प्रधान मुख्य आयकर आयुक्त का कार्यालय,कर्नाटक एवं गोवा क्षेत्र ,बेंगलूरु.
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, KARNATAKA & GOA REGION, BENGALURU.
केंद्रीय राजस्व भवन,नं:1,क्वींस रोड,बेंगलूरु.560001-
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F.No.11(1)/Quarters Repairs/2026-27/Pr.CCIT Date : 04.11.2026

NOTIFICATION

Sub: Procedure for Registering Requests for Quarter Repairs and Maintenance through the Official Website of the Income Tax Department, Karnataka & Goa Region – Reg.

1. The Income Tax Department, Karnataka & Goa Region, owns 417 residential quarters of various types situated in different localities across Bengaluru for the accommodation of its officers and officials posted in the city. With a view to enhancing employee convenience, expediting the resolution of repair requests, and streamlining the coordination of repair and maintenance works, this office has introduced an online facility for registering repair and maintenance requests for departmental residential quarters through its official website.

2. All officers and officials residing in departmental residential quarters are requested to make use of this facility and follow the procedure outlined below to register their repair and maintenance requests online.

Procedure to Register a Repair Request

a. **Visit the Official Website:** Visit the official website of the Income Tax Department, Karnataka & Goa Region, at https://www.incometaxkarnatakagoa.gov.in.
b. **Employee Login:** On the home page, click on the **'Employee Login'** tab and log in using your Employee ID and password. For example, if the Employee Number is **U789456**, the Employee ID to be entered for login will be **789456** (i.e., the numerical portion of the Employee Number). The default password will be the mobile number registered with the Income Tax Department.
c. **Navigate to Accommodation:** After successfully logging in, navigate to the **"Accommodation"** section.
d. **Select Repair Works:** Click on the **"Request for Repair Works"** option.
e. **Submit Repair Request:** Fill in the requisite details in the application form, verify the information furnished and submit the repair request.

3. It may be noted that for quarters in colonies maintained by the Central Public Works Department (CPWD) viz. Jalahalli, Jayamahal and Yelahanka (for Electrical work) residents must first register their repair complaints with CPWD. Only if CPWD fails to attend to the complaint should the repair request be registered through the Income Tax Department's website.

4. All concerned officers and officials are requested to make use of this facility and follow the above procedure to ensure proper monitoring and timely resolution of repair-related issues.

5. This issues with the approval of the Pr.Chief Commissioner of Income Tax, Karnataka and Goa Region.

(Darshana Kumar HG, IRS)
Deputy Commissioner of Income Tax (HQ)(Infra)
O/o the Pr. Chief Commissioner of Income Tax, Bengaluru

Encl : Step by Step procedure to register a repair work request.

Copy to:
1. All Officers & officials of the Department posted in Bengaluru.
2. All the AAO/DDO's posted in Bengaluru
3. All the Caretakers of Income Tax Colonies in Bengaluru.
4. The President of Income Tax Gazetted Officers Association and Income Tax Employees Federation.
5. The Income Tax Department Official Website.
6. Notice Board of all the Official Buildings and residential buildings in Bengaluru

Step-by-Step Procedure – Repair Work Request

Income Tax Department – Karnataka & Goa Region

1. VISIT OFFICIAL WEBSITE

Open the Income Tax Department, Karnataka & Goa portal.

incometaxkarnatakagoa.gov.in

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2. EMPLOYEE LOGIN

Click on the Employee Login tab.

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3. ENTER CREDENTIALS

Enter Employee ID and registered mobile number as the default password.

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4. ACCOMMODATION

Navigate to the Accommodation section.

5. REPAIR WORKS

Select Request for Repair Works.

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6. FILL APPLICATION

Enter all required repair details in the application form.

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7. SUBMIT REQUEST

Review the application and submit the repair request.