

No. T-17/2/2024-NADT/519
Government of India
Ministry of Finance
Central Board of Direct Taxes
Directorate of Training

SPM Civic Centre, New Delhi
Dated 18th October, 2024

Office Memorandum

Subject: - Standard Operating Procedures (SOPs) relating to iGOT Karmayogi Platform regarding registration of a new account, updation of registration details of existing account, and transfer of user account of CBDT user from any other Ministry/Department/Organisation (MDO) to MDO CBDT – reg.

In view of successful on-boarding of the all the employees of Central Board of Direct Taxes on iGOT platform after the conduct of Special iGOT drive by Directorate of Training CBDT in May 2024, it is imperative to now efficiently drive the competency buildup of the employees and to monitor the learning curve of the work force at various levels and in various regions of the country. In order to achieve this, it is essential that all users of CBDT are visible under the MDO CBDT, have their user profiles updated with complete credentials, and should be identifiable with a permanent, unique official domain email id, irrespective of his/her rank or postings. Thus, registration through name based departmental email ids is essential in this regard along with properly updated user profiles showing under the organization CBDT for each of the CBDT user.

2. In order to facilitate the field formations in updating their existing profile details, creating new registrations as well as for maintaining users under the right MDO i.e. CBDT, the following Standard Operating Procedures are notified for information and use by the field formations: -

- (i) SOP for new registration on iGOT Platform (Encl. as Annexure A-1)
- (ii) SOP for updating registration details on iGOT Platform (Encl. as Annexure A-2)
- (iii) SOP for Transferring the user account from any other Ministry/Department/Organisation (MDO) to MDO, CBDT (Encl. as Annexure A-3)

This issues with the approval of the Competent Authority.

Encl: As above


(Princy Singla) 18/10/24
Addl. Director (Training & Collaboration) (Planning)
Directorate of Training, CBDT, New Delhi

To,

1. PSs to Chairman, CBDT and all the Members of CBDT
2. All the Pr. CCsIT/Pr. DGsIT/Directorates and attached offices of CBDT
3. Under Secretary Ad. IA, Department of revenue, Ministry of Finance
4. Database cell for uploading on www.irsolicersonline.gov.in
5. Guard File



Standard Operating Procedure (SOP) **for New User Registration on i-GOT Platform**

Objective

This SOP intends to provide a structured approach for registration on i-GOT platform to have all the Income Tax employees register through their name-based income tax email id only and choose the correct particulars in terms of Group/designation/organisation etc. so that their other credentials are verifiable and also enable the Directorate to effectively monitor and nudge the learning curve of our employees in general and completion of prescribed/suggested courses.

Scope

All employees of the Income Tax Department including attached offices of CBDT and various Directorates of CBDT.

Basic steps and guidelines to be followed for fresh registration on i-GOT for employees of CBDT:

- (i) Go to “igotkarmayogi.gov.in”.



- (ii) Click on “**Register**” tab on top right of the page.



← Register

Full name *

Group *

Email *

Please enter your email address
Do not have a government email address? [Request for help](#)

Mobile Number *

Center/State *

Center State

Organisation *

Central Board of Direct Taxes (CBDT)
Under Ministry of Finance > Department of Revenue (HQ)

Not found yet? [Request for help](#)

I confirm that the above provided information is accurate.

I agree to the IGOT karmayogi's Terms of Service & Privacy Policy

Already have an account? [Sign in here](#)

(iii) Complete the registration process by filling up the following information in the way prescribed

- Full Name,
- Group (Group A/B/C etc.),
- E-mail (use only name based departmental e-mail ids),
- Once you enter the email, press Send OTP and fill in OTP received on given e-Mail.
- Enter Mobile number
- Once you enter the Mobile Number, press Send OTP and fill in OTP received on given mobile number
- Centre/State: Choose Centre
- Organisation: Type CBDT and press Search icon.
- Choose the prompt given “**Central Board of Direct taxes (CBDT)- Under Ministry of Finance > Department of revenue (HQ)**”.



Annexure A-1 to OM T-17/2/2024-NADT/ 519 dated 18.10.2024

- Tick the Two check boxes below for confirming that the information entered is accurate and that the user agrees to the i-GOT Karmayogi terms of service and privacy policy.
- Press “Sign up” tab below.

Your registration is complete!



Standard Operating Procedure for updating email id to Name based Income Tax email id on i-GOT Platform

Objective

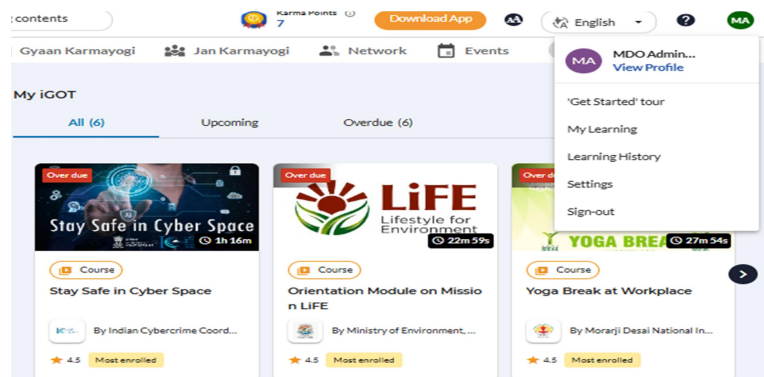
This SOP intends to validate and update registered users of Income Tax Department on i-GOT portal after linking their Karmayogi user accounts with the common unique identifier i.e. name-based departmental email ids. It is intended to have this common unique identifier for all Income Tax employees working under CBDT so that their other credentials are verifiable and also enable the Directorate to effectively monitor and nudge the learning curve of our employees in general and completion of mandatory courses

Scope

Employees of the Income Tax Department including attached offices of CBDT and various Directorates of CBDT, who have registered themselves through other than name-based departmental e-mail ids such as departmental designation-based email ids/nic.in/ Gmail /yahoo.co.in/Yahoo.com/Yahoo.in/karmayogi.in/rediffmail.com/outlook/Hot mail.com etc.

Steps for linking of registrations done from other email ids with name-based Income Tax emails ids:

- (i) Log in to the i-GOT platform (igotkarmayogi.gov.in) by using existing credentials (You can choose to log in with OTP through registered Mobile Number or email id).
- (ii) Click on the circular-coloured icon with your initials located on Top Right corner and click on “View Profile”.





(iii) The Profile Interface appears as below. Click on the Pencil icon (edit) on top right corner of profile interface.

The screenshot shows the user profile interface for 'Mdo Admin It Dept' at the Central Board of Direct Taxes (CBDT). The profile is not verified. The interface includes a search bar, navigation menu, and sections for Primary Details and Other Details. The Primary Details section shows Group and Designation as 'NA' (Not verified). The Other Details section shows Employee ID, Email, Mobile Number, Gender, Date of Birth, Mother Tongue, Category, Office Pin Code, and eHRMS ID/External System ID, all as 'NA'. There are 'Edit' buttons for both sections.

Primary Details	
Group	Designation
NA (Not verified)	NA (Not verified)

Other Details			
Employee ID	Email	Mobile Number	Gender
NA	igotcbdtadmin@incometax.gov.in	NA	NA
Date of Birth	Mother Tongue	Category	Office Pin Code
NA	NA	NA	NA
eHRMS ID/External System ID	NA		

(iv) After clicking on Pencil icon (edit), user profile details window would appear containing:

- Primary details, being Group & Designation (Both are mandatory field for verification of the users).
- After editing these details, press Send for Approval Tab.
- Other details being employee ids, primary email (Update to the name-based department email id), Mobile Number, Gender, DOB, Mother Tongue, Category, and Office Pin code.
- Once you edit any detail like mobile number or email id, it will prompt for Send OTP, to verify your new credentials.



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- After you have entered the desired credentials for updating, press “**Save Changes**”.
- An auto generated message would display on the screen saying “Your profile has been updated”. If, you repeatedly get a message “*Unable to update user profile details please try again*”, while updating email id or Mobile Number, this means that there is a separate account existing with your proposed email id or Mobile Number. You can reach out to i-GOT Admin Leader working under Directorate of Training, CBDT on “***igotcbdtadmin@incometax.gov.in***”.

Note of caution: - *The Primary email can be changed only once, therefore, the users are requested to exercise caution and update only with the departmental name-based e-mail id containing domain name as “***incometax.gov.in***”.*



Standard Operating Procedure for Transferring the user account from any other Ministry/Department/Organisation (MDO) to MDO CBDT on i-GOT Platform

Objective

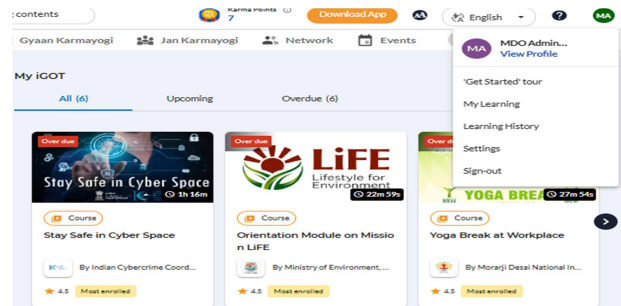
This SOP intends to enable registered users to get transferred In & Out of MDO-CBDT (On account of movement due to Deputation/change of Service or department etc users).

Scope

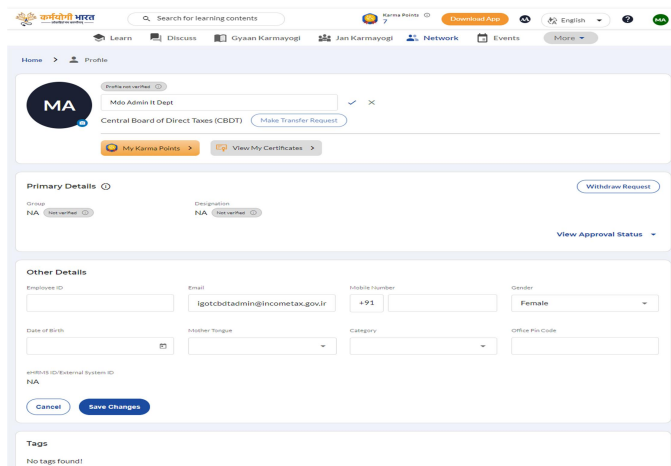
All employees of the Income Tax Department including attached offices of CBDT and various Directorates of CBDT

Steps for transfer of registered users In & Out of MDO-CBDT (On account of Deputation/change of Service or department etc.)

- (i) Log in to the iGOT platform (*igotkarmayogi.gov.in*). You can choose to log in with OTP through registered Mobile Number or email id).
- (ii) Click on the circular-coloured icon with your initials located on Top Right corner and click on view profile.



- (iii) The Profile Interface appears as below:-





Annexure A-3 to OM T-17/2/2024-NADT/ 519 dated 18.10.2024

- (iv) Click on the “Make Transfer Request” tab.
- (v) A pop-up box will appear asking you to choose the destination MDO e.g. if you were earlier working on Deputation in a particular Ministry/Department/Organisation and have been registered under that particular MDO, you may submit the specific field under the transfer request to CBDT (on selection from drop down menu) to come under the ambit of MDO-CBDT on return to the Department.
- (vi) Press “Submit Request” Tab.

** At CBDT, the transfer requests are regularly verified by i-Got Admin Leader MDO-CBDT from the Admin profile at Directorate of Training.*