

कार्यालय प्रधान आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, W.B. & SIKKIM  
आयकर भवन, P-7, CHOWRINGHEE SQUARE, कोलकाता -700069.

फाईल No.Genl/164F/C/CT//2016-17/ 3564 - 3783 दिनांक : 04-10-2016

सेवा में,

All Head of Offices/All DDOs,  
Under the West Bengal Charges  
(Including the Mofussil charges)

महोदय,

विषय Sub: Purchase of Utility Goods for the non-gazetted staff members  
of the department for the financial Year 2015-16 – Matter Reg.

I am directed to inform you that the Competent authority has accorded its approval to provide the following utility goods for all the non-gazetted staff members posted in the region of Principal CCIT, WB & Sikkim for the financial year 2015-16. The details of items, their quantity and rates are given hereunder:-

Sl. No.	Items	Quantity	Rate( Rs.)	Amount(Rs.)
1.	Bombay Dyeing Towel (Big)	1 Piece	610/-	610/-
2.	Bombay Dyeing Towel (Small)	2 Pieces	120/-	240/-
3.	Cup & Saucer	6 Pieces	110/-	660/-
4.	Borosil Tumbler Glass with Lid	2 Pieces	90/-	180/-
5.	Pen	4 Pieces	150/-	600/-
6.	Mysore Gold Soap	4 Pieces	70/-	280/-
7.	Duster	4 Pieces	40/-	160/-
8.	Big Plate (La-Opala)	2 Pieces	130/-	260/-
9.	Small Plate (La-Opala)	2 Pieces	90/-	180/-
10.	Bowl (La-Opala)	2 Pieces	75/-	150/-
11.	Dinner Spoon	2 Pieces	30/-	60/-
12.	Dinner Fork	2 Pieces	30/-	60/-
13.	Soap Case	2 Pieces	30/-	60/-
T O T A L				3500/-
(Rupees: Three Thousand Five Hundred only)				

Accordingly, you are requested to kindly make necessary arrangements for purchase and distribution of the above mentioned utility goods for the staff members posted in your office.

Like the previous year, you can make purchase of the above mentioned utility goods from the West Bengal Income Tax Co-operative Stores Ltd. or from any other enlisted Vendors of the Department after observing due procedures as laid down in GFR, 2005 for the procurement of goods.

Yours faithfully,

*Sd*  
04/10/2016

(शुभमय दत्ता / SUBHAMAY DATTA)  
I.T.O. Hqrs, (Admn. & TPS) –I, Kolkata.  
For Pr. CCIT. W.B. & Sikkim