजभासा अनुभाग/ Hindi Cell to issue Hindi version of this order.
8. सम्बंधित व्यक्ति/ Persons concerned.
9. Confidential Section for uploading this Order in departmental website, www.incometaxkolkata.gov.in
10. गार्ड फ़ाइल /Guard File.

(Dulnangha Reang)

आयकर उप आयुक्त, मुख्यालय ( कार्मिक एवं स्थापना), कोलकाता  
Deputy Commissioner of Income Tax, Hqrs., (Pers. & Estt.), Kolkata  
कृते प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल और सिक्किम  
For. Pr. Chief Commissioner of Income Tax, WB & Sikkim