



प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
WEST BENGAL & SIKKIM
Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069
Phone: (033) 2213 6150,
Email Id: kolkata.dcit.hq.admin.vig@incometax.gov.in

F.No. PCCIT/WBS/Admn/DC/Est(GZ)/72/T&P(Addl.CIT/JCIT)/2026-27/2215 Date: 20.05.2026

To,

All the CCsIT/DGIT in WB & Sikkim Region

All the PCsIT in WB & Sikkim Region

All the CsIT/DIT in WB & Sikkim Region

The ADG, NADT, RC, Kolkata

All Addl. CsIT/JCsIT under order of posting to West Bengal & Sikkim charge from other charge(s)

Madam/Sir,

Sub: Circulation of Transfer & posting options Proforma for Addl.CsIT/JCsIT for AGT-2026– matter reg.

I am directed to enclose a copy of Transfer & Posting Options Proforma for Addl. CsIT/JCsIT for ensuing AGT-2026 for circulation amongst the Addl. CsIT/JCsIT posted in your charge. Further, a copy of the Transfer & Posting Options Proforma is also being uploaded on the departmental website-<https://www.incometaxkolkata.gov.in/> for information of all officers in the grade of Addl. CsIT/JCsIT in this charge and also the Addl. CsIT/JCsIT who are under order of posting to this charge from other charge(s). All concerned officers in the grade of Addl. CsIT/JCsIT may kindly note that the last date for submission of the duly filled up option form along with representation (if any) on the email id-kolkata.dcit.hq.admin.vig@incometax.gov.in is **26.05.2026**.

Yours sincerely,

Encl: As stated above.

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

उप आयकर आयुक्त, मुख्या. (प्रशा. व. सर्तकता), कोलकाता

DCIT, Hqrs. (Admin. & Vigilance), Kolkata

कृते प्र.मु.आ.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim

M. No. PCCIT/WBS/Admn/DC/Est(GZ)/ 72/T&P(Addl.CIT/JCIT)/2026-27/ 2216 Date: 20.05.2026

Copy forwarded for kind information and necessary action to:-

1. The Secretary, IRS Officers Association, West Bengal.
2. The Secretary, ITGOA, West Bengal unit.
3. Gazetted Confidential section for uploading on the departmental website- <https://www.incometaxkolkata.gov.in/> for information of all concerned officers in the grade of Addl. CsIT/JCsIT.


20/05/2026

(आशुतोष कुमार साहू / ASHUTOSH KUMAR SAHU)

उप आयकर आयुक्त, मुख्या. (प्रशा. व. सर्तकता), कोलकाता

DCIT, Hqrs. (Admin. & Vigilance), Kolkata

कृते प्र.मु.आ.आ.प.ब.एवं सिक्किम/ For Principal CCIT, WB & Sikkim

TRANSFER & POSTING OPTIONS PROFORMA FOR Addl.CsIT/JCsIT FOR AGT-2026

1	Name	
2	Present Posting	
3	Date of Birth	
4	Present Address	
5	Posted in the Present charge since	
6	Are you requesting for Transfer? (Yes/No)	
7	Reason for transfer (<i>separate sheet may be used, if required</i>)	
8	Are you willing to be posted in the NADT, RC, Kolkata?	(Yes / No)
9	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.Jalpaiguri <input type="checkbox"/>	8.Murshidabad <input type="checkbox"/>
	9.Durgapur <input type="checkbox"/>	10.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 is **26.05.2026**.
- ii) Any representation made thereafter will not be entertained.
- iii) Choice of stations should be made strictly as per Proforma.