



ಪ್ರಧಾನ ಮುಖ್ಯ ಆದಾಯ ತೆರಿಗೆ ಆಯುಕ್ತರ ಕಛೇರಿ, ಕರ್ನಾಟಕ ಮತ್ತು ಗೋವಾ ವಲಯ, ಬೆಂಗಳೂರು
ಕೇಂದ್ರ ಕಂದಾಯ ಭವನ, ನಂ.1, ಕ್ವೀನ್ಸ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560001.

प्रधान मुख्य आयकर आयुक्त का कार्यालय, कर्नाटक एवं गोवा क्षेत्र, बेंगलूरु
केंद्रीय राजस्व भवन, नंबर 1, क्वींस रोड, बेंगलूरु-560001.

Office Of The Principal Chief Commissioner Of Income Tax, Karnataka & Goa Region, Bengaluru.
Central Revenue Building, No. 1, Queen's Road, Bengaluru - 560 001.

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F.No.205(2)/TA Appt./2025-26/Pr.CCIT

Dated: 16-05-2025

ORDER NO. 30 OF 2025-26

Sub: Posting of candidates on Appointment as **TAX ASSISTANT** - Reg.

The following candidates on appointment as **TAX ASSISTANT** is/are posted to the office mentioned against their names.

SL. NO.	NAME	ROLL NO.	OFFICE	STATION
1	MUKUL	2201379755	PR.CIT-2,BENGALURU	BENGALURU
2	SHUBHAM TIWARI	3010078328	CIT(APPEALS) UNIT-7,BENGALURU	BENGALURU
3	DECHHEN DOLMA TAMANG	4415023996	DGIT(INV.),BENGALURU	BENGALURU

2. The Appointment Orders issued by this office are subject to production of pending original documents (if any) by the Candidate. The original documents needs to be verified and obtained and placed in their dossier. In this connection, the following stipulations are required to be complied with:

A. Reg. appointment/cancellation procedure:

(i) The original Certificate of character and antecedents of the candidate issued by a Gazetted Officer or a Member of Parliament or Member of Legislative Assembly and attested by Class-I Executive Magistrate/District Magistrate or Sub-Divisional Magistrate is to be retained in Service Register. **The original Caste certificate in case of reserved candidate is to be obtained and placed in the Service Register of the Official.**

(ii) If the candidate declines the offer of appointment or fails to report for duty within the time allowed, or there is no response from him/her, **this office is to be intimated immediately on completion of the reporting date/extended reporting date (if any)**, so that the offer of appointment may formally be cancelled. On receipt of the Cancellation Order from this office, the dossier of such a candidate may thereafter be returned to this office after placing therein a copy each of the reminder letter(s) or any communication received from the candidate in original and postal acknowledgments.

(iii) A copy of correspondence with the candidate, if any, may be endorsed to **this office** and to the following addresses:

- (a) The Regional Director of the SSC from where the dossier has been sent.
- (b) The CCIT/CIT/Head of Office concerned.

- (c) The Addl.CIT(HQ)(Vig.), O/o Pr.CCIT, Bengaluru.
- (d) The DDO concerned.
- (e) The ZAO, CBDT, Bengaluru/Hubballi/Panaji/FPU concerned.

B. Procedure to be followed at the time of the candidate's joining for duty:


The Heads of Offices concerned are requested to follow the procedure as under at the time of the candidate's joining for duty:

- (i) It may be ensured that all the dossiers contain attestation form, medical fitness certificate, medical declaration, character certificate, declaration by a re-employed ex-serviceman for not having utilized the benefit of reservation earlier are in original, if not the original of the documents may be obtained and placed in the dossier
 - (ii) The enclosed dossier file should also form part of the S.R.
 - (iii) The Oath of allegiance/form of declaration may be obtained and placed in the S.R.
 - (iv) A declaration regarding Home Town may be obtained and placed in the S.R.
 - (v) The necessary nominations in the prescribed forms may be obtained in respect of CPF, DCRG and CGEGIS and placed in the S.R.
 - (vi) Two certificates of character not more than three months old from Gazetted Officers not related to him/her (without attestation from SDM/Equivalent Rank) shall be obtained and placed in the dossier. This is apart from the Certificate of Character in the proforma duly signed by a Gazetted Officer and attested by an officer of the rank of Sub-Divisional Magistrate or his superior office of Revenue Department or the officer of equivalent rank produced at the time of Document Verification.
3. In cases of candidates seeking extension, the same shall be forwarded to this office for consideration. **Under no circumstances, extension shall be granted by the Head of Office / Head of Department concerned.**
4. Duly filled and Approved '**Application/Bio-Data Form for Employee Number Allotment**' and '**E-Mail ID Creation Request Form**' along with the '**Duty Joining Report**' of the new employee is required to be forwarded to this office. (The forms can also be downloaded from the department website 'www.incometaxbengaluru.gov.in').

Sd/-
(PRAVEEN KARANTH)
Commissioner of Income Tax (Admn. & TPS)
Bengaluru.

To,
The Concerned Head of Office – with the Dossier file of the Candidate.

Copy to: The CCIT-1, BENGALURU.
: The DGIT(INV.), BENGALURU
: The PR.CIT-2, BENGALURU.
: The CIT(APPEALS) UNIT-7, BENGALURU.
: The ZAO, CBDT, Bengaluru.
: PF / File.


(ANAND)
Dy. Commissioner of Income Tax(HQ)(Admn.),
for Pr. Chief Commissioner of Income Tax,
Karnataka & Goa Region, Bengaluru.