

To

All Chief Commissioners/ Director Generals of Income Tax, WB & Sikkim Region

All Principal Commissioners/ Principal Directors/Additional Director Generals of Income Tax, WB & Sikkim Region

All Commissioners of Income Tax, WB & Sikkim Region

The President, ITGOA & ITEF, WB & Sikkim Region.

Respected Sir/ Madam,

Subject – Nominations for ‘Pr.CC’s Certificate for Distinguished Service’ – 2024 – reg.

Kindly refer to Office Order No. 11 issued from F.No. PCCIT/ Kol./Tech/ Pr.CC’s Certificate for Distinguished Service/2023-24/794 dated 11.01.2024 enclosed with this letter.

In continuation of the above order, following clarifications are being provided:

1. The objective of ‘Pr.CC’s Certificate of Distinguished Service’ is to give due recognition to employee(s) who have made exceptional efforts and contributed significantly in diverse areas of direct tax administration and/or for going the call of duty which may be as;-
 - (i) Tax payers services and facilitation/communication, including ease of doing business and grievance redressal;
 - (ii) Tax assessment, Investigation, Recovery, and Prosecution
 - (iii) Widening of the tax base;
 - (iv) Litigation management and judicial functions;
 - (v) Audit functions and improving accountability;
 - (vi) Infrastructure development;
 - (vii) Human resource development, including training and capacity building;
 - (viii) Beyond the call of duty;
2. You are requested to send nominations of Officers/Officials posted in your charge. Self nomination by the Officer/Official is also permitted. Nominations must be backed by cogent objective reasons & should be supported by suitable statistics, wherever applicable.
3. Nominations are required to be sent by the HODs or Officers / Official concerned (in case of self nomination) through email on the email id of JCIT(OSD)(Hq.)(Tech.), Kolkata [kolkata.dcit.hq.tech.pccit@incometax.gov.in] by 05.00 PM on 17.01.2024.

It is requested that wide publicity may be given to this letter.

Yours faithfully,

Enclosed – 1) Order dated 11/01/2024.

2) Nomination form.


(Vikas Choudhary)

JCIT(Hq.)(Tech.), Kolkata &
Member, Screening Committee for
‘Pr.CC’s Certificate for Distinguished Service’



**OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WB & S REGION
AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, KOLKATA-110002**

F. No. PCCIT/ Kol./Tech/ Pr.CC's Certificate for Distinguished Service/2023-24/	Dated: 11.01.2024
Email id- kolkata.dcit.hq.tech.pccit@incometax.gov.in	

OFFICE ORDER -

Subject: Constitution of Screening Committee for "Pr.CC's Certificate for Distinguished Services" during Republic Day, 2024-regarding.

A Screening Committee is hereby constituted for recommending nominations of "Pr. CC's Certificate for Distinguished Services" in accordance with Para 5 of Chapter XV i.e., Human Resource Management of Central Action Plan 2023-24.

2. The Members of Screening Committee for "Pr.CC's Certificate for Distinguished Service" are as under:

Sl. No.	Name of the Officers/ Officials	Place of posting	Post in Committee
1.	Sri D. K. Mishra	CCIT-6 , Kolkata	Chairman
2.	Sri. Lal Chand	Pr. CIT (RU) 1 & 2, Kolkata	Member
3.	Sri Praveen Kishore	CIT (Appeal Unit)-5, Kolkata	Member
4.	Sri. Vikas Choudhary	JCIT(Hqrs.)(Tech), Kolkata	Member
5.	Sri. Rajarshi Dasgupta	JCIT(OSD)(Hqrs.)(Tech), Kolkata	Member-Secretary
6.	Sri.Sayantan Banerjee	President, ITGOA	Member
7.	Sri. Sumit Bose	President, ITEF	Member

3. The proforma for filing nominations is being circulated separately along with this order. The self nominations by the employees and recommendations of HODs are to be sent latest by **05.00 PM on 17.01.2024 on the mail id [kolkata.dcit.hq.tech.pccit@incometax.gov.in]**.

4. The Screening Committee shall finalize and submit its recommendations on or before by **05.00 PM on 23.01.2024.**

5. In view of short period available, all CCsIT/DGsIT/Pr.CsIT/Pr.DGsIT/ADGsIT/CsIT are requested to give wide publicity to this order.

6. This issues with the approval of the Principal Chief Commissioner of Income Tax, Kolkata.

Sd/-
(Vikas Choudhary)
JCIT(Hq.)(Tech.), Kolkata
For Pr. CCIT, WB & Sikkim

M. No. PCCIT/ Kol./Tech/ Pr.CC's Certificate for Distinguished Service/2023-24/795-20 Dated: 11.01.2024

Copy to:

1. All Principal Chief Commissioners/Principal Directors General of Income Tax, WB & Sikkim Region.
2. All Chief Commissioners/Directors Generalsof Income Tax, WB & Sikkim Region.
3. All Pr. Commissioner of Income Tax/ Pr. Directors of Income Tax, WB & Sikkim Region.
4. All Commissioners/Directors of Income Tax, WB & Sikkim Region.
5. All. Addl. Directors Generalof Income Tax, WB & Sikkim Region.
6. ITGOA/ITEF, WB & Sikkim region.
7. Officers and officials concerned.

(Vikas Choudhary)
(Vikas Choudhary)
JCIT(Hq.)(Tech.), Kolkata
For Pr. CCIT, WB & Sikkim

Nomination Form

"Pr.CC's Certificate for Distinguished Service" during Republic Day 2024			
Category of Award:	Pr.CC's Certificate for Distinguished Service		
Name of Employee (in full) in (Hindi & English)			
Designation:			
Date of Birth (DD/MM/YYYY):			
Date of Joining/ Years of Service Completed as on date			
Present place of Posting:			
E-mail id			
Mobile No.			
APAR grading during last 3 Years	No. of Outstanding/ Excellent in APAR	No. of Very Good in APAR	No. of Good in APAR
	points between 8 to 10	Points between 6 and short of 8	Points between 4 and short of 6
Declaration/undertaking given by the officer/official that no criminal case/FIR is pending against him/her	Yes/No If Yes, date of Undertaking: Enclose the copy		
Performance /Achievement of Officer/Official (not more than 100 words)			
Special mention, if any (not more than 100 words)			
Remarks of the recommending authority (if any) justifying the proposal			
Signature of Recommending Authority Name: Designation: Date: (Official seal to be affixed)			

Declaration/Undertaking

I,-----S/o/D/o/W/oShri-----
-----R/o----- hereby declare that no proceedings in respect of any
Criminal case/ FIR is pending against me at the time of filing of this nomination form.

I further undertake to furnish details forthwith if any such Criminal case instituted against me
before investiture Ceremony.

Signature of the applicant/ recommended employee