



आयकरनिदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEMS)
ए आर ए सेन्टर, भूमि-तल, ई-2, झण्डेवालानएक्सटेंशन,
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
नईदिल्ली / **New Delhi-110055**

F. No. System/ITBA/Digital Signature/16-17/181

Dated: 30-04-2019

To

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

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneshwar/
Bareilly/ Chandigarh/ Chennai/ Cochin/ Coimbatore/ Dehradun/ Delhi/ Durgapur/
Guwahati/ Hubli/ Hyderabad/ Indore/ Jaipur/ Jalpaiguri/ Jodhpur/ Kanpur/ Kolkata/
Lucknow/ Ludhiana/ Madurai/ Meerut/ Mumbai/ Nagpur/ Nashik/ Panaji/
Panchkula/ Patna/ Pune/ Raipur/ Rajkot/ Ranchi/ Shimla/ Shillong/ Surat/ Thane/
Trichy/ Trivandrum/ Udaipur/ Vishakhapatnam; and

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

Agra/ Bikaner/ Calicut/ Dhanbad/ Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/
Kolhapur/ Muzzaffarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/
Vijaywada/ Delhi(CO)/ Mumbai(CO)/ Chennai(CO)/ Ahmedabad(CO)/ Bangalore(CO)/
Bhopal(CO)/ Bhubaneshwar(CO)/ Kolkata(CO)/ Cochin(CO)/ Chandigarh(CO)/
Hyderabad(CO)/ Jaipur(CO)/ Kanpur(CO)/ Patna(CO)/ Pune(CO)/ Guwahati(CO)/
Nagpur(CO)/ Lucknow(CO).

Sir/Madam,

**Sub: Launch of Renewal functionality for Digital Signature Certificate(DSC) under
ITBA/HRMS - reg.**

Kindly refer to the above subject.

2. As a part of the day to day functioning of the Department, officers are/will be required to issue letters, notices, orders to Income Tax assesseees or other addressees within the Department or outside by using digital signature. CBDT has already mandated filing of APAR, IPR online through ITBA-HRMS system. All this can only be achieved through Digital Signature. Department has already started issuance of DSC, since April 2017.

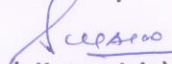
3. As earlier issued DSC certificates have the validity of 2 years from the date of enrolment, therefore it is being observed that DSC certificates are expiring day to day basis. All the officers whose DSC is expired/expiring need to apply online in ITBA/HRMS. Department has already enabled functionality for renewal under ITBA/HRMS under Employee Self Service Option where officer's details would be auto populated along with the previous attachments i.e. Aadhar Card, PAN Card & Department ID card. This functionality is available under ITBA through which individual officer can apply online only 15 days before expiry of existing DSC and can use pre-populated attachments or upload the new attachments. Thereafter individual officer would be required to submit the application in ITBA system. As per Controller of Certifying Authority (CCA) guidelines, Individual officer has to take a printout of the filled DSC application form, duly sign along with the required attested hard copy of the proofs and submit to respective RCC Admin.

4. After verification, The RCC Admin would send the application form to the Nodal officer for further collection by M/s Sify. The DSC tokens would be delivered at the Nodal Officer of respective CCA region. In this connection, existing process of DSC at RCC/DSC Admin will continue. RCC Admin only will be able to approve the renewed application online on/after expiry date of the DSC through DSC Admin console. It is also to be noted that RCC Admin will also collect the expired DSCs in their record. These Expired and surrendered DSC Tokens will be destroyed by RCC at their end and proper record of this will be maintained.

5. The above may kindly be brought to the notice of all relevant users working under your charge.

6. This issues with the approval of Pr. DGIT(S)

Yours faithfully


(Sukesh Kumar Jain)
CIT(ITBA)

Copy to:-

1. The P.P.S. to Chairperson, 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 to Database cell, CBDT with a request to upload in irsofficeronline.gov.in website.
4. The ITBA Publisher with a request to upload in ITBA Portal.

(Sukesh Kumar Jain)
CIT(ITBA)