



प्रधानमुख्यआयकरआयुक्तकार्यालय, पश्चिमबंगालऔरसिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME
TAX, WEST BENGAL & SIKKIM

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फा.सं. PCCIT/WBS/Admn/DC/Est(GZ)/93/Circular/2024-25/2728-2735 दिनांक: 08.05.2024

To,

The Director General of Income Tax (Inv.), W.B, Sikkim & NER
The CCIT-1, 2, 3, 4, 5, 6 & TDS, Kolkata

Madam/Sir,

Sub: Mandatory use of e-Office for communication with the O/o Pr. CCIT, WB & Sikkim - reg.

Kindly refer to the above mentioned subject.

- I am directed to bring to your kind attention that e-Office allows diarisation of inward receipts, creation of files, movement of receipts of files and finally, the archival of records. With this, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.
- The Income Tax Department has implemented e-Office across all CCA regions upto the level of ITO's and above. However, it has been noticed that there has been a limited use of e-office in the field formations across this charge.
- I am, therefore, directed to convey that e-Office to be fully functional in all offices across this region without further delay and after 30.06.2024, all communications/matters /files/letters from the field formations addressed to this office must be submitted through e-Office only. I am also directed to inform that after 30.06.2024, all physical communication/correspondences will be discontinued.
- The link for accessing e-Office is <https://saccess.nic.in>. In case of any assistance related to e-Office functionality, Shri Sourav Roy, AD (Systems) may be contacted on Mobile No.- 8902194995 or Shri Jyotirmoy Ghosh, AD(Systems) may be contacted on Mobile No- 8902196678. For escalation of issues related to e-Office functionality, Shri Deoraj Singh, Addl. Director(Systems) may be contacted on Mobile No- 8986912287.

Yours faithfully,

(राजेंद्र जयपाल/ RAJENDRA JAIPAL)

आयकर उपायुक्त, मुख्या. (प्रशा. व सर्तकता), कोलकाता
कृते प्र.मु.आ.आ., प.ब. एवं सिक्किम/ For Principal CCIT, WB & Sikkim