



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 - 560 001.

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F.No.226(2)/2025-26/Pr.CCIT

Dated: 03-06-2025

MEMORANDUM

Sub: Intimations for applying in various posts/exams submitted by the officials, endorsement thereof and issuance of NOC – Decentralisation of - Regarding

Ref: 1. DOPT O.M. in No.28020/1/2010-Estt.(C) dated 17/08/2016.
2. This office letter in F.No.226(2)/2020-21/Pr.CCIT dated 22/03/2021
3. This office Memorandum in F.No.226(2)/2022-23/Pr.CCIT/Bng dated 05/09/2022
3. This office letter in F.No.226(2)/2024-25/Pr.CCIT dated 21/02/2025

Department of Personnel and Training vide O.M. dated 17/08/2016 had issued certain guidelines with regard to Technical Resignation and Lien. As per the instructions, the prime condition for treating a resignation as Technical is that the officials who intend to apply for various jobs are required to route their applications through proper channel. Further, the officials who have applied before joining the Government Service are required to intimate the details immediately on their joining service. Since, the process of submitting applications has been changed from physical form to online submission, it is required to streamline the process of submission of applications by the officials to ensure that the intimations are submitted in time. In this regard, various instructions were issued by this office from time to time for streamlining the process to ensure timely submission of intimations by the Officials.

So far, the action on the intimations received from the officials was dealt by this office. Vide this office Memorandum dated 05/09/2022, the Commissioner of Income-tax (Admn. & TPS), Bengaluru was delegated the powers to decide the action to be taken on the intimations received from the officials viz., admission of intimations, issuance of endorsements and subsequent issuance of No Objection Certificates including condonation of delay in submission of intimation up to 6 months. Subsequently, this office vide letter dated 21/02/2025 modified the instructions to the extent that (i) the officials, who applied for posts/exams prior to joining the Department are required to submit the details of exams along with relevant copies within one month of joining the Department, (ii) to submit a copy of intimation submitted to the previous department along with endorsement received and (iii) to submit a declaration in case the official was not in any government service. Copies of these instructions are enclosed herewith for reference.

Now, it has been decided to decentralise the above process to the Heads of the Department concerned, up to the stage of issuance of No Objection Certificate on having intimated about the examinations/ jobs (viz., submission of intimation for having applied for the examination/job, issuance of endorsement and issuance of No Objection Certificate). However, the Heads of Department shall strictly follow the instructions issued by this office through the above communications while considering the intimations submitted by the officials, including the timeline within which the intimations are to be submitted at various stages by the officials to maintain uniformity by all Heads of Departments in dealing with these issues.

The action on the Technical Resignation submitted will be taken by this office only as the same is to be approved by the Principal Chief Commissioner of Income-tax, Bengaluru being the Cadre Controlling Authority. When the officials apply for Technical Resignations, the Heads of Department, before forwarding them to this office, are required to verify the above aspects and enclose the endorsements issued by HODs with regard to intimation / NOC issued by the HODs / specific comments in case of absence of these documents, as to whether the resignation to be treated as Technical or not. The Resignation tendered by the officials will be accepted as "Technical" only when the copies of the above documents are attached with the applications, along with the comments/recommendations by the Heads of Department.

The above process of decentralization of action on the intimations for exams/jobs submitted by the officials up to the level of NOC will be effective from 09th June, 2025. Any applications received on or after 09/06/2025 will not be processed by this office and will be returned to the Heads of Department Concerned. These instructions may be circulated amongst various offices under your charge for the information of Heads of Offices and Officials working therein.

This issues with the approval of the Principal Chief Commissioner of Income-tax, Karnataka and Goa Region, Bengaluru.



(ANUJ M)
Joint Commissioner of Income-tax (Hq)(Admn.)
for Principal Chief Commissioner of Income-tax
Karnataka and Goa Region, Bengaluru

Encl: As above.

To: All the Heads of Department in Karnataka and Goa Region.

Copy to: All CCsIT/DGIT in the region
All sections in the O/o Pr.CCIT, Bengaluru
PF/File.