



प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
WEST BENGAL & SIKKIM**

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F. No. PCCIT/WBS/Admn/Est(Gz.)/Medical Cell/2025-26

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CIRCULAR

Subject - Constitution of a Medical Facilitation Cell for Serving & Retired Officers/Officials - Staff Welfare Initiative - reg.

As part of a welfare measure for our serving & retired Officers and Officials of the Income Tax Department in West Bengal & Sikkim region and in order to provide timely medical assistance to them, the Principal Chief Commissioner of Income Tax, West Bengal & Sikkim, is pleased to announce the establishment of medical cells to provide dedicated medical coordination and support.

2. **Objective:**

The Medical Cells are being constituted with the following objectives:

- To establish a systematic and streamlined process for facilitating priority medical treatment/consultation for serving & retired Officers and Officials.
- To ensure timely access to efficient healthcare services.
- To enable quick coordination and response during medical emergencies.

3. **Scope:**

This welfare measure shall apply to:

- All serving & retired Officers and Officials of the Department residing in the state of West Bengal, Sikkim & the Union Territory of Andaman & Nicobar Islands who require medical support for themselves or their immediate family members.



4. The authorized officer and the medical cells along with their respective jurisdiction is hereby constituted for the West Bengal & Sikkim Region as under:

S. No.	Authorized Officer	Jurisdiction for Medical Cell
1	PCIT-1, Kolkata	Areas under Murshidabad & Nadia district and the union territory of Andaman & Nicobar Islands.
2	PCIT-13, Kolkata	Areas under West Midnapore & Jhargram district
3	PCIT-9, Kolkata	Areas under East Midnapore district.
4	CIT (Admn. & TPS), Kolkata	Areas under Kolkata, Howrah, Hooghly, North 24 Parganas, South 24 Parganas district.
5	PCIT, Asansol	Areas under Paschim Bardhaman, Purba Bardhaman, Birbhum, Purulia, Bankura district
6	PCIT, Siliguri	Areas under Malda, Dakshin Dinajpur, Uttar Dinajpur, Coochbehar, Alipurduar, Jalpaiguri, Kalimpong, Darjeeling district and the entire state of Sikkim.

5. **Coordination Framework:**

The following steps will be undertaken for smooth facilitation:

- A dedicated Officer will be identified to serve as the Single Point of Contact (SPOC) for all medical support requests in each jurisdiction as mentioned in Para No. 4 above.
- The SPOC will help in resolving procedural difficulties & facilitate priority medical treatment/consultation.
- Contact details of the SPOC team will be provided for direct access by serving & retired Officials/Officers.
- The authorised officer may co-opt members from other charges at the respective stations/districts under their charge.
- In view of the large geographical expanse of the jurisdiction and other administrative reasons, the authorized officer may modify the above coordination framework to facilitate more efficient working of the medical cells vis-à-vis station wise formation of Medical Cells etc.



6. **Responsibilities:**

Role of Serving/Retired Officers and Officials:

Serving/Retired officers and officials are requested to send a message specifying the following details:

- a) Nature of the medical requirement.
- b) Preferred hospital/medical institution/date of appointment.
- c) Department/specialty for which the reference is required.
- d) Medical diagnosis or treatment needed (if available).
- e) Complete contact information (address, phone number, email).

Role of Liaison Officer/Helpdesk/SPOC:

For CGHS-related issues:

- Coordinate with the concerned SPOC for appropriate resolution.

For private hospital-related issues:

- Coordinate with the PRO of the concerned hospital. If unresolved, escalate the matter to the next higher authority for prompt action.

In case of emergencies:

- Serving/Retired Officers and Officials should proceed directly with hospital admission and treatment as per their CGHS/Departmental entitlement without waiting for team response. The team will, however, make every effort to provide early assistance.

7. **Nature of the Measure:**

This initiative is an informal welfare measure to ensure access to timely and effective healthcare. It is not a statutory right and does not supersede CGHS rules or other departmental policies. The Standard Operating Procedure (SOP) for this initiative will be reviewed annually or as required.

8. **Implementation:**

This welfare initiative will be implemented as per the objectives stated above.



9. **Constitution of Medical Cell by Designation –**
(For serving/retired Officers/Officials residing in Kolkata, Howrah, Hooghly, North 24 Parganas, South 24 Parganas district)

Sl. No.	Designation of the Officer/Official	Current Incumbent (Smt/Shri/Ms.)	Remarks	Mobile No.
1	Addl. CIT Hqrs. (Admn. & TPS), Kolkata	Aswini Prasad	Nodal Officer	9969298438
2	DCIT Hqrs. (Admn. & TPS), Kolkata	Ashutosh Kumar Sahu	Member	9040490489
3	DCIT Hqrs. (Co-ordination), Kolkata	Shyamal Kumar Das	Single Point of Contact (SPOC)	8902198895
4	DCIT Hqrs. to CIT(Exemption), Kolkata	Basuki Nath Jha	Member	7827171517
5	DCIT Circle-7(1), Kolkata	Nikhil Singh	Member	8825291585
6	DCIT Circle-11(1), Kolkata	Pramod Lakra	Member	8902199889
7	DDIT (Inv.) Hqrs. (Admn.) to DGIT(Inv.), WB, Sikkim & NER	Sukesh Adhikary	Member	8902196444/ 9433336919
8	ITO Hqrs. (PLO), Kolkata	Pankaj Kumar	Member	9875593156
9	ITO, Ward-22(2), Kolkata	Pramod Kumar	Member	9477330727
10	ITI, O/o CIT (Audit)-1, Kolkata	Biswa Deb	Member	8902195233
11	OS, O/o CIT (Audit)-1, Kolkata	Paromita Bhattacharya	Member	9477331289
12	OS, O/o CIT (Audit)-1, Kolkata	Neelam Michael Baxla	Member	8902199665/ 9903250039

The PCsIT mentioned in Para No. 4 above are requested to constitute respective Medical Cells for areas under their jurisdiction and the same may be brought to the notice of all serving/retired officers & officials, so that they can reach out to the designated officers/officials for any assistance related to medical coordination.



- This issues with the prior approval of the Pr. CCIT, West Bengal & Sikkim.

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