



प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF
INCOME-TAX, WB & SIKKIM

आयकर भवन, पी-7, चौरंगी स्क्वायर, कोलकाता-700069

Aayakar Bhawan, P- 7, Chowringhee Square, Kolkata - 700 069

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F.No. PCCIT/WBS/Admn/DC/Est(GZ)/74/T&P(ITO)/2025-26/21865

Date: 10.03.2026

To,

1. All the CCsIT/DGIT in WB & Sikkim Region
2. All the PCsIT/PDIT in WB & Sikkim Region
3. All the CsIT/DIT in WB & Sikkim Region
4. The ADG (Vig) East Zone, CBDT, Kolkata
5. The ADG, NADT, RC, Kolkata
6. All ITOs posted in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

Sub: Circulation of Transfer & posting options Proforma for ITOs for AGT-2026– matter reg.

I am directed to enclose a copy of Transfer & posting options Proforma for ITOs for ensuing AGT-2026 for circulation amongst the ITOs posted in your charge. I am also directed to request you to instruct the ITOs under your charge (including the newly promoted in-situ ITOs) to submit the duly filled up proforma along with their representation (if any) on the email id kolkata.dcit.hq.admin.vig@incometax.gov.in latest by **18.03.2026**.

Yours sincerely,

Enclo: As stated above

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

आयकर उपायुक्त, 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)/74/T&P(ITO)/2025-26/21866

Date: 10.03.2026

Copy forwarded for information and necessary action to:

- (i) The General Secretary, Income Tax Gazetted Officers' Association, West Bengal Unit.
- (ii) Gazetted Confidential Section for uploading on the departmental website – www.incometaxkolkata.gov.in for information of all concerned officers.

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

आयकर उपायुक्त, मुख्या. (प्रशा. व सर्तकता), कोलकाता

DCIT, Hqrs. (Admin. & Vigilance), Kolkata

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REPRESENTATION PROFORMA FOR INCOME TAX OFFICERS FOR AGT-2026

1	Name	
2	Present Posting	
3	Date of Birth	
4	Present Address	
5	Posted in the present charge since	
6	i) Are you requesting for Transfer?	(Yes / No)
	ii) If yes, reasons thereof. (separate sheet may be used, if required)	
7	Are you willing to be posted in the headquarters?	(Yes / No)
8	Choice of Station(s) for posting on transfer:	
	1.Kolkata ☐	2.Hooghly ☐
	3.Haldia ☐	4.Burdwan ☐
	5.Midnapore ☐	6.Nadia ☐
	7.Murshidabad ☐	8.Balurghat ☐
	9.Durgapur ☐	10.Asansol ☐
	11.Alipurduar ☐	12.Raiganj ☐
	13.Siliguri ☐	14.Gangtok ☐
	15.Darjeeling ☐	16.Kalimpong ☐
	17.Jalpaiguri ☐	18.Coochbehar ☐
	19.Malda ☐	
	The officer is required to mandatorily submit four options from the stations given above in their order of preference and at least one option 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	
	20. Port Blair ☐	21.Bankura ☐
	22.Purulia ☐	23. Suri ☐

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 is **18.03.2026**.

ii) Any representation made thereafter will not be entertained.

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