



DIRECTORATE OF INCOME TAX (SYSTEMS)
ARA Centre, Ground Floor, E-2, Jhandewalan Extension, New Delhi-110055
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F.No. DGIT(S)/ADG(S)-2/CASS 2016-17/93/2016

Dated: 22.09.2016

The Principal Chief Commissioner of Income-Tax/ CCsIT (By Name)

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

Sir / Madam,

Sub:- Printing of official email address and office telephone number on Notice u/s. 143(2) of the Income Tax Act, 1961 - reg -

CBDT through its letter in F. No. 225/214/2016/ITA.II dated 30.08.2016 directed various income-tax authorities to mention their e-mail address and office telephone number in all notices/letters/communications being issued by them to the taxpayers.

2. Some instances have been reported where e-mail address and office telephone number of Assessing Officer is not printed on notice u/s. 143(2) generated on the system. This is due to incomplete profile information of assessing officers present in HRMS system
3. The officers may be directed to update the office details including name of the office, Room number and floor, office phone and designation, email address etc. in HRMS. Once the information is updated in HRMS the same will be reflected in ITBA on all notices, letters, orders, workflows etc.
4. Until the e-mail address and office telephone number of Assessing Officers are automatically printed on notices u/s. 143(2), the Assessing Officers should put a stamp/mention the details of their official email address and office telephone number on notices u/s. 143(2) before sending it to the assesseees.

Yours faithfully,

(Sanjeev Singh)
ADG(Systems)-2
New Delhi.

Copy to: PPS to Member (L&C), Member (IT), Member (Inv.) & Member (Rev.), CBDT and Pr. DGIT(Systems), New Delhi for information.
Web Manager for hosting this letter on the www.irsofficersonline.gov.in

ADG(Systems)-2
New Delhi.