

PROFILE CORRECTION REQUEST FORM

To

The Dy. Commissioner of Income Tax(Hq)(Admin.),
O/o the Pr. Chief Commissioner of Income Tax (CCA), NWR
AayakarBhawan, Sector 17,
Chandigarh – 160017
FAX: 0172 – 2702805
Email: 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, if profile verification module is enabled for that user.