

**PROFILE CORRECTION REQUEST FORM**

To

The Dy. Commissioner of Income Tax (Hq)(Admin.),  
O/o the Pr. Chief Commissioner of Income Tax (CCA), NWR  
Aayakar Bhawan, Sector 17,  
Chandigarh – 160017  
FAX: 0172 – 2702805  
Email: [chandigarh.dcit.hq.admin@incometax.gov.in](mailto:chandigarh.dcit.hq.admin@incometax.gov.in)

**Sub.: Profile correction request – regarding.**

S.No.	Particulars	Details	
1	Name*		
2	Date of Birth*		
3	Civil/ Employee Code*		
4	Designation*		
5	Category*		
6	Current Office & Place*		
7	Current address*		
8	Mobile*		
9	Email id*		
10	Hometown*		
11	Present Posting Details*	(i) Concerned CCIT/DGIT	
		(ii) Concerned Pr.CIT/Pr.DIT/ CIT/DIT Charge:-	
		(iii) Hqrs/Range:-	
		(iv) Circle/Ward:-	
		(v) Station:-	
		(vi) Date of Joining in the Department:-	
		(vii) Appointment on Present Post:-	
		(viii) Date of Joining on Present Station:-	
13	Nature of Correction requested / suggested*	Existing Information/ Details appearing in Profile (as of now)	Requested / suggested Correction in Profile

Note 1: \*All the above fields are mandatory

Note 2: Without necessary certificate(s) of DDO, this form is liable to be rejected without assigning any reason and correction as requested would not be done.

**A. Officers'/Official' Certificate**

The above information / details furnished by me as well as the requested / suggested changes are true and correct.

Signature of Officer/Official

Dated

**B. DDO's / AO's Certificate**

The above requested /suggested by the Officer/Official is as per the service record(s) of the Officer/Official or as per evidence placed before me.

Signature with stamp of DDO/AO

Dated

*Note: The Officer/Official must upload duly verified profile correction form on [incometaxchandigarh.org](http://incometaxchandigarh.org), if profile verification module is enabled for that user.*