



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, 1ST FLOOR, ROOM NO. 14, P-7, CHOWRINGHEE SQUARE, KOLKATA - 700 069

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फा.सं./F. No. PCCIT/WB & S/Pers./67/Comp. Appt./MTS/2022-23/12324

Dated: 2nd Dec, 2025.

OFFICE MEMORANDUM

Sub: Document Verification of candidates selected for **Compassionate Appointment** against the vacancies of the Recruitment Year 2022 & 2023 to the post of **Multi-Tasking Staff** in the O/o The **Principal Chief Commissioner of Income Tax, West Bengal & Sikkim region**, Income Tax Department - matter regarding.

Please refer to the above.

It is intimated that the **candidates whose names are mentioned in the following table** have been recommended by the *Selection Committee for Compassionate Appointment* for appointment on Compassionate Ground to the post of **Multi-Tasking Staff (MTS)** in the O/o **The Principal Chief Commissioner of Income Tax, West Bengal & Sikkim region**, Income Tax Department against the vacancies of the Recruitment Year 2022 & 2023. It is pertinent to mention that he/she is liable to be posted/transferred anywhere under the jurisdiction of the Principal Chief Commissioner of Income Tax, W.B. & Sikkim i.e. West Bengal, Sikkim and Andaman & Nicobar Islands. If the concerned candidates are willing to be posted as **MTS**, they should fill up the following documents mentioned here under:

- (i) **Blank Attestation Forms** (3 copies enclosed, all to be filled & submitted in original) with a recent passport size photo to be pasted on the first page at the top left corner earmarked in all the three Attestation Forms (totalling to 3) and return these forms to this office for necessary Police Verification. **The items and columns of the Attestation Form should be filled in very legibly. All of them are mandatory and no item of the Forms should be kept blank;**
- (ii) **Medical certificate of fitness** in the prescribed Form 'A' along with statement in Form 'A-I' from any of the following authorities:
 - (a) **In the case of male candidate** -A Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent rank,
 - (b) **In the case of female candidate** -A Registered female medical practitioner possessing a medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956), Indian Medical Central Act, 1970 and Homoeopathy Central Council Act, 1973.
- (iii) **FORM 'B'** :-Two Certificates of good character in the (enclosed) prescribed form i.e. (Form 'B') from two Gazetted Officers of the Central or State Government or one such certificate from a Stipendiary Magistrate, not related with the appointee by birth or marriage.

- (iv) The following documents need to be produced for verification of candidature: -
- Original certificates in proof of your educational qualifications attained.
 - Proof of date of birth (Class X marksheet, admit card, pass certificate, etc.)
 - Identity Proof (Aadhaar/Voter Card etc.)
 - Caste certificate, certificate of PwBD (erstwhile PH), if applicable.
 - NOC from your previous employer (in case of serving as a Govt. Servant), if applicable.
 - Registration Card of Employment Exchange (in original), if applicable.
 - Any other documents supporting verification of candidature, if applicable.

Coloured Photocopies of all the requisite and applicable documents as stated above, attested by a Gazetted Officer should also be submitted.

- (v) **FORM 'C':-** The appointee must furnish a statement in the prescribed form (Form 'C') **(enclosed)** giving full particulars of his/her previous employment, if any, for the last three years under the Govt. of India or under any State Government and particulars of examinations in which the candidate has already applied/appeared/passed.
- (vi) **FORM 'G':-** Before joining, the appointee must give a declaration in the prescribed form **(enclosed)** to the effect that he/she does not have more than one wife/husband living.
- (vii) A certificate in the enclosed prescribed form will have to be produced by an appointee in support of the claim, if any, for being treated as a member of Scheduled Castes/Scheduled Tribes **(Annexure-II)** & OBC Community **(OBC Certificate Format)**.
- (viii) The candidates as tabulated below are also advised to go through the "Designation and Indicative List of Duties" in the cadre of MTS as per DOP&T O.M. No. No. AB-140171612009-Estt **(RR)** dated 30-04-2010 **(copy enclosed)** for information.

List of Candidates selected for appointment on compassionate ground:

Sl No.	Unique Registration Number	Name of the Candidate	DOB of candidate	Relation with the deceased/ Name of the deceased person	Reporting Date for Document Verification
1	06/2011-12	Debasish Samanta	01.01.1992	Son/ Late Probodh Chandra Samanta	11 A.M. on 10th Dec, 2025
2	16/2016-17	Proshanta Sarkar	25.12.1992	Son/ Late Nimaichand Sarkar	
3	13/2017-18	Dilip Kumar Majhi	03.05.1980	Son/ Late Dasharathi Majhi	
4	07/2001-02	Maloy Majhi	09.02.1976	Son/ Late Mahim Majhi	
5	08/1996-97	Baby Balmiki	18.04.1974	Daughter/ Late Nathulal Balmiki	

In this regard, the candidates mentioned in the above table are directed to submit all relevant forms, duly filled in & original documents (as applicable) and **to report for document verification on 10th December 2025 at 11 A.M** to the **O/o the Additional/Joint Commissioner of Income Tax, Hqrs., (Pers. & Estt.), W.B & Sikkim, 1st Floor, Room No.- 14, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069**, failing which it will be presumed that you are not willing to be appointed as **Multi-Tasking Staff** in the Income Tax Department, West Bengal & Sikkim Region. Please note that filling up of the forms does not necessarily mean that you will be offered appointment to the post of **Multi-Tasking Staff** in the Department.

Encl: As stated.

Sdl/-
(अश्विनी प्रसाद /Aswini Prasad, IRS)
अपर आयकर आयुक्त, मुख्यालय (कार्मिक एवं स्थापना), कोलकाता
Additional Commissioner of Income Tax, Hqrs. (Pers. & Estt.), Kolkata
for Principal Chief Commissioner of Income Tax, West Bengal & Sikkim

M. No. PCCIT/WB & S/Pers./67/Comp. Appt./MTS/2022-23/12325

Dated. 2nd Dec, 2025.

सूचना एवं आवश्यक कारवाई के लिये प्रतिलिपि/ Copy forwarded for information and necessary action to:

1. Persons Concerned.
2. DCIT Hqrs (Admn. & Vig), Kolkata with a request to upload this Office Memorandum along with all the enclosures on the website www.incometaxkolkata.gov.in so that it can be accessed by all the concerned candidates.

Ajay
(अजय चौधरी/Ajay Choudhary, IRS)
आयकर उप आयुक्त, मुख्यालय (कार्मिक एवं स्थापना), कोलकाता
Deputy Commissioner of Income Tax, Hqrs. (Pers. & Estt.), Kolkata
for Principal Chief Commissioner of Income Tax, West Bengal & Sikkim