



Office of the Commissioner of Income Tax (Admn. & TPS), Chandigarh
Aayakar Bhawan, Sector-17, Chandigarh – 160017

E-mail: Chandigarh.jd.systems@incometax.gov.in

F. No: CIT (Admin & TPS)/CHD/e-office/159/2023-24/710

Ph. No. 0172-2722670 (O)

Dated: 14.03.2024

To,

The Chief Commissioner of Income Tax, Amritsar / Panchkula
The Chief Commissioner of Income Tax (ReFAC), Ludhiana / Shimla
The Director General of Income Tax (Inv.), Chandigarh
All the Pr. Commissioners/Directors of Income Tax, NWR.
All the Pr. Commissioners of Income Tax (ReFAC-AU,RU,VU), NWR.
All the Commissioners of Income Tax (Appeal Unit),NWR.
The Pr. Commissioner of Income Tax (Central), Ludhiana and Gurgaon.
The Pr. Director of Income Tax (Inv.), Chandigarh and Ludhiana.
The Commissioner of Income Tax (TDS)-1,2/Audit/Exemption/ITAT-1,2
The Addl. Director General of Income Tax, NADT (Regional Campus), Chandigarh.
The Addl. CIT (International Taxation), Chandigarh
All the DDOs

Madam/Sir,

Sub: Implementation of e-Office in the Income Tax Department - reg.

Kindly refer to this office letter F.No. CIT (Admin & TPS)/CHD/e-office/159/2022-23/165 dated 18.05.2022, Letter F.No. HRD/Admin/e-office/2020-21/8070 dated 13.01.2023, letter F.No. CIT (Admin & TPS)/CHD/e-office/159/2023-24/525 dated 10.01.2024, letter F.No. CIT (Admin & TPS)/CHD/e-office /159/2023-24/610 dated 15.02.2024 and letter F.No. CIT (Admin & TPS)/CHD/e-office /159/2023-24/635 dated 26.02.2024 on the captioned subject.

02. In this regard it is pertinent to mention that the e-office application has been implemented and adopted for the administrative work in the Income Tax Department. Further, to access e-office, a webVPN account of all the officers was required to be created along with creation of hierarchy. For this purpose the template (PIMS) for data collection was circulated/shared and it was requested vide letter F.No. CIT (Admin & TPS)/CHD/e-office /159/2023-24/635 dated 26.02.2024 to forward the duly filled in template (PIMS) latest by 28.02.2024 so that WebVPN accounts of the remaining officers can be created. However, the same has not been received from majority of offices till date and most offices from where data was received, was found incomplete and with significant discrepancies, which was sent back for correction.

03. I am therefore once again directed to request your good self to kindly prioritize the matter and issue the necessary directions to your Head Quarters to arrange the corrected and complete data of all officers up to the level of ITO of your charge as per template (PIMS) which has already been shared and forward at Chandigarh.jd.systems@incometax.gov.in latest by 18.03.2024. It may also be taken care that email-id of officers being shared should be the same which is being used in filling up of APARs i.e. with extension nic.in/gov.in.

Yours faithfully

(Rajdeep Singh)

Addl. Director (Systems)
Chandigarh

Copy for kind information:

The Principal Chief Commissioner of Income Tax, NWR, Chandigarh.

Rajdeep Singh
Addl. Director (Systems)
Chandigarh