



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(10)/MTS/2025-26/Pr.CCIT

Dated: 26-04-2025

ORDER NO.22 OF 2025-26

Sub: Posting of candidates on Appointment as **MULTI TASKING STAFF** – Reg.

The following candidates on appointment as **MULTI TASKING STAFF** are posted to the offices mentioned against their names.

SL. NO.	NAME	OFFICE	STATION
1	JYOTHI MOHAN CHAVAN	ADDL.CIT/JCIT, RANGE-1, HUBBALLI	HUBBALLI

2. The Appointment Orders issued by this office is 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:

- The Regional Director of the SSC from where the dossier has been sent.
- The CCIT/CIT/Head of Office concerned.
- The Addl.CIT(HQ)(Vig.), O/o Pr.CCIT, Bengaluru.
- The DDO concerned.
- 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). The following may be verified:
 - i). Whether the candidate is within the age limit.
Upper age limit should be reckoned from 31/07/2024.
 - ii). All original certificates in proof of age, qualification, should be verified.
 - iii). Signatures, left thumb impressions, handwritings obtained on the admission certificate at different stages of the exam and that on application form with attestation form may be checked thoroughly. In case of any mismatch or doubt, opinion GEQD/CFSL may be obtained for ascertaining impersonation at any stage of recruitment. If impersonation is confirmed from GEQD/CFSL report, the candidature may be cancelled. The name and Roll No. of such candidate may kindly be intimated to this office for onward transmission to the HRD, CBDT.
- (ii) The candidate should be allowed to join for duty only on production of physical fitness certificate from the Competent Medical Authority.
- (iii) Apart from the above, the following points may also be taken note of at the time of the candidate's joining for duty:
 - (i) In case the attestation form submitted by the candidate along with enclosures are not complete in all respects then the same may be got duly filled in.
 - (ii) The enclosed dossier file should also form part of the S.R.
 - (iii) The medical certificate may be obtained and placed in the S.R.
 - (iv) The Oath of allegiance/form of declaration may be obtained and placed in the S.R.
 - (v) A declaration regarding Home Town may be obtained and placed in the S.R.
 - (vi) The necessary nominations in the prescribed forms may be obtained in respect of CPF, DCRG and CGEGIS and placed in the S.R.
- 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 'incometaxbengaluru.org').

Sd/-

(**SUNDEEP KUMAR H.S.)**

Joint Commissioner of Income Tax (HQ)(Admn.)
For Pr. Chief Commissioner of Income Tax,
Karnataka & Goa Region, Bengaluru.

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

Copy to: The CCIT/DGIT concerned.

: The Pr.CIT/CIT concerned.

: The Office of Posting concerned.

: The DDO concerned.

: The Addl.CIT(HQ)(Vig.), O/o Pr. CCIT, Bengaluru.

: The ZAO, CBDT, Bengaluru / Hubballi / Panaji / FPU Concerned.

: PF / File.



(**ANAND**)

Dy. Commissioner of Income Tax
For Pr. Chief Commissioner of Income Tax,
Karnataka & Goa Region, Bengaluru.