



आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEMS)
आयकर भवन, वैशाली, गाजियाबाद.
AAYAKAR BHAWAN, VAISHALI, GHAZIABAD.

F.No. System/ITBA/E-mail Solution/12-13/95/3027

Date: 26/05.2015

To

All Pr. CCsIT/CsIT(CCAs),
All CsIT(CO)

Dear Sir/Madam,

Subject: Issuance of new name based Email ID to ITD users - Reg.
Ref: F.No. System/ITBA/E-mail Solution/12-13/95 Dated 27.03.2015

Reference may kindly be made to the above.

2. Directorate has already started issuing name based email ids for the Senior Officers (CsIT and above) after receiving confirmation from the respective CIT(CO) office. Confirmation from CsIT (CO) from Mumbai, Delhi, Bangalore, Patna, Chennai, Pune, Kanpur, Gujarat have been received. As and when confirmations are received from other regions the emails will be allotted. Since this name based email id would be retained by the user till his/her retirement, due care may be exercised with regard to spelling accuracy etc.
3. In the second phase, Directorate has launched a separate data capturing screen named 'HMLOGIN MAINTAIN EMAIL ID' in the existing ITD application. By default, this screen would be available to any ITD user after successful log-in into the ITD system. ITD user needs to enter their details for creation of name based email ids. Emails will be allotted in batch mode after verification at our end on a weekly basis.
4. The said screen would also capture the role/designation based email id for proposed integration purpose, so that both the email ids role/designation based and name based can be viewed or managed simultaneously. Designation based email is typically not available below the rank of ITO.
5. The detailed instruction (attached) is also available on the said screen which would help while entering the data. This procedure may be brought to the attention of all users in your region so that all ITD application users get a name based email ID.

Yours faithfully,

(Ramesh Krishnamurthi)

Director of Income Tax(S)-3

Copy to:

1. PS to DGIT (Systems).
2. Webmanager for uploading to irsofficersonline.gov.in and in DGIT(S) corner.

Instruction for obtaining name based Email ID by login to ITD application

It is proposed that every officer up to the level of ITO would have a designation based email ID and all employees a name based email ID. The Designation based email ID would be used for all communication with taxpayers and for official communication that may need to be handed over to the succeeding incumbent in case of transfer etc. The designation based email ID would also enable viewing and response/forward by designated staff/ Hqrs. in case of Senior Officers. The name based email ID would be used / retained by the officer/official till retirement.

Steps to obtain a name based email ID for ITD application users

- i. Login to ITD application using your existing UserID, password and RSA Token number. A popup screen for obtaining email ID will be displayed.
- ii. User ID, Name and Designation at Sr No. 1, 2 & 3 respectively is auto-populated based on user details available in ITD database.
- iii. Users must provide their Tarang mobile number at Sr. No. 4 available on screen. This will be verified against the Tarang number provided by CIT (CO). If the Tarang mobile number does not match contact your CIT (CO) to update the Tarang number details with Directorate of Systems. The User's new email id and password would be communicated on their Tarang mobile numbers being entered.
- iv. The User should provide their already existing role/designation based email ID (either with @incometaxindia.gov.in or @incometax.gov.in) details in Sr No. 5(a), or in 5(b) or 5(c) (if more than one email is available). This will be used to link the role/designation based email ID with the Name based email ID
- v. In case, user already has a name based email id (either with @incometaxindia.gov.in or @incometax.gov.in **NOT** Gmail or Yahoo email), then the same should be entered at Sr. No. 6. In this case, user is not required to select new or proposed email ID.
- vi. In any other case, the user may select, either the name based email ID proposed by system at Sr. No. 7 or enter a preferred email ID at Sr. No. 8 which can be a modified version of the proposed email ID. Naming convention would follow firstname.lastname@incometax.gov.in, or firstname.m.lastname@incometax.gov.in where 'm' represents initial of middle name. In case name based email id is already allocated/issued then numeric like '1','2','3' etc would be added at the end.
- vii. It is advisable to use the proposed Email ID in the normal course. Since this name based email id would be retained by the user till his/her retirement, due care may be exercised with regard to spelling accuracy etc.
- viii. No characters other than alphabets, numbers & period ('.') would be allowed in email id and error message will be displayed.
- ix. All email IDs being entered i.e. role based, new name based will be validated against email policy as mentioned in point number iv, v & vi above and should not conflict with the already finalized email ids in the system.
- x. User would be provided with relevant status messages on the application screen, regarding the status of email id creation upon login.
- xi. Once the new/proposed name based email id is selected and submitted, Email ID will be allotted in batch mode after verification at our end on a weekly basis. The new name based email ID and initial password would be conveyed on user mobile.

[Click here for Instruction](#)

1. User ID [J150003]
2. Name [SATISH ROHIDASRAO DAS RAO DHAWLE]
3. Designation[INSPECTOR] 4. Tarang Contact No * []
5. Designation Based Email ID(s)
- 5(a) Email ID1: [] @incometax.gov.in
(eg ghazizahed.ch@incometax.gov.in/delhi_dto-w1-1@incometax.gov.in)
- 5(b) Email ID2: [] @incometax.gov.in
- 5(c) Email ID3: [] @incometax.gov.in
6. Existing Name based Email ID(Yes/No): ☐ Yes ☒ No [] @incometax.gov.in
7. Proposed Name based Email ID: [SATISH R DHAWLE] @incometax.gov.in
8. Want to choose another Email ID (Yes/No): ☐ Yes ☒ No [] @incometax.gov.in
(eg ajay kumar/ajay k. sinha)

Library Field

NOTE: User need to follow naming convention as `firstname.lastname.mfirst character of middle name.lastname`

LATER