



**Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,**

10TH Floor, Income Tax Towers,
AC Guards, Hyderabad – 500 004,
Tel. No. 040 – 23425474, Fax 040-23241427

F.No.Pr.CCIT/Gen.Circulars/Estt/2017

Date: 08.12.2017

12

To

All Group "A" Officers of
Andhra Pradesh and Telangana Regions.

Sir,

Sub: Notice of voluntary retirement or resignation from service –
Office Memorandums - Forwarding of – Reg.

--XX--

I am directed to forward herewith Office Memorandums in No.A-38012/14/2017-Ad VI(A) dt.20.07.2017 and in No.A-38012/18/2017.Ad-VI(A) dt.05.12.2017 on the above subject, received from the Central Board of Direct Taxes, New Delhi issuing instructions/guidelines relating to voluntary retirement or resignation from service, for information and compliance.

Yours faithfully,

(K H KRISHNAN)

Administrative Officer (Estt.),
O/o Pr.CCIT (AP & TS), Hyderabad

Encl: As above

No.A-38012/18/2017-Ad.VI (A)
भारत सरकार
Government of India
वित्त मंत्रालय
Ministry of Finance
राजस्व विभाग
Department of Revenue
केंद्रीय प्रत्यक्ष कर बोर्ड Central Board of Direct Taxes

New Delhi, the 5th December, 2017

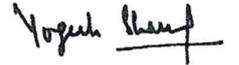
OFFICE MEMORANDUM

Subject: Notice of voluntary retirement or resignation from service – reg.

The Board, vide O.M. No.A-38012/14/2017-Ad.VI(A) dated 20.07.2017, requested all Pr.CCIT's (CCA) to ensure that the notice of voluntary retirement/resignation is submitted to the Board within 15 days from the date of its receipt along with the pre-requisite certificates/documents listed therein and its recommendation.

2. Despite it, notices of the officers which are not addressed to the President of India or which are not accompanied with the 'Qualifying Service Certificate' or 'No Dues Certificates', as the case may be, are sent to the Board.

3. The matter has been considered and it has been decided to request all the Pr.CCIT's (CCA)/Pr.DGIT's to ensure that the notices for seeking voluntary retirement or resignation, as the case may be, are sent to the Board within 15 days of its receipt along with all the concerned certificates and documents and its recommendation. Henceforth, if any incomplete notice is sent to the Board or if it is not submitted to the Board within the stipulated time frame, it would be seen very seriously and the concerned Pr.CCIT/Pr.DGIT would be held responsible for not adhering to the prescribed instructions/guidelines.



(Yogesh Sharma)

Under Secretary to the Govt. of India

Tele # 2309 5565

All the Pr. CCIT's (CCA)/Pr.DGIT's

Copy to :

1. Pr.CCIT (CCA), Patna w.r.t. to their letter No.15005/01/2017-18/4547 dated 05.10.2017.
2. DBC with the request to upload it on irsofficeronline.gov.in for compliance by all concerned.

*Accd (mn)
Pl circulate
to all Group-A
offices.*

By Speed Post/ Fax

F.No. A-38012/14 /2017-AdVi(A)
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)

New Delhi, the 20th July, 2017

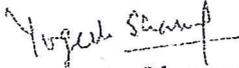
OFFICE MEMORANDUM

Subject: Notice of voluntary or resignation from Service & Resignation of
IRS Officers - Regarding

It has been the experience for the past some time that the notice for seeking VRS or for resignation from service is sent to the Board without providing the qualifying service certificates, NOC and the recommendation of the concerned CCA. Also the notices are forwarded to the Board very late leaving very little time for the Competent Authority to take a decision in the matter.

2. All the Pr. CCIT's (CCAs) are requested to ensure that the notice for VRS/resignation is submitted to the Board within 15 days from the date of its receipt, alongwith the following certificate/documents.

- (i) Notice of VRS/ Resignation must be addressed to the Hon'ble President of India.
- (ii) Rule under which officers seek Voluntary Retirement from Service must be indicated
- (iii) The Qualifying Service Certificate under Rule 48A or 48(1) of CCS Pension Rules, 1972 & FR-56K should be verified by concerned Zonal Account Officer.
- (iv) 'No Due Certificate', in case of resignation, should be submitted alongwith the notice.
- (v) Recommendation of concerned Pr. CCIT (CCA)/Pr. DGIT.


(Yogesh Sharma)

Under Secretary to the Government of India
Tele. No. 23095565

All Pr. CCIT(CCA)/Pr .DGIT

Copy to:-

- (i) Web Manager for uploading on the www.irsofficersonline.orgwebsite.