



आयकर निदेशालय (पद्धति)  
DIRECTORATE OF INCOME TAX (SYSTEMS)  
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JHANDEWALAN EXTENSION, NEW DELHI-110 055

F. No. Pr.DGIT(S)/Misc-IDS-2016/ 5477

Dated 24.06.2016

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.

**Sub: Uploading of content related with IDS 2016 on National Website-reg.**

Kindly refer to the discussion on the cited subject held in the Chief Commissioners' conference held in Delhi on 16<sup>th</sup> & 17<sup>th</sup> of June, 2016

2. The information about the meetings conducted for Income Declaration Scheme 2016 by officers in your charge along with photographs is to be uploaded on the national website and for the purpose a new box has been created on the right side on the Home Page i.e. [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) with IDS logo.

2.1 For facilitating uploading of the relevant content on the Home Page, it is informed that User Id and passwords which have already been issued to designated Nodal officers of all the Pr. CCsIT and Pr. DGsIT/DGsIT for updating their own web pages on national website, can be used for uploading the content in the box on IDS also on the Home Page.

In case the USER ID and Password is already issued, as discussed above, is not active or disabled, the same can be obtained afresh by following the procedure as under:

**Option A**

**Step 1-** Please go to [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in), click on Department Use > Official Email Systems

**Step 2 –** Please login through your official e-mail account like [acb@incometax.gov.in](mailto:acb@incometax.gov.in), [abc@nic.in](mailto:abc@nic.in) or [abc@gov.in](mailto:abc@gov.in) .

**Step 3 -** Please send your following credentials at [webmanager@incometax.gov.in](mailto:webmanager@incometax.gov.in)

- Civil List code :
- Employee ID :
- Name :
- Official Mobile No.

**Step 4 –** Webmanager will send you the login details containing User ID and Password same day on the official e-mail.

*In case of any difficulty the Officer can get help on +919599373717.*

#### **Option B**

**Step 1-** Please go to [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in), click on Department Use > Employees Corner

**Step 2-** Please click on “ Forget your password?” button.

**Step 3-** Please enter your “ User Id” and registered “ Email Address:.”

**Step 4-** Webmanager will send you the login details containing User ID/ Password same day on the official e-mail.

*In case of any difficulty the Officer can get help on +919599373717.*

3. The officers below the rank of Pr. CCsIT and Pr. DGsIT/DGsIT can also upload the content/ photos in the IDS box on home page by logging in with their Employees' Corner (formerly known as KMS) User ID and Passwords already obtained by them.

3.1 The officers who do not have USER ID and Password should obtain USER ID and password through the following process:

- a) Log on to [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) .
- b) Go to “Department Use” on top of webpage/ home page and click on Employees Corner.
- c) If a new user then click on “Register”.
- d) Member Registration form will open. After filling up, click on submit button.
- e) User ID & Password will be created and communicated same day on the official e-mail.

4.0 The officers in your charge may be informed to obtain User ID and password at the earliest and use the user id and password for uploading information/ photos regarding IDS publicity meetings held latest by the next day of the meeting.

Thanking you,



(GOPAL MUKHERJEE)

(Member (Revenue +TPS) and  
Pr. DGIT(Systems))

**Copy to:**

1. Data Base Cell : for uploading on the website [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in).