

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/2017-18/ 629-698
06/07/2017

दिनांक :

सेवा में, To,

The DGIT(Inv), WB, Sikkim & NER
The CCsIT, Kolkata-1, 2, 3, 4, 5, 6, TDS, Kolkata
The Pr. DIT (Inv), Kolkata, The Pr. DIT (I & CI), Kolkata
The PCsIT - 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, Kolkata,
The PCIT, Central -1, Kolkata, The PCIT, Central -2, Kolkata,
The CsIT, DR, Settlement Commission, Kolkata, The CIT, Judicial, Kolkata,
The CsIT(Appeals)-1,2,3,4,5,6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25,
Kolkata,
The CIT, Audit-1, Kolkata, The CIT, Audit-2, Kolkata, The ADG (DTRTI), Kolkata, MSTU 1 & 2, Kolkata
The CIT (TDS), Kolkata, The CIT(Exemption), Kolkata,
The ADG (Vigilance), East, Kolkata, The CIT(International Taxation & TP), Kolkata,
The JCIT, Hqrs (Admn & TPS), Kolkata, The JCIT, Hqrs. (Personnel & Estt.), Kolkata
The JCIT, Hqrs (Technical), Kolkata.

Sir/Madam,

विषय: Implementation of Digital Signature Certificate (DSC) Token under ITBA/HRMS -
Matter regarding

Ref: This office letter in F. No.. CIT(Admn. & TPS)/Kol/ HRMS/2016-17/48-61 dated
05/04/2017, 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. As desired by the Pr. CCIT, WB & Sikkim, this is to inform you that a workshop to assist officers in the process of digitally signing notices and APAR online in ITBA/HRMS will be held in Income Tax Office Buildings as per attached schedule by the Technical officers of RCC, Kolkata. In this regard, I am directed to request you kindly to issue instructions to the officers under your charge to attend the workshop.
3. In this connection, the CIT Building-in-charge (except the CIT Building-in-charge, Aayakar Bhawan) are requested to arrange for space and one computer with network node for presentation of procedure for digitally signing notices and APAR online 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 are requested to keep their RSA Token and Digital Signature token at their disposal.
4. 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 in the process of digitally signing notices and APAR online in ITBA/HRMS. The officers posted in Mufassil charges may call the Engineers for assisting them in the process.

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5. 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 following ITBA-Digital Signature Instruction 1 already circulated. In this regard, I am directed to inform you that as per database, some of the officers have not yet filled Online Digital Signature Application Form in ITBA/HRMS. I am directed to request you kindly to issue instructions to the officers who have not yet applied for DSC to fill Online Digital Signature Application Form and submit hard copy alongwith requisite documents to the O/o the CIT (Admn & TPS), Kolkata.

Yours faithfully,


(Sima Das)

ACIT (CO), Kolkata

मेमो सं. M. No. CIT(Admn. & TPS)/Kol/ HRMS/2017-18/

दिनांक :06/07/2017

सूचना एवं आवश्यक कार्रवाई के लिए प्रतिलिपि।

Copy for kind information and necessary action to:

1. All the Technical Officers at RCC, Kolkata
2. Shri Snehasis Chatterjee, IBM FMS
3. Shri Shibendu Dutta, CMS, FS
4. The Caretaker, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata -69.

(Sima Das)

ACIT (CO), Kolkata

Sl. No.	Date of Workshop	Name of the charge	Venue of Workshop
1	12/7/2017	Pr. CCIT, WB & Sikkim	Aayakar Bhawan
	12/7/2017	DGIT(Inv), WB, Sikkim & NER	4th floor, Room No.13A
	12/7/2017	CCIT, Kolkata – 1, Kolkata	(Timings: 12:00 to 2:00 P.M.)
	12/7/2017	CCIT, Kolkata – 2, Kolkata,	
	12/7/2017	CCIT, Kolkata – 3, Kolkata	
	12/7/2017	CCIT, Kolkata – 4, Kolkata	
	12/7/2017	CCIT, Kolkata – 5, Kolkata	
	12/7/2017	CCIT, Kolkata – 6, Kolkata	
	12/7/2017	CCIT, TDS, Kolkata	
2	12/7/2017	Pr. CIT, Kolkata – 1, Kolkata	Aayakar Bhawan
	12/7/2017	Pr. CIT, Kolkata – 2, Kolkata	4th floor, Room No.13A
	12/7/2017	Pr. CIT, Kolkata – 3, Kolkata	(Timings: 3:00 to 5:00 P.M.)
	12/7/2017	Pr. CIT, Kolkata – 4, Kolkata	
	12/7/2017	CIT (A) - 1, 2, 3, 4, 5, 23 and 24, Kolkata	
	12/7/2017	ADG (Vig), Kolkata	
3	13/07/2017	Pr. DIT(Inv), Kolkata	Aayakar Bhawan
	13/07/2017	Pr. DIT (I & CI), Kolkata	4th floor, Room No.13A
	13/07/2017	CIT, (Audit)-I, Kolkata	(Timings: 12:00 to 2:00 P.M.)
	13/07/2017	CIT, (Audit)-2, Kolkata	
	13/07/2017	CIT, Judicial, Kolkata including Range - Prosecution, Kolkata	
4	13/07/2017	Pr. CIT, Kolkata – 13, Kolkata	Aayakar Bhawan
	13/07/2017	Pr. CIT, Kolkata – 14, Kolkata	4th floor, Room No.13A
	13/07/2017	Pr. CIT, Kolkata – 15, Kolkata	(Timings: 3:00 to 5:00 P.M.)
	13/07/2017	Pr. CIT, Kolkata – 16, Kolkata	
	13/07/2017	CIT(A) - 12, 13 and 14, Kolkata	
5	17/07/2017	Pr. CIT, Kolkata – 18, Kolkata	Bamboo Villa
	17/07/2017	Pr. CIT, Kolkata – 19, Kolkata	(Timings: 12:00 to 2:00 P.M.)
	17/07/2017	Pr. CIT, Kolkata – 20, Kolkata	
	17/07/2017	Pr. CIT, Kolkata – 21, Kolkata	
	17/07/2017	CIT(A) - 17 and 19, Kolkata	
6	17/07/2017	CsIT, DR, ITAT - 1, 2, 3, 4, 5, Kolkata	225C, A J C Bose Road, Kolkata - 20 (Timings: 3:30 to 5:30 P.M.)
			P.T.O.

Sl. No.	Date of Workshop	Name of the charge	Venue of Workshop
7	18/07/2017	Pr. CIT, Kolkata - 5, Kolkata	Aayakar Bhawan Poorva (Timings: 12:00 to 2:00 P.M.)
	18/07/2017	Pr. CIT, Kolkata - 12, Kolkata	
	18/07/2017	Pr. CIT, Central - 1, Kolkata	
	18/07/2017	Pr. CIT, Central - 2, Kolkata	
	18/07/2017	Pr. CIT, (IT & TP), Kolkata	
	18/07/2017	ADG, DTRTL, Kolkata	
	18/07/2017	MSTU, 1 & 2, Kolkata	
	18/07/2017	CIT (A) - 10, 20, 21 and 22, Kolkata	
8	18/07/2017	Pr. CIT, Kolkata - 9, Kolkata	Aayakar Bhawan Dakshin (Timings: 3:30 to 5:30 P.M.)
	18/07/2017	Pr. CIT, Kolkata - 10, Kolkata	
	18/07/2017	Pr. CIT (A) - 7, Kolkata	
9	19/07/2017	Pr. CIT, Kolkata - 11, Kolkata	10B, Middleton Row (Timings: 12:00 to 2:00 P.M.)
	19/07/2017	CIT (Exemption), Kolkata	
	19/07/2017	CIT, TDS, Kolkata	
10	19/07/2017	CIT, DR, Settlement Commission, Kolkata	Rafi Ahmed Kidwai Road (Timings: 3:30 to 5:30 P.M.)
	19/07/2017	Pr. CIT, Kolkata - 8, Kolkata	
	19/07/2017	Pr. CIT (A) - 6, 8, 9, 11, 15, 16, 18 and 25, Kolkata	
11	20/07/2017	Pr. CIT, Kolkata - 17, Kolkata	Uttarapan Building (Timings: 12:00 to 2:00 P.M.)