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**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
CENTRAL BOARD OF DIRECT TAXES  
(HUMAN RESOURCES DEVELOPMENT)**

**2<sup>nd</sup> Floor, K Ramp, JLN Stadium, Pragati Vihar, New Delhi - 110003**

F.No. HRD/Admin/E-Office/2022-23/5598

Dated: 30/10/2023

To,

Pr. CCsIT (CCA)

**Subject: Extension of e-Office to all the officers up to the level of ITOs across India -reg.**

Respected Madam/Sir,

e-office has been adopted for the administrative works of the Department, all the CsIT and above level officers have been made users on e-office Application. All the officers from ITO's to Addl.CIT, who are posted in the headquarters to CsIT/DsIT/PCsIT/PDsIT/CCsIT/DGsIT/Pr. CCsIT/Pr. DGsIT have already been made users. Now, **e-office setup in the Income Tax Department has to be extended to all the officers up to the level of ITOs across India.** In this regard, details procedure to create e-office nodes, user guides etc have been shared from time to time. For sake of clarity, the procedure is being elaborated as below.

**Nodal Officer for e-office**

2. Each Pr. CCsIT (CCA) region has nominated nodal officer for e-office. Their responsibilities have been explained in **Annexure A**. Nodal officer will send data to HRD directorate for creating new users' profiles. Nodal officer will do modification in the users e-office account in case of transfer, retirement on superannuation, promotion etc. It is suggested that **the e-Office nodal teams in every region be expanded and updated** so as to swiftly create the e-office profiles for the new users. I have been directed to request you to share the details of the updated e-Office nodal teams to [coffice.admin@incometax.gov.in](mailto:coffice.admin@incometax.gov.in).

**Creation of e-office node**

3. For each officer to be assigned an e-office node, two templates need to be filled- **webVPN account (web Virtual Private Network)** template (**Annexure B**) and PIMS (Personal Information Management System) template (**Annexure C**). Each user has to fill up these templates. Nodal officers will check these templates and send to HRD at [coffice.admin@incometax.gov.in](mailto:coffice.admin@incometax.gov.in).

**4. The procedure to create Web VPN account**

- Every new user has to fill up **webVPN account** template and submit it to concerned Nodal officer of the region. For creation of Web VPN account, email with domain **@nic.in** and **@gov.in** is required. It may be noted that any other email-id other than domain **@nic.in** and **@gov.in** will not be considered valid. The email id's used for SPARROW login can be used for the same. In case officer does not have a domain **@nic.in** and **@gov.in** email-id, he/she is requested to get it created through <https://eforms.nic.in/>.
- The contact number/mobile number of the user should be activated as the user will receive the OTP to login at the first stage of <https://saccess.nic.in/>. The user has the option to give the same contact number/mobile number which he/she is using to login into the SPARROW portal.

- In the Web VPN template, there are 11 fields in total. The Nodal officer have to ensure that all the 11 fields are filled before sending the template to the HRD Directorate.
- The mobile number and email-id are linked with the VPN account **cannot** be updated by the user on its own.
- **The data for web VPN should be sent very carefully as once web VPN is created it is not possible to amend/delete the data.**

#### 5. The Procedure to complete PIMS template

- The PIMS template is in the form of Excel file and has 7 interlinked worksheets. The General Guidelines is available online after login at <https://saccess.nic.in> on WA(Work from anywhere) Page under Noticeboard section. However, the copy of this guideline (as received from the NIC) is attached herewith (**Annexure D**). All fields in the template may be filled-up adhering to the instructions given in the guidelines. Nodal officer will verify the template data and sent to HRD on email id [eoffice.admin@incometax.gov.in](mailto:eoffice.admin@incometax.gov.in) and [eoffice.tech@incometax.gov.in](mailto:eoffice.tech@incometax.gov.in).
- After validating the PIMS template, the HRD Directorate will revert the Excel File to the Nodal officer of the concerned region. Nodal officer will remove the discrepancies pointed out by HRD Directorate, if any. The Nodal officer will create e-Office profiles for the new user.
- Creation of e-office profiles for the new user profiles Includes -
  - a. Creation of new user through Admin Creator
  - b. Placement in the hierarchy through Post Admin.
  - c. Assignment of the roles through Post Role Mapping (e-file)

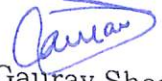
6. For any query related to filling these templates, the Systems Administrator team at HRD may be contacted-

- a. E-Office Helpdesk -011-21420422
- b. Shri Akshat Pandey, System Administrator-8962623142
- c. Shri. Harvinder Kumar, DDIT (Systems)- 9891270688
- d. Shri. Saurabh Pratap Singh, DDIT-9899689802

7. I have been directed to request you to share the filled up **webVPN account** templates and PIMS templates for **all the officers up to the level of ITOs**, who are not yet e-Office users, by 30.11.2023.

8. This issues with the prior approval of the Competent Authority.

Yours faithfully,

  
(Gaurav Sharma)  
Addl DIT(Admn), HRD

Copy to :  
Database Cell for uploading on irsofficersonline.com

[all annexures sent separately via emails]  
to PrCCIT (CCA) on 30/10/2023.