



आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEM)

ए आर ए सेंटर, भू-तल, ई-2 झंडेवाला न एक्स
ARA Center, Ground Floor, E-2, Jhandewalan Extension,
नई दिल्ली - 110055, **New Delhi – 110055**

F.No. ADG(S)- IV/2015-16/

Date: 21.08.2015

To,

The Commissioner of Income Tax (Computer Operations & Admn.)[By name],
Ahmedabad/ Bhubaneswar/ Bangalore/ Bhopal/ Chandigarh/
Chennai/ Delhi/ Guwahati/ Hyderabad/ Jaipur/ Kanpur/ Kolkata/
Kochi/ Lucknow/ Mumbai/ Nagpur/ Patna/ Pune.

Sir/Madam,

Sub: Replacement of RSA Tokens – regarding.

As you are aware the validity of most of the Remote Security Authentication (RSA) tokens currently being used by the officers & staff of the department will expire on 27-September-2015 while remaining such tokens will either close on 31st March 2016 or shall cease to work from 30th Sept 2016 as per the validity date reflected at their back. The Directorate has thus procured such tokens afresh and is now in the process of delivering them to all CsIT (CO & Admn.) for distribution to the eligible users. The procedure and other details for issuance of new tokens have been summarized as under.

- a. Initially the tokens that will expire in the month of September 2015, shall immediately be replaced with the new ones while the tokens that will cease to function in the months of March & September 2016 will be replaced before one month of their expiry.
- b. All users have to mandatorily surrender old tokens prior to taking the new ones. IBM-FMS has already been asked to facilitate the distribution at all the offices located in Class A cities through their respective Field Engineers under the overall supervision & monitoring of the concerned CIT (CO & Admn.).
- c. For other locations i.e. Class 'B' & 'C' cities, respective CsIT (CO & Admn.) are requested to decide the methodology for distribution as per the operational convenience e.g officers/staff may be asked to collect new RSA tokens from the office of the CIT(CO & Admn.) or the tokens can be distributed through IBM-FMS personnel or any other manner as deemed appropriate.
- d. The distribution and activation of all new RSA tokens should ideally be completed by 5th September 2015 owing to the statutory requirements that, inter-alia, entail issuance of notices u/s 143(2) of the IT act well before or by 30th Sept 2015 to all such cases selected through CASS. It is, therefore, requested that the activity i.e. distribution of tokens be

accorded top priority, enabling the Assessing officers to carry out the work without any impediment.

- e. Since the new RSA tokens are being dispatched to all CsIT (CO & Admn.) through M/s TCS, which is a Service Provider for ITBA project, IBM-FMS have therefore been asked to coordinate with your office in receipt and, in turn, distribution of such tokens amongst ITD users. The Officers/staff need to provide the user details in the prescribed format, which is enclosed herewith. The IBM-FMS engineers will also get the new tokens activated once all formalities are completed.
- f. All officers handling urgent and time barring work must be provided new Tokens on priority.
- g. Regional Managers of IBM-FMS would be the single point of contact for the respective Regions, while Team Leader of the Service Provider (IBM-FMS) of your charge shall provide day-to-day support & assistance in the proposed replacement of tokens, the escalation matrix within the IBM FMS is also enclosed for administrative convenience.
- h. After completion of the above exercise a complete inventory of RSA tokens distributed in your region along with the details of surrendered ones, may be sent to the Directorate for collation and reconciliation.

2. Should you need any further assistance/clarification you may contact, Smt. Bandana Sharma, Deputy Director (Systems)-4(2), [0120-2770442 & 09013853716] and/or Sh. Shailen Goyal, National Facility Manager, IBM-FMS [Mob No. 08527000439].

Yours faithfully,

Encl.: as above.

(Vikram Gaur)

Addl. Director General of Income Tax (Systems)-4

Copy to:

1. **The Principal Chief Commissioners of Income-tax/ CCsIT**
Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneswar/ Bareilly/Chandigarh/ Chennai/ Cochin/ Coimbatore/ Dehradun/ Delhi/ Durgapur/ Guwahati/Hubli/ Hyderabad/ Indore/ Jaipur/ Jalpaiguri/ Jodhpur/ Kanpur/ Kolkata/ Lucknow/Ludhiana/ Madurai/ Meerut/ Mumbai/ Nagpur/ Nashik/ Panaji/ Panchkula/ Patna/ Pune/Raipur/ Rajkot/ Ranchi/ Shimla/ Shillong/ Surat/ Thane/ Trichy/ Trivandrum/ Udaipur/Vishakhapatnam for kind information.
2. **The Principal Director General of Income-tax/ DGsIT**
3. PPS to Member (L&C)
4. Pr. DGIT (S), New Delhi
5. ADG(S)-1, ADG (S)-3, New Delhi.
6. Webmanager for uploading on the irsofficersonline.gov.in and in DGIT(S) corner.
7. Sh. Shailen Goyal, National Facility Manager, IBM-FMS, New Delhi.

(Bandana Sharma)

Deputy Director (Systems)-4(2)

For Addl Director General of Income Tax (Systems)-4