



प्रधानमुख्यआयकरआयुक्तकार्यालय, पश्चिमबंगालऔरसिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
WEST BENGAL & SIKKIM
Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069
Admn. & Vigilance Section
Phone: (033) 2213 6150,
Email Id: kolkata.dcit.hq.admin.vig@incometax.gov.in

F.No. PCCIT/WBS/Admn/DC/Est(GZ)/72/T&P(Addl.CIT/JCIT)/2024-25/ 5657 - 5761
दिनांक, 16.07.2024

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. All Addl.CIT/JCIT posted in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

Sub: Circulation of Transfer & posting options Proforma for Addl.CsIT/JCsIT for AGT-2024– matter reg.

I am directed to enclose a copy of Transfer & posting options Proforma for Addl.CsIT/JCsIT for ensuing AGT-2024 for circulation amongst the Addl.CsIT/JCsIT posted in your charge. I am also directed to request you to instruct the Addl.CsIT/JCsIT under your charge 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 **23.07.2024**.

Yours faithfully,

Encl: As stated above.

(राजेंद्र जयपाल/ RAJENDRA JAIPAL)

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

5762-5763

मेमो No. PCCIT/WBS/Admn/DC/Est(GZ)/ 72/T&P(Addl.CIT/JCIT)/2024-25/ दिनांक, 16 .07.2024

Copy forwarded for information to:-

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

(राजेंद्र जयपाल/ RAJENDRA JAIPAL)

आयकर उपायुक्त, मुख्या. प्रशा. व सर्तकता, कोलकाता
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REPRESENTATION PROFORMA FOR Addl.CsIT/JCsIT

| | | |
|---|---|--|
| 1 | Name | |
| 2 | Present Posting | |
| 3 | Date of Birth | |
| 4 | Tenure at the Present Post | |
| 5 | Residential 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>) | |
| 9 | Choice of Station(s) for posting on transfer (Pls. choose any five(05) stations as per your preference on a scale of 1 to 5) | |
| | 1.Kolkata <input type="checkbox"/> | 2.Hooghly <input type="checkbox"/> |
| | 3.Haldia <input type="checkbox"/> | 4.Burdwan <input type="checkbox"/> |
| | 5.Midnapore <input type="checkbox"/> | 6.Asansol <input type="checkbox"/> |
| | 7.Jalpaiguri <input type="checkbox"/> | 8.Murshidabad <input type="checkbox"/> |
| | 9.Durgapur <input type="checkbox"/> | 10.Siliguri <input type="checkbox"/> |

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 **23.07.2024**.

ii) Any representation made thereafter will not be entertained.

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