



आयकर निदेशालय (पध्दति)
DIRECTORATE OF INCOME TAX (SYSTEMS)
ए. आर. ए. सेंटर, भूमि तल, ई-2 झंडेवालान,
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
नई दिल्ली /New Delhi-110055

F. No. eGov./4/Email-Id/2013-14

Dated: 4th October, 2013

NOTICE

With reference to letter No. DIT(S) -V/Misc./2013-14 dated 27.09.2013 requiring all Officers to use official email-ids for their official email communication, the following may please be noted:

- Official email ids have been allotted to all officers of the rank of Commissioners or above and all officers posted in CBDT and the attached Directorates of the CBDT. Those not using these email ids may send a request by e-mail for their password to Webmanager at webmanager@incometaxindia.gov.in, giving their official designation.
- Officers of the rank of ITOs and above not covered under (a) above may first contact **FMS Help Desk on the toll-free No. 1800110015 or through codesk** to ascertain whether they have a Lotus Notes e-mail id already existing on the Departmental network, which is designation-based. In case the id does not exist and if the officer has functional role to access ITD network, then he shall be provided an official e mail id on Lotus Notes. If not, he may send a request by e-mail for official e-mail id and password to Webmanager at webmanager@incometaxindia.gov.in as per the format given below:-

Sl. No.	Criteria
1	Name
2	Full Designation
3	Civil Code No.
4	ITD Employee Code
5	CCIT(CCA) Region
6	City of Current Posting
7	Office Address, Phone Number and Mobile Number
8	Whether working on any ITD application using username and password
9	Whether using Lotus notes (email system) on Departmental network? If yes, provide the user id.

For more details, the officers may refer to the FAQs attached.

Vikas Singh
(Vikas Singh)
DDIT (Systems)-IV