



प्रधान मुख्य आयकर आयुक्त
आन्ध्र प्रदेश व तेलंगाना का कार्यालय, हैदराबाद
Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
दसवीं तल, आयकर शिखर/ 10TH Floor, Income Tax Towers
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,
टेलि.नं./Tel. No. 040 – 23425474, फ़ैक्स/ Fax 040-23241427
Email: hyderabad.dcit.hq.admin@incometax.gov.in

F. No. Pr. CCIT/Misc/2021-22

Date: 02/12/2021

MEMORANDUM

The following Officers/Officials have been nominated as Nodal Team for implementation of e-office across the Income Tax Department, to be done by NIC through NICSI, in respect of AP & Telangana charge, with immediate effect and until further orders.

Sl. No.	Name of the Officer/Official S/Shri/Smt.	Designation	Email ID	Office Mobile No.
1.	MURALI MOHAN M.	ADDL.CIT (JUDICIAL) O/o. CCIT, Hyderabad	hyderabad.addl.cit.judicial@incometax.gov.in	8985970149
2.	MD. GHOUSE	DD(Systems), Hyderabad	hyderabad.dd.systems@incometax.gov.in	8985970891
3.	M. PUNITH KUTTAIAH	ACIT, TDS Circle1(1), Hyderabad	hyderabad.dcit.tds.1.1.@incometax.gov.in	7259485406
4.	D. VIJAY	ITI, O/o. JCIT, Range-1, Hyderabad	damagalla.vijay@incometax.gov.in	8985970330
5.	PATHALAVATHU SAIDUL NAIK	ITI O/o.Addl.CIT(TDS), TDS Range-1, Hyderabad	Saidulnaikpathalavathu@incometax.gov.in	8985970578

This issues with the approval of the Pr.CCIT, AP&TS, Hyderabad.


(P. KRISHNA KUMAR)
Dy. Commissioner Of Income Tax
(HQrs)(Admn)
O/o PR.CCIT, AP & TS, Hyderabad.

Copy to

1. The DDIT(Admin)(HRD), CBDT, New Delhi.
2. The CIT/Addl.CIT concerned.
3. The Officer/Official concerned.

Subject: **URGENT: Establishment of e-Office in the Income Tax Department- Reg.** Date: 02-12-21 01:16 PM

To: bhubaneswar.pccit@incometax.gov.in, pune.pccit@incometax.gov.in,
kanpur.pccit@incometax.gov.in, patna.pccit@incometax.gov.in,
bangalore.pccit@incometax.gov.in, Chandigarh.pccit@incometax.gov.in,
jaipur.pccit@incometax.gov.in, mumbai.pccit@incometax.gov.in,
chennai.pccit@incometax.gov.in, delhi.pccit@incometax.gov.in,
ccit.guwahati@incometax.gov.in, kochi.pccit@incometax.gov.in,
nagpur.pccit@incometax.gov.in, hyderabad.pccit@incometax.gov.in,
ahmedabad.pccit@incometax.gov.in, bhopal.pccit@incometax.gov.in,
kolkata.pccit@incometax.gov.in, lucknow.pccit@incometax.gov.in,
All_PDGIT/DGIT <All_PDGIT/DGIT@incometax.gov.in>

Cc: meeta singh <meeta.singh@incometax.gov.in>,
sushil kulkhari <sushil.k.kulkhari@incometax.gov.in>

From: Delhi admin <eoffice.admin@incometax.gov.in>



Respected Madam/Sir,

DC (Admn)
(T) Mohan Kumar

1. Kindly refer to the trailing e-mail vide which it had been requested that a **Nodal Team (including technical support) in the respective O/o Pr.CCIT Regions and respective Directorates** may be constituted for implementation of e-Office. It was requested that the team must consist of at least four officers/officials.

2. However, it is seen that so far responses have been received from the following PCCIT Regions/Directorates only:-

- (i) Lucknow
- (ii) Kochi
- (iii) Nagpur
- (iv) Gujarat
- (v) Directorate of Systems

3. I have therefore, once again been directed to request you that such nodal teams may be constituted in your Region/Directorate positively **today only** and details of the nodal team be provided to this office vide e-mail (on email eoffice.admin@incometax.gov.in) in the following format **till 5.30PM today**:-

S. No.	Name of the Officer/Official	Designation	E-mail id	Official Mobile No.
1				
2				
3				
4				

4. **A WebEx meeting is scheduled to be held at 11.30AM on 03.12.2021 (i.e. Friday)** with the constituted nodal teams of each PCCIT region and Directorate to discuss the issues related to implementation of e-Office in the Income Tax Department. The representatives of NIC will also join this WebEx. A PIMS template is required to be filled for the data collection of the employees for the e-Office application. It will also be discussed during the WebEx meeting. The Hon'ble Pr. DGIT(HRD)

will chair the WebEx meeting. All the headquarter officers of each PCCIT region and Directorate are requested to attend the WebEx meeting along with the newly constituted nodal team members. The link of the WebEx meeting will be shared in due course.

Regards,
Sushil Kumar Kulhari
DDIT(Admin)(HRD),
CBDT, New Delhi

----- Original Message -----

From: "**Delhi admin**" <eoffice.admin@incometax.gov.in>

Date: Nov 12, 2021 4:36:21 PM

Subject: Establishment of e-office of NIC in the Income Tax Department- Reg.

To: bhubaneswar.pccit@incometax.gov.in, pune.pccit@incometax.gov.in, Kanpur.pccit@incometax.gov.in, patna.pccit@incometax.gov.in, bangalore.pccit@incometax.gov.in, Chandigarh.pccit@incometax.gov.in, jaipur.pccit@incometax.gov.in, mumbai.pccit@incometax.gov.in, chennai.pccit@incometax.gov.in, delhi.pccit@incometax.gov.in, ccit.guwahati@incometax.gov.in, kochi.pccit@incometax.gov.in, nagpur.pccit@incometax.gov.in, hyderabad.pccit@incometax.gov.in, ahmedabad.pccit@incometax.gov.in, bhopal.pccit@incometax.gov.in, kolkata.pccit@incometax.gov.in, lucknow.pccit@incometax.gov.in, All_PDGIT/DGIT <All_PDGIT/DGIT@incometax.gov.in>

Respected Sir/Madam,

Implementation of e-office across the Income Tax department is to be done by NIC through NICS. A Nodal Team at the level of Pr.CCIT/Pr.DGIT is required to ensure the implementation smoothly and remove the problem faced at the local levels. A Nodal Team including technical support in the respective O/o Pr.CCIT regions and respective Directorates for implementation, facilitation and making function of e-office may therefore be established. The team must consist of atleast four people. Kindly provide the details of the Nodal Team in the following format:-

1.	Name of the officer/official	
2.	Designation	
3.	e-mail ID	
4.	Contact No. (official Mobile no.)	

All communication related to e-office instance may kindly be done through the eoffice.admin@incometax.gov.in and eoffice.tech@incometax.gov.in respectively for administrative and technical issues.

With Regards,

Saurabh Pratap Singh,
ADIT, HRD,
J.N.L Stadium,
New Delhi