



मन्यमेव 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 6529

F.No.PCCIT/WB&S/Pers/9/T&P Compliance/ 2020-21 /7622

दिनांक, Dated 19<sup>th</sup> February, 2021.

To

1. All Hqrs to the CCsIT/DGIT of WB & Sikkim Region.
2. All Hqrs to the ADG(Vig)East CBDT; DTRTI
3. All Hqrs. to the PCsIT/PDsIT of WB & Sikkim Region.
4. All Hqrs. to the CsIT/DsIT of WB & Sikkim Region.
5. All officers in the Headquarters of Principal CCIT West Bengal & Sikkim.

Madam/Sir,

***Sub: Circulation of the Representation Proforma for AGT 2021 for Group B non-gazetted and all Group C officials - matter regarding.***

I am directed to enclose herewith a copy of the Representation Proforma for Annual General Transfer, 2021 for circulation among all Group B non-gazetted and all Group C officials posted under your charge. I am also directed to request you to kindly ensure that the Proforma after being duly filled up by the officials are submitted in the office of the Addl.CIT Hqrs(Pers & Estb), Kolkata, through proper channel latest by 01<sup>st</sup> March, 2021. This may be treated as urgent.

Encl: As stated above.

Yours faithfully,

(Suman Ghosh)

ACIT, Hqrs., (Pers. & Estb.), Kolkata  
For Pr.Chief Commissioner of Income Tax, WB & Sikkim

**REPRESENTATION PROFORMA OF GROUP 'B' NON-GAZETTED  
AND GROUP 'C' OFFICIALS FOR ANNUAL GENERAL TRANSFER 2021**

1	Name, Designation & Present Address				
2	Present Posting/Since [Specify Building/Station]				
3	Date of Birth , Employee Code , Contact No. & Mail ID				
4	Tenure at the Present Post & continuous stay at present station				
5	Choice of Station(s) for posting on transfer (Pls. choose any five(05) 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.Nadia <input type="checkbox"/>	7. Suri <input type="checkbox"/>	8.Murshidabad <input type="checkbox"/>	
	9.Durgapur <input type="checkbox"/>	10.Asansol <input type="checkbox"/>	11.Bankura <input type="checkbox"/>	12.Purulia <input type="checkbox"/>	
	13.Siliguri <input type="checkbox"/>	14.Gangtok <input type="checkbox"/>	15.Darjeeling <input type="checkbox"/>	16.Kalimpong <input type="checkbox"/>	
	17.Jalpaiguri <input type="checkbox"/>	18.Coochbehar <input type="checkbox"/>	19.Aliporeduar <input type="checkbox"/>	20.Raiganj <input type="checkbox"/>	
	21.Malda <input type="checkbox"/>	22.Balurghat <input type="checkbox"/>	23.Portblair <input type="checkbox"/>		
6.	Choices of Building(s) in Kolkata (Pls. give any five(05) as per your preference)				
	i)	ii)	iii)	iv)	v)
7.	Reasons thereof. (Seperate sheet may be used, if required)				
8.	Complete Posting Profile				
	Name of the post	Office & Station	From	To	Tenure(YY/MM)

Signature:

Date:

Place:

*\*All fields are mandatory except the field at Sl.No.8.*

Note: i) The last date for submitting the representation in the above Proforma in the O/o the Addl.CIT Hqrs.(Pers. & Estb.),Kol is 01.03.2021. Any representation made thereafter will not be entertained.

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