

URGENT

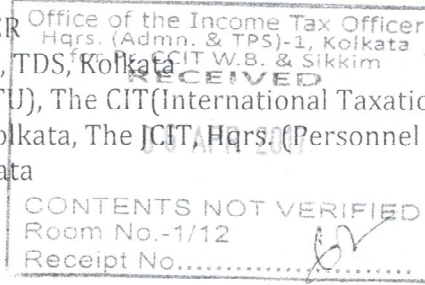
प्रधान मुख्य आयकर आयुक्त कार्यालय, बंगाल एवं सिक्किम
कंप्यूटर ऑपरेशन विभाग, चौरंगी स्क्वायर, 7 - पी, आयकर भवन, कोलकाता - 700069
OFFICE OF THE PR. CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM
Computer Operation Section, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata - 700 069.

फा. सं. CIT(Admn. & TPS)/Kol/ HRMS/2016-17/ 48-61

दिनांक : 05/04/2017

सेवा में, To,

The DGIT(Inv), WB, Sikkim & NE
The CCsIT, Kolkata-1, 2, 3, 4, 5, 6, TDS, Kolkata
The CIT(Exemption), The CIT(LTU), The CIT(International Taxation & TP), Kolkata
The JCIT, Hqrs (Admn & TPS), Kolkata, The JCIT, Hqrs (Personnel & Estt.), Kolkata
The JCIT, Hqrs (Technical), Kolkata
Kolkata, West Bengal



Sir/Madam,

विषय: Implementation of Digital Signature Certificate (DSC) under ITBA/HRMS application
- Matter regarding
Ref: This office letter in F. No. CIT(Admn. & TPS)/Kol/ Circulation/2016-17/34-47 dated 03/04/2017 and ITBA-Digital Signature Instruction 1 circulated vide this office letter in F. No. CIT(Admn. & TPS)/Kol/ Circulation/2016-17/2453-2466 dated 20/03/2017

Kindly refer to the above.

2. Request has been made vide this office letters under reference to direct all Officers (ITO and above level) under your charge to apply for DSC on or before 15/04/2017 following ITBA-Digital Signature Instruction 1 already circulated.
3. In this regard, I am directed to inform you that as per database around 300 officers had already filled Online Digital Signature Application Form in ITBA/HRMS. But no hard copy of application complete in all respect has been received in this office. It may kindly be noted that the Individual officer/official is required to take a printout of the filled DSC application, duly sign it along with name and office seal and send to RCC admin, Kolkata with the hard copy of PAN, Aadhar Card and Government Id Card duly attested by Head of Office / Gazetted Officer. All the Officers (ITO & above) may also kindly be instructed to check the correctness of data like name, date of birth, mobile number, Name based Email Id, Designation based Email Id, report to, office address, civil code etc. provided in the database.
4. As desired by the Addl. Director General (System)-3, CBDT, this is to inform you that a camp to assist officers in the process of submitting Online Digital Signature Application Form in ITBA/HRMS will be held in Income Tax Office Buildings as per attached schedule by the Technical officers of RCC, Kolkata.

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1 To (Admn & TPS)-1
Sri Aradhita Salra, IT

5. In this connection, the Head of office of each CIT charge may be requested to arrange for space and one computer with network node and scanner for presentation of procedure for submitting Online Digital Signature Application Form in ITBA/HRMS by the Technical Officers. The Technical officers will visit chamber of the senior officers at the level the CIT & above to assist them in the process on the dates specified in the annexed schedule. They may be requested to keep their RSA Token, PAN Card, Aadhar Card, Departmental ID Card and Colour Passport size photograph (3.5 cm x 4.5 cm) at their disposal.

6. In case of officers posted in Mufassil charges and Income Tax office Buildings not present in annexed schedule, Engineers of IBM or CMS will visit their office and assist them to log into HRMS. The officers posted in Mufassil charges may call the Engineers for assisting them in the process.

7. In order to access HRMS, the pre-requisites are RSA Token, Name based Email Id, Designation based Email Id, PAN Card, Aadhar Card, Departmental ID Card and Colour Passport size photograph (3.5 cm x 4.5 cm). In this regard, I request you to kindly issue suitable instructions to the officers, who have not already submitted Online Digital Signature Application Form, to attend the camp.

Yours faithfully,



(Sima Das)
ACIT (CO), Kolkata

Sl. No.	Date of Camp	Name of the charge	Venue of Camp
1	10/4/2017	Pr. CCIT, WB & Sikkim	Aayakar Bhawan
		DGIT(Inv), WB, Sikkim & NER	4th floor, Room No.13A
		CCIT, Kolkata - 1, Kolkata	(Timings: 12.30 P.M. to 2.00 P. M.)
		CCIT, Kolkata - 2, Kolkata,	
		CCIT, Kolkata - 3, Kolkata	
		CCIT, Kolkata - 4, Kolkata	
		CCIT, Kolkata - 5, Kolkata	
		CCIT, Kolkata - 6, Kolkata	
		CCIT, TDS, Kolkata	
		Pr. CIT, Kolkata - 1, Kolkata	
		Pr. CIT, Kolkata - 2, Kolkata	
		Pr. CIT, Kolkata - 3, Kolkata	
		Pr. CIT, Kolkata - 4, Kolkata	
		CIT (A) - 1, 2, 3, 4, 5, 23 and 24, Kolkata	
		ADG (Vig), Kolkata	
		Pr. DIT(Inv), Kolkata	
		DIT (I & CI), Kolkata	
		CIT, (Audit)-I, Kolkata	
		CIT, (Audit)-2, Kolkata	
		CIT, Judicial, Kolkata & Prosecution, Kol	
2	10/4/2017	Pr. CIT, Kolkata - 13, Kolkata	3, Govt Place (W) (Timings: 3.30 P.M. to 4.30 P. M.)
		Pr. CIT, Kolkata - 14, Kolkata	
		Pr. CIT, Kolkata - 15, Kolkata	
		Pr. CIT, Kolkata - 16, Kolkata	
		CIT(A) - 12, 13 and 14, Kolkata	
3	11/4/2017	Pr. CIT, Kolkata - 18, Kolkata	Bamboo Villa
		Pr. CIT, Kolkata - 19, Kolkata	(Timings: 12.30 P.M. to 2.00 P. M.)
		Pr. CIT, Kolkata - 20, Kolkata	
		Pr. CIT, Kolkata - 21, Kolkata	
		CIT(A) - 17 and 19, Kolkata	
4	11/4/2017	Pr. CIT, Kolkata - 11, Kolkata	10B, Middleton Row
		CIT (Exemption), Kolkata	(Timings: 3.30 P.M. to 4.30 P. M.)
		CIT, TDS, Kolkata	
		CIT, DR, Settlement Commission, Kolkata	
5	12/4/2017	Pr. CIT, Kolkata - 5, Kolkata	Aayakar Poorva
		Pr. CIT, Kolkata - 12, Kolkata	(Timings: 12.30 P.M. to 2.00 P. M.)
		Pr. CIT, Central - 1, Kolkata	
		Pr. CIT, Central - 2, Kolkata	
		Pr. CIT, (IT & TP), Kolkata	
		CIT (LTU), Kolkata	
		CIT (A) - 10, 20, 21 and 22, Kolkata	
6	12/4/2017	Pr. CIT, Kolkata - 9, Kolkata	Aayakar Bhawan Dakshin
		Pr. CIT, Kolkata - 10, Kolkata	(Timings: 3.30P.M. to 4.30 P. M.)
		Pr. CIT (A) - 7, Kolkata	
7	13/04/2017	Pr. CIT, Kolkata - 17, Kolkata	Uttarapan Building
			(Timings: 3.30 P.M. to 4.30 P. M.)