

आयकर निदेशालय (पद्धति)  
DIRECTORATE OF INCOME TAX (SYSTEMS)  
ए.आर.ए सेन्टर, भू-तल, ई-2, झण्डेवाला एक्सटेंशन  
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,  
नई दिल्ली / New Delhi-110055

F. No. Sevottam/DIT(S)-II/2016-17/ 5478-5544

Dated : 23/06/2016

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.

**The Commissioners of Income-tax (Admin & TPS)**

Ahmedabad/ Bangalore/ Bhopal/ Bhubaneshwar/ Chandigarh/ Chennai/ Cochin/ Delhi/  
Guwahati/ Hyderabad/ Jaipur/ Kanpur/ Kolkata/ Lucknow/ Mumbai/ Nagpur/ Patna/ Pune

**Sub :- Rollout of revamped ASK module in ITBA – Pre-requisites for ASK centres.  
Regarding.**

Madam/Sir,

Kindly refer to the above.

2. In this regard, it is to inform that the revamped ASK module is going to be rolled out in ITBA very soon. ITD employees posted at ASK centre as Front Desk (FD) / Back Desk (BD) must have following pre-requisites for working on ASK module in ITBA -

- i. Employee number
- ii. Name based Email id
- iii. RSA token

3. Contractual staff will not be able to work on the new ASK module in ITBA till alternate arrangements are made, which will be introduced in due course.

4. In addition to the existing hardware / infrastructure (PC, Bar code printer etc), following hardware is also required at each ASK centre (copy of suggested specifications is enclosed as annexure-A) -

आयकर निदेशालय (पद्धति)  
Dir. of Income Tax (S)  
दिनांक/Date: 24/6/2016  
हस्ताक्षर/Signature: [Signature]

आयकर निदेशालय (पद्धति)  
आयकर भवन, वैशाली  
24 JUN 2016  
प्राप्ति सं. 22

H.L. Singh - DD(S)  
[Signature]  
23/06/16

5. Steps to be followed by local administrator of RCC to enable ITD staff and officers to work on ASK in ITBA –

- i. Binding of RSA with employee number and email id
- ii. Mapping of employee number on position/role created in HRMS hierarchy
- iii. Granting role of Front Desk (FD)/Back Desk to FD/BD users
- iv. Granting role of TPS (Tax Payer Services) to ITO (TPS)
- v. Granting role of TPSM (Tax Payer Services Monitoring) to monitoring authority.

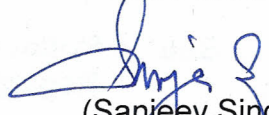
6. New ASK user manual is available on i-taxnet under the path –

*Resources → Downloads → Systems → Instructions-Sevottam*

7. It is requested that above infrastructure may kindly be made available at all ASK centres under your region at the earliest. The Directorate of Income Tax (Systems) may kindly be intimated once the above infrastructure is ready for necessary action at this end.

Encl : As stated above.

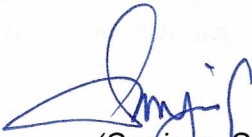
Yours faithfully

  
(Sanjeev Singh)  
Addl. DGIT(Systems)-2

Copy for information to –

1. Pr. DGIT(Systems), New Delhi.
2. ADG(Systems)-3, New Delhi.
3. ADG(TPS-1) – Ms. Batsala Jha Yadav, Mayur Bhawan, New Delhi.
4. ADG(EB), Ms. Alka Bhargava Singh, Jhandewalan Ext, New Delhi.

*b/c*

  
(Sanjeev Singh)  
Addl. DGIT(Systems)-2



Ann-A

A	Desktop		1
	CPU	Intel i5 3.3 ghz or above	1
	Memory	4GB - DDR3 expandable to 16 GB	1
	HDD	<Current Entry Level> - 500GB or higher	1
	Monitor	LED = 18" - Dual Monitor only for Facilitation Services Counter	2
	USB Keyboard	Dual Keyboard only for Facilitation Services Counter	2
	USB Mouse	Dual Mouse only for Facilitation Services Counter	2
	VGA Splitter cable	VGA Male to 2 Female Splitter Cable for PC Monitor only for Facilitation Services Counter	1
	Operating System	Windows 10 Pro	1
B	USB ports	Minimum USB ports	3 or higher

C	Barcode Scanner	Table-top omnidirectional laser USB bar code scanner	1
		- Should have tilt down capability - atleast 30 Deg	
		- Should withstand fall of table height - 4 ft	
		- Should be in sealed housing. Lens is airtight housing	
		- Auto scan feature required	
		- Read Standard 1D and 2D bar codes	
		- Should be able to scan in normal light conditions	
		- Should be able to scan from 6 Inches distance	
D	Multifunction Device = Scanner + printer	scanner	1
	Common for 2 receipt counters	- Min 300 DPI	
		- JPEG, TIF, GIF, PDF, BMP	
		- Duplex scanning	
		- USB interface	
		- Standard digital sending features	
		Laser Printer - B/W	1
		- Min 20 PPM	
		- USB interface	
		- Atleast 2000 pages monthly duty cycle	
		- 600 DPI	
E	High Speed Scanner		
	For bigger ASKs - Back desk user	See Annexure A	
F	Barcode printer	Label printer with inkjet or Laser printing	1

**Internet and TAXNET Bandwidth suggested:**

- 1Mbps for ASKs Except top 20 ASKs by volume.
- 2 Mbps for Top 20 ASKs

**Annexure A: High Speed Scanner specifications:**

**Scanner**

- Optical Resolution  
Max 600 dpi x 600 dpi
- Automatic Duplexing  
Yes
- Type  
document scanner
- Scanner Speed Details  
30 ppm - greyscale - 200 dpi or higher  
30 ppm - black&white - 200 dpi or higher