



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](mailto:kolkata.dcit.hq.admin.vig@incometax.gov.in)

F.No. PCCIT/WBS/Admn/DC/Est(GZ)/73/T&P(DCIT/ACIT)/2024-25/ <sup>5551-5654</sup> 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 DCsIT/ACsIT posted in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

**Sub: Circulation of Transfer & posting options Proforma for DCsIT/ACsIT for AGT-2024– matter reg.**

I am directed to enclose a copy of Transfer & posting options Proforma for DCsIT/ACsIT for ensuing AGT-2024 for circulation amongst the DCsIT/ACsIT posted in your charge. I am also directed to request you to instruct the DCsIT/ACsIT 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](mailto: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  
कृतेप्र.मु.आ.आ.प.ब.एवंसिक्किम/ For Principal CCIT, WB & Sikkim

मेमोNo. PCCIT/WBS/Admn/DC/Est(GZ)/73/T&P(DCIT/ACIT)/2024-25/ <sup>5655-5656</sup> दिनांक, 16.07.2024

Copy forwarded for information to:-

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

(राजेंद्रजयपाल/ RAJENDRA JAIPAL)

आयकर उपायुक्त, मुख्या.प्रशा.व सर्तकता(, कोलकाता  
कृतेप्र.मु.आ.आ.प.ब.एवंसिक्किम/ For Principal CCIT, WB & Sikkim

**REPRESENTATION PROFORMA FOR DCsIT/ACsIT**

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	Are you willing to be posted in the headquarters?	( Yes / No )
10	Are you willing to be posted in the NADT, RC, Kolkata?	( Yes / No )
11	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. Suri <input type="checkbox"/>	8.Murshidabad <input type="checkbox"/>
	9.Durgapur <input type="checkbox"/>	10.Gangtok <input type="checkbox"/>
	11.Jalpaiguri <input type="checkbox"/>	12. Port Blair <input type="checkbox"/>
	13.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](mailto: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.