

कायालय
पी-7, चौरंगी स्क्वायर, कोलकाता
RECEIVED
28 NOV 2016
Office of the Commissioner of
Income Tax (Admn. & TPS)
P-7, Chowringhee Road, Kolkata-89

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DIRECTORATE OF INCOME TAX (SYSTEMS)
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
New Delhi-110055

F.No.Pr.DGIT(S)/ADG(S)-4/RSA Token Distribution/2016-17/4750 Dated: 22.11.2016

To,
The CIT(Admn. & TPS), Kolkata,
Aayakar Bhawan, P-7,
Chowringhee Square, Kolkata-700069.

Sir,
Sub:- Retention of RSA tokens by the superannuating officer-reg.

Kindly refer to your letter no. CIT(Admn. & CO)/Kol/HRMS/2016-17/1455 dated 02.11.2016 addressed to Pr. DGIT(S), New Delhi.

2. In this connection, I am directed to inform you that the RSA token may be retained by the retiring officers for the period of one month after the retirement on the specific requirement only. After one month the RSA token may be collected from the retiring officer. I am further directed to convey stock of sufficient number of RSA tokens may be ensured for allotment to incumbent officers.

3. However, the functionality of Pr. CCITs i.e. incumbent & retired may be ascertained as per the policy of HRMS module.

Yours faithfully,

(Bandana Sharma)
Dy. Director(S)-4
For Addl. Director General (S)-4

Copy for information & necessary action to-

1. The ADG(S)-3
(To allow the retiring officers to retain their RSA tokens upto 1 month after their superannuation date to enable them to write & review APAR related work as per requirement of HRMS module.)

Dy. Director(S)-4
For Addl. Director General (S)-4