

कार्यालय
प्रधान मुख्य आयकर आयुक्त
तीसरी मंजिल, आयकर भवन,
महर्षि कर्वे मार्ग, मुंबई - 400 020



Office of the
Pr. Chief Commissioner of Income tax
3rd floor, Aayakar Bhavan,
Maharshi Karve Road, Mumbai - 400 020

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F.No.Pr.CCIT/Mum/HQ/Pers./Circular/Comp.Recr. RY-2024 & 2025/2025-26

Dated: 09/03/2026

CIRCULAR

Sub:- Fixing of date of Document Verification of candidates selected on the basis of Compassionate Appointment (RY 2024 & RY 2025) for the post of Tax Assistant, Stenographer Grade II and Multi Tasking Staff to the office of the Pr. Chief Commissioner of Income Tax, Mumbai region - Reg

The candidates recommended for appointment to the post of **Tax Assistant, Stenographer Grade II and Multi Tasking staff** on the basis of **Compassionate Appointment (RY-2024 & RY-2025)**—and for whom a date for document verification has been fixed is enclosed herewith. The candidates are required to report at the **Multi-Purpose Hall (Pandal), Ground Floor, Aayakar Bhavan, New Marine Lines, M.K. Road, Mumbai - 400020** on **16.03.2026** as per list enclosed at **11:00 a.m. sharp**, and must bring the following documents :

1. 4 sets of Attestation form (11 pages in each set) (ALL SETS IN ORIGINAL with recent photograph) (PHOTOCOPY NOT ALLOWED) (form available on www.incometaxmumbai.gov.in).
2. Mark Sheet and Passing Certificate related to educational qualifications from Std.10th to the last qualified Degree.
3. Proof of Age (School Leaving Certificate/ Std.10th Certificate showing the Date of Birth or Birth Certificate issued by competent authority).
4. Certificate of Physical Disability along with UDID card (If applicable).
5. Service Leaving Certificate/ Discharge book of Ex-Servicemen (if applicable).
6. If belonging to SC/ST/OBC category, valid caste certificate issued in the Central Government format by the competent authority in this regard (two copies).
7. Evidence in support of claim of age relaxation, if any.
8. Medical Fitness Certificate issued by a Civil Surgeon/Chief Medical Officer or Medical Superintendent of any Government hospital. The Medical Fitness certificate is to be submitted only in the prescribed format (3 pages in original) that is available on and www.incometaxmumbai.gov.in.

Instructions :-

- All the above-mentioned documents at Sr. No. 2 to 7 should be brought in original along with a self-attested photocopy of each.

- If the candidate is a Central/State Government employee, he/she may produce this letter to his/her controlling authority to enable them to provide his/her medical examination report along with police verification report, vigilance clearance, No objection certificate and character certificate (original / attested copy) obtained at the time of his/her appointment, and carry all these documents to be sent to this office through proper channel at the time of Document Verification.
- Candidate's Details Form completely filled along with required enclosures (form available on www.incometaxmumbai.gov.in).
- 5 recent passport-size photographs.
- You are instructed to bring the **complete address of the respective district police headquarters** where you have resided for more than one year in last five years (with pin code) and also the complete address of the respective office of the concerned authority from where your caste certificate has been issued (if applicable).

As mentioned above a copy of the Attestation Form (along with instructions to fill the same), Medical Statement and Declaration Form and Candidate's Detail Form available on the website www.incometaxmumbai.gov.in. Candidates are requested to download the forms, fill them up in his own handwriting as per instructions, and carry the same with him for document verification.

Candidates should note that no travelling, boarding, lodging or other allowance shall be paid to them for verification of above-mentioned documents.

Encl: As above



R 9/13/26
(प्रितमकुमार तुरेराव, भा.रा.से.)

(PREETAMKUMAR TURERAO, I.R.S.)

संयुक्त आयकर आयुक्त (मुख्यालय) कार्मिक, मुंबई

Jt. Commissioner of Income-Tax(HQ) Personnel, Mumbai

Copy to : 1. ITO(HQ) System, with the request to publish the said notice on the departmental website : www.incometaxmumbai.gov.in



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(प्रितमकुमार तुरेराव, भा.रा.से.)

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संयुक्त आयकर आयुक्त (मुख्यालय) कार्मिक, मुंबई

Jt. Commissioner of Income-Tax(HQ) Personnel, Mumbai

Candidates Qualified for the post of Tax Assistant, Stenographer Grade II and Multi tasking staff, Mumbai on the basis of Compassionate Appointment (RY 2024 & RY 2025) :

Sr. No.	Candidate's Name	Name of the Missing Govt. Official in respect of whom Compassionate Appt has been made and her/his designation	Post Selected for
1	Ms. Swetha Sreejit Nambiar	Late Shri K.V. Sethumadhvan (I.T.O)	Tax Assistant
2	Shri Mayank Sudhakar Dhurve	Late Shri Sudhakar K Dhurve (D.C.I.T)	Tax Assistant
3	Shri Mandar M. Ashrit	Late Smt. Sushila M. Ashrit (INSP.)	Tax Assistant
4	Shri Saurabh Shantaram Bagade	Late Shri Shantaram Tukaram Bagade, (I.T.O.)	Tax Assistant
5	Shri Melvin Soli	Late Smt. Juliet Soli, (Insp.)	Tax Assistant
6	Shri Shrikant Chandrakant Kamble	Late Shri Chandrakant P Kamble (T.A.)	Tax Assistant
7	Ms. Sarmistha Maity	Late Shri Sudipto Maity (Inspector)	Tax Assistant
8	Shri Raj Ravindra Sane	Late Smt Rashmi Ravindra Sane(A.O.)	Tax Assistant
9	Ms. Priya Ganesh Pokharkar	Late Smt. Pramila Parshuram Ambawale (N.S.)	Tax Assistant
10	Shri Kunal Krishna Kadam	Late Shri Krishna Dhondur Kadam (N.S.)	Tax Assistant
11	Shri Siddhansh S. Kanojia	Late Shri Suresh Lalman Kanojia (O.S.)	Tax Assistant
12	Shri Rahul S Chikhalkar	Late Smt. Archana Rahul Chikhalkar (ITO)	Tax Assistant

13	Ms. Janhavi Krishna Karale	Late shri Krishna Vasant Karale (Inspector)	Tax Assistant
14	Ms. Shreya Subhash Manyar	Late MS. Nupura Subhash Manyar(TA)	Tax Assistant
15	Ms. Shraddha N. Dumbre	Late Shri Shravan N Dumbre (T.A.)	Tax Assistant
16	Shri Siddhesh M Mathur	Late Shri Mukesh S. Mathur (NS)	Tax Assistant
17	Shri Mandar Sunil Utekar	Late Shri Sunil Vishnu Utekar (O.S.)	Tax Assistant
18	Shri Ketan A. Shelar	Late Ananda K. Shelar (O.S.)	Tax Assistant
19	Shri Yash Sunil Parab	Late Saburi Sunil Parab (N.S.)	Tax Assistant
20	Shri Som Girish Jogadia	Late Girish Dhanji Jogadia (O.S.)	Tax Assistant
21	Ms. Sadhana Gawade	Late Shri Krishna G. Gawde(Halwai cum cook)	Tax Assistant
22	Shri Siddharth Nair	Late Smt. Sabita S. Nair (Inspector)	Tax Assistant
23	Shri Mandar Shrikrishna Jaitapkar	Late Shri Shrikrishna Parshuram Jaitapkar (NS)	Tax Assistant
24	Shri Vicky Krishna Godse	Krishna Atmaram Godse	Tax Assistant
25	Ms. Esha Sujay Ghag	Late Shri Sujay Sharad Ghag (Inspector)	Stenographer Grade II
26	Shri Shil Amardeep Gajbhiye	Late Smt Seema Amardeep Gajbhiye (ITO)	Stenographer Grade II
27	Ms. Niharika Umesh Shetty	Late Vanita Umesh Shetty (Inspector)	Stenographer Grade II

28	Shri Sujal Devidas Gaikwad	Late Shri Devidas Maruti Gaikwad	Stenographer Grade II
29	Shri Milind P. Hatle	late Shri Prabhakar M. Hatle (NS)	Multi Tasking Staff
30	Shri Mohan Shivaji More	Late Shri Shivaji Vithoba More	Multi Tasking Staff
31	Shri Jayesh M. Mayekar	Late Shri Mohan H. Mayekar (NS)	Multi Tasking Staff
32	Shri Ronen M Gadkar	Late Shri Moses E. Gadkar (AO)	Multi Tasking Staff
33	Shri. Jitendra Vijaypal Chandaliya	Late Shri Vijaypal Nandka Chandaliya (NS)	Multi Tasking Staff
34	Shri Kunal Dhanaji More	Late Shri Dhanaji Ramchandra More (NS)	Multi Tasking Staff
35	Shri Nishant A Yadav	Late Shri Arun G Yadav (AO)	Multi Tasking Staff
36	Shri Akshay Ajit Pawar	Late Shri Ajit Gajanan Pawar (NS)	Multi Tasking Staff
37	Shri Aditya Janardan Sawant	Late Shri Janardan S. Sawant (NS)	Multi Tasking Staff
38	Shri Harshad Kantilal Waghela	Late Shri Kantilal Melji Waghela (NS)	Multi Tasking Staff
39	Shri Rahul Suhas Hirlekar	Late Shri Suhas Jagannath Hirlekar	Multi Tasking Staff
40	Ms Manisha Siddharth Kamble	Late Shri Siddharth R. Kamble	Multi Tasking Staff
41	Shri Harsh Hamir Vadhel	Late Shri Hamir Badha Vadhel	Multi Tasking Staff
42	Shri Pravin Keshav Kadam	Late Shri Keshav Laxman Kadam	Multi Tasking Staff

43	Shri Sachin Prakash Solanki	Late Miss Chandrika Prakash Solanki	Multi Tasking Staff
44	Shri Sandesh Shantaram Phondke	Late Surekha Shantaram Phondke	Multi Tasking Staff
45	Shri Yash Abhay Dalvi	Late Shri Abhay Girish Dalvi (Insp)	Multi Tasking Staff