



DIRECTORATE OF INCOME TAX (SYSTEMS)

**ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
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ITBA Instruction No. 4

F.No. System/ITBA/Instruction/14-15/144/1174

Dated: 07-10-2014

To,

All Principal CCsIT, All Principal DGsIT
&
All CsIT(CO)

Sir,

Sub: Procedure for creation of new official E-mail IDs-reg.


The new E-mail solution has been rolled out for all the employees of the department in the place of both Lotus mail and IMail solution which were being used earlier. *

However there is a need to issue new E-mail IDs to employees of the department, who seek to have an official E-mail ID. For this purpose, a new process has been devised and the same is attached along with template to capture details of users.

This may be widely circulated.

Encl: As above.

Yours faithfully,


D. S. Chawla
DIT(S)-III

Copy to: Database Cell with a request for uploading on irsofficeronline.gov.in

Note: This Office has received requests for creation of new E-mail IDs from the various field formations. They are requested to re-submit their request in the new format attached with this letter.

PROCEDURE FOR OBTAINING NEW E-MAIL ID

Step 1. Officer will approach their respective CIT/DIT/CCIT/DGIT for creation of new E-mail ID with the duly filled in form (**Template attached**).

Step 2. Respective CIT/DIT/CCIT/DGIT will verify the details and forward them to DIT(S)-III, by post or courier, for creation of new official E-mail ID.

Step 3. DIT(S)-III team will forward the same to TCS Messaging helpdesk for required action.

Step 4. If information is complete, TCS Messaging helpdesk team will create new E-mail Id and inform the officer in given E-mail ID & contact number as per verification process. If officer does not have personal E-mail ID, then new E-mail ID will be sent to the e-mail Id of CIT (CO). However, password will be conveyed on mobile/ personal E-mail ID only.

Step 5. The form will be scanned, stored & hard copies will be filed and maintained by the Service Provider.

Note: Forward the completed form to DIT(S)-III at below address:

DIT(S)-III, 9th Floor, Aayakar Bhavan, Sector 3, Vaishali, Ghaziabad, U.P. -201010

E-mail ID Creation Request Form
(incometax.gov.in)

1. Employee Name: (In Block Letters)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Employee Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3. Designation:	_____
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4. Existing personal E-mail ID: (for sending new official E-mail ID & Password)	_____
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5. E-mail ID of CIT (CO): (If user does not have personal E-mail ID)	_____
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6. Mobile Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. CCIT Region:	_____
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8. CCIT (CCA) Region:	_____
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9. State:	_____
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10. City:	_____
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11. Address / Location:	_____
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12. Date of Request: (DD/MM/YYYY)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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13. Signature of the officer:	_____
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14. Seal of officer: (For Gazetted officers only)	_____
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15. Signature & Seal of Reporting officer: (Exempted for CIT and above officers)	_____
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16. Signature & Seal of respective CIT/DIT/CCIT/DGIT:	_____
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