



भारत सरकार / Govt. of India
आयकर विभाग / Income Tax Department
कार्यालय प्रधान मुख्य आयकर आयुक्त; उ. प. क्षेत्र, आयकर भवन, सेक्टर-17-ई, चण्डीगढ़
O/o The Pr. Chief Commissioner of Income Tax (NWR), Aayakar Bhawan,
Sector-17-E, Chandigarh. Tel./Fax- 0172-2544244/2544626

F.No. Pr.CC/ CHD/CB-II & III/Official Website/110/2017-18/1655

Dated : 27.12.2017

To,

- The Director General of Income Tax (Inv.), Chandigarh.
The Pr. Commissioner of Income Tax -1 & 2, Chandigarh.
The Director of Income Tax (I & CI), Chandigarh.
The Director of Income Tax (DTRTI), Chandigarh.
The Commissioner of Income Tax (Audit), Chandigarh.
The Commissioner of Income Tax (TDS)-1, Chandigarh.
The Commissioner of Income Tax (Appeals)-1 & 2, Chandigarh.
The Commissioner of Income Tax (ITAT)-1 & 2, Chandigarh.
The Commissioner of Income Tax (Exemptions), Chandigarh.
The Addl. CIT (International Taxation), Chandigarh.

Madam/Sir,

**Subject : Launch of Online Portal for House allotment at Chandigarh station only
- regarding.**

Kindly refer to the subject cited above.

2. In this regard, I am directed to officially announce the launch of the online portal for House allotment for officers and officials of Income Tax Department **posted at Chandigarh station only**. The Officers and officials will have to **mandatorily apply online** for House Allotment at Chandigarh station through official website **incometaxchandigarh.org** for **F.Y. 2018-19**. This portal will be effective from **01.01.2018 (09:00 AM)**.
3. The online version of the House allotment form will ensure greater transparency along with streamlining the process of House allotment at Chandigarh station among the officers and officials in various cadres of the department.
4. The set of instructions to apply for House allotment is given overleaf as Annexure 'A'.

Yours faithfully,


(Pragya Singh)

Dy. Commissioner of Income Tax (Hq.)(Admn.)

Chandigarh

1. Visit incometaxchandigarh.org on new version of any browser (Internet Explorer, Mozilla firefox, Opera, Safari, etc.)
2. Login website using your employee id and password, and click "View Dashboard".

Note : Officers and officials who join this region are advised to get their credentials on the same day of their joining which is available in the O/o the DCIT (HQ)(Admn.), so as to be able to apply online for house allotment at Chandigarh station.

3. To register a fresh application, go to **House Allotment > Online Registration – Step 1 > Register**. A form will be displayed where mandatory fields are marked with red asterisk (*). Fill the details given in the form carefully and click "Ok & Save" to save the form.
4. To Review/submit/delete the application, go to **House Allotment > Online Registration – Step 1 > Manage your requests**. Applicant can review his/her application by clicking "Download Form" button and take following actions :
 - (a) **Delete** : In case there are some mistakes in the form, applicant can click "delete" button to delete application before finally submitting the same.
 - (b) **Submit** : To finally submit the application, click "submit" button. Once the application is finally submitted, it can not be deleted. **A unique application number will be generated. This step is mandatory to capture your application.**

Note : **Only one application per applicant is allowed**. Hence, applicants are advised to fill the online form very carefully and finally submit the application as mentioned in step 4 (b) only after reviewing the application.

5. Applicant can now download the duly filled application form (carrying a valid application number) by clicking "**Download form**" and take its print out. **Make sure application number appears on top of the form.**
6. The print out of duly filled application form **should be attested by the DDO concerned**. Thereafter, the attested copy of the duly filled form should be sent in original to the O/o the Pr. CCIT, NWR, Chandigarh only through proper channel.
7. In case of any query related to :
 - (a) Technical issue while submitting application online, contact Sh. Paritosh Chandra, Inspector (9878148616).
 - (b) House allotment rules and procedure, contact Sh. Rajinder Kumar, TA (9478917574).

