



प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल व सिक्किम का कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, W.B & SIKKIM
संगणक संचालन/ Computer Operation
आयकर भवन : Aayakar Bhawan, पी. 7-चौरंगी स्क्वायर : P-7, Chowringhee Square, कोलकाता/ Kolkata-700069
टेली फैक्स नं. (033)2213-6531 e-mail : kolkata.ito.co@incometax.gov.in

फा.स. CIT(Admn & TPS)/ITO(Sys)/Kol/F-188/ IBM /2024-25/298-308 दिनांक : 22.08.2024
28

सेवामे/To

All the CCsIT, Kolkata,
The DGIT(Inv.), NER,
CIT(Exemp.), Kolkata/ CIT(IT & TP), Kolkata/DIT(I & CI), Kolkata.

Sir,

Sub: Replacement of OLD RSA Tokens with new ones- matter regarding.

Please refer to the above.

I am writing to inform you that existing RSA tokens allotted to the officers/officials of this region are going to expire by 31.10.2024.

Therefore, I am directed to request you to get your old RSA tokens replaced with new ones at the earliest to avoid last-minute chaos and also instruct all the offices under your administrative control regarding the same. In this connection, it may be noted that new RSA tokens be distributed to the Jurisdictional Assessing Officers and Faceless Assessing Officers on a priority basis. The requisite proforma for RSA Token replacement is attached herewith.

Yours faithfully,

(Nayan Basu)

ITO Systems, Kolkata

आयकर अधिकारी, (पद्धति) कोल

Encl: As above

CC-CIT: _____

Building Name: _____

RCC: _____

S No	Serial no. of Old RSA Token	Serial no. of New RSA Token	Employee Name	Current Designation	Employee Code	Date of Birth	Mobile no	Date of Issue of Token	Sign and Stamp of User	Counter sign of Officer in case user is Staff

Name of Engineer: _____

Date: _____