ITBA Instruction No. 4

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 irsofficersonline.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)-Ill, by post or courier, for creation of new official E-mail ID.

**Step 3.** DIT(S)-Ill 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)-Ill at below address:

DIT(S)-Ill, 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)

2. Employee Code:

3. Designation:

4. Existing personal E-mail ID: (for sending new official E-mail ID & Password)

5. E-mail ID of CIT (CO): (If user does not have personal E-mail ID)

6. Mobile Number:

7. CCIT Region:

8. CCIT (CCA) Region:

9. State:

10. City:

11. Address / Location:

12. Date of Request: (DD/MM/YYYY)

13. Signature of the officer:

14. Seal of officer: (For Gazetted officers only)

15. Signature & Seal of Reporting officer: (Exempted for CIT and above officers)

16. Signature & Seal of respective CIT/DIT/CCIT/DGIT: