

भारत सरकार
प्रधान आयकर आयुक्त का कार्यालय,
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GOVERNMENT OF INDIA
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F. No. Pr. CCIT/AP&TS/CISO/2025-26

Date: 16.03.2026

CIRCULAR

Sub: Prohibition on sharing of user credentials of official E-mail accounts - Reg.
Ref: CISO office memorandum in F.No.Dir(Hqrs)/Ch (DT)/07(76)/2022 dated
04.02.2026

Vide reference cited above, the O/o CIT(C&S) cum CISO, CBDT reiterated the mandatory Information Security controls prescribed by the ITD Information Security Policy, 2020 issued vide CISO Instruction No.2 dated 27.11.2020 and subsequent CISO instructions of 2022 and 2023. Attention of all users is invited to the following mandatory information security controls applicable to all users of ITD Information Systems:

- User IDs, Passwords, PINs,, OTPs (One Time Passwords), or any other access credentials issued for accessing official e-mail accounts are strictly personal and confidential.
- Sharing, disclosure, delegation or use of another individual's e-mail credentials, through any means, is strictly prohibited.
- Each user shall be held accountable for all actions performed using his or her assigned credentials and violation of the above provisions shall be treated as a breach of ITD Information Security Policy.

2. All HODs are requested to ensure that this Office Memorandum is circulated to all officers and officials under their jurisdiction, including contractual and outsourced personnel, and the compliance is monitored and reinforced through periodic awareness and sensitisation measures.

3. This issues with the approval of the competent authority.

(Rathod Neha Devising)
Dy. Commissioner of Income Tax (H.qrs)(Vig)
O/o Pr.CCIT, AP & TS, Hyderabad.

To

All HODs in the Andhra Pradesh and Telangana region

F. No. Dir (Hqrs.)/Ch (DT)/07(76)/2022
Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes

Kartvya Bhawan -1
New Delhi, Dated 14.02.2026

OFFICE MEMORANDUM

Subject: Prohibition on Sharing of User Credentials of Official E-mail Accounts – Compliance with CISO Instructions and ITD Information Security Policy- reg.

The undersigned is directed to invite your attention to the ITD Information Security Policy, 2020, issued vide CISO Instruction No. 2 dated 27.11.2020, and subsequent CISO Instructions of 2022 and 2023 which prescribe mandatory information security controls applicable to all users of ITD Information Systems.

2. In particular, reference is invited to the following provisions of the ITD Information Security Policy, 2020:

- (i) Para 6.4 (User Password Management), which mandates secure management of user authentication information and prohibits disclosure of passwords and other authentication credentials;
- (ii) Para 6.6 (User Responsibilities), which stipulates that users are responsible for safeguarding their authentication information and shall not share their credentials with any other individual / user;
- (iii) Para 5.4 (Acceptable Use of Information Assets), which restricts the use of Departmental Information Assets strictly to authorized users and approved official purposes only;
- (iv) Para 8.10 (Electronic Messaging and E-mail Security), which requires secure use of official email systems and protection against unauthorized access or misuse;
- (v) Para 4.7 (Disciplinary Process and Penal Process), which provides for disciplinary and penal action in case of violation of Information Security policies.

3. In view of the above, it is once again reiterated for strict compliance that:

- User IDs, passwords, PINs, One-Time Passwords (OTPs), or any other access credentials issued for accessing official e-mail accounts are strictly personal and confidential.
- Sharing, disclosure, delegation or use of another individual's e-mail credentials, through any means, is strictly prohibited.

4. Each user shall be held accountable for all actions performed using his or her assigned credentials and violation of the above provisions shall be treated as a breach of ITD Information Security Policy.

5. All Pr. CCsIT / Pr. DGsIT / CCsIT / DGsIT are requested to ensure that this Office Memorandum is circulated to all officers and officials under their jurisdiction, including contractual and outsourced personnel, and that compliance is monitored and reinforced through periodic awareness and sensitisation measures.

6. This issues with the approval of the competent authority.

Manesh
21/11/2026
(Manesh Kumar Gupta)
DCIT (OSD-2) HQ, CBDT

To,
All Pr. CCsIT / Pr. DGsIT / CCsIT / DGsIT