



आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEMS)
ए आर ए सेंटर, भू-तल, ई-2 झंडेवालान एक्स
ARA Center, Ground Floor, E-2, Jhandewalan Extension,
नई दिल्ली - 110055, New Delhi - 110055

F.No. 1/20/CIT(OSD)/efiling/Electronic Verification/2013-14

Dated: 11/07/2016

To

The Principal Chief Commissioners of Income-tax/ CCsIT (By Name)
The Principal Commissioner of Income-tax/CsIT/CsIT(CO) (By Name)

Sir/Madam

Subject: Ensuring 100% data entry of IDS Form 1 received in paper format by PCIT/CIT- reg.

I have been directed to request that all PCIT/CIT should mandatorily complete data entry of all IDS -Form 1 received in paper format on the e-filing portal after login as per procedure outlined on Instruction no.- IDS instruction 2 issued on 01/07/2016 by Directorate of Income Tax(Systems). Accordingly, it is desired that all subsequent steps including issuance of Form 2 and Form 4 should be through the system.

2. All Principal CIT/CIT are also kindly requested to ensure that all Form 1 received in paper format till date and henceforth are entered in the system. Thereafter, the reporting of data of paper Form 1 received by PCIT/CIT, sent on email id to JS (TPL) - 2, may be discontinued. Till the time 100% compliance of data entry of IDS -Form 1 is achieved, the concerned regions may report only such data that has not been entered in the system to JS (TPL)- 2 as per the instructions of CBDT.

3. For any clarifications/ technical difficulties in uploading, Officers are advised to contact:

- i) Sh. R.K. Mishra, CIT(CPC) , 09449005568, rkmishra@incometax.gov.in
- ii) Sh. M. Jagadeesan, DD(S), 08762300586, jagadeesan@incometax.gov.in

Yours sincerely,

(Ramesh Krishnamurthi)

Additional Director General (Systems)-3, CBDT

Copy to:

1. The P.P.S to Chairman, Member(L&C),Member(Inv.),Member(IT),Member(Rev.), Member(A&J)& Member(P&V),CBDT for information.
2. The P.S. to Pr.DGIT(S) for information.
3. The Web Manager, for www.irsolicersonline.gov.in website.

(Ramesh Krishnamurthi)

Additional Director General (Systems)-3, CBDT