

OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX, KOLKATA-I, KOLKATA  
Hqrs.(Personnel), Aayakar Bhawan, P-7 Chowringhee Square, Kolkata-700 069.

F.No. 4E/2/2012-13/26002

Dated : 26.02.2013

To  
All Heads of Offices in West Bengal,  
Income Tax Department, West Bengal.

Sir,

Sub: Invitation of option for transfer & postings from the non-gazetted staff under the  
CCIT(CCA), Kolkata for the AGT-2013.

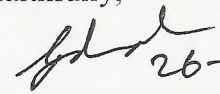
I am directed to inform you that for the purpose of the AGT-2013 it has been decided that the non-gazetted staff in the region of CCITCCA), Kolkata who are eligible for transfer AGT-2013 as per the existing policy or required to be transferred for special reasons, shall exercise thier options in the format enclosed herewith stating three choices of places / buildings of posting in order of preference to this office for consideration of the same in AGT-2013 exercise.

Therefore, I am directed to request you to kindly circulate the said option form among the non-gazetted staff, who are posted under your administrative controll as Head of Office, for exercising their options. I am also directed to request you to kindly issue necessary instructions in this regard so that representations for transfer, if any, in the duly filled up Proforma, reach the office of the undersigned on or before 15.03.2013. I am further directed to inform that no representation for transfer shall be entertained, if filed after the stipulated date, to avoid administrative inconvenience.

This may kindly be treated as **urgent**.

Encl: As stated.

Yours faithfully,

 26-02-13

( Goutam Kr. Mandal )

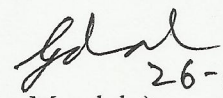
DCIT, Hqrs(Personnel), Kolkata  
for CCIT(CCA), Kolkata

M.No. 4E/2/2012-13/26003-26005

Dated : 26.02.2013

Copy forwarded for information to :

The Secretary, ITEF, Bengal Circle (Gr.'C') / ITEF, West Bengal Circle(Gr. 'D')All India  
Income Tax SC/ST Employees' Welfare Association, Kolkata.

 26-02-13

( Goutam Kr. Mandal )

DCIT, Hqrs(Personnel), Kolkata  
for CCIT(CCA), Kolkata



**OPTION FORM FOR NON-GAZETTED STAFF IN THE REGION OF THE CCIT(CCA), KOLKATA  
FOR CONSIDERATION IN THE AGT-2013 FOR TRANSFER AND POSTINGS**

**I. Proforma for Representation for Transfer:**

1	Name & Designation	
2	Contact No.	
3	Present Posting / Since	
4	Date of Birth	
5	Choice of Station(s) / Building(s) for posting on transfer	Reasons for the choice(s)
	1 <sup>st</sup> Preference:	
	2 <sup>nd</sup> Preference:	
	3 <sup>rd</sup> Preference:	

**II. Up-to-date Posting Profile:**

Designation	Office	From	To

Signature:

Date:

Place: