



**Office of the Commissioner of Income tax
(Admin & Computer Operations)
IIIrd Floor, IT Towers, AC Guards,
Hyderabad - 500 004.**

F. No. CIT (Admin & CO)/DSC/2017-18

Dated: 05.05.2017

To

1. Pr. Commissioner of Income Tax, Guntur
2. Asst. Director of Income Tax (Inv.), Guntur
3. Income Tax Officer (IAP), Guntur
4. Income Tax Officer (I&CI), Guntur

Sir,

Sub: Implementation of Digital Signature Certificate under ITBA/HRMS
Rescheduled- Reg

- Ref: 1. F. No. System/ITBA/Digital Signature/16-17/181 dated 15.03.2017.
2. This Office Letter in F. No. CIT (Admin & CO)/DSC/2017-18 dated:
06.04.2017
3. This Office Letter in F. No. CIT (Admin & CO)/DSC/2017-18 dated:
18.04.2017

Kind attention is invited to the above.

2. Vide the reference cited above the officers above the rank of Income Tax Officers in the charge of Pr.CIT, Guntur are requested to attend the training session for acquiring DSC on 08.05.2017 and 09.05.2017 at ASK Centre C.R. Building Guntur in the below mentioned dates along with the following scanned(in .jpeg format) and physical documents.

1. Photograph (Less than 256Kb)
2. Signature (Less than 256Kb)5n
3. PAN Card (Less than 5Mb)
4. Aadhar Card (Less than 5Mb)
5. Identity Card (Less than 5Mb)

S.No	Officers(ITOs & Above)	Date
1	O/o. Pr.CIT Guntur & CIT(A)-1,2 Guntur	08.05.2017(F.N.)
2	Range-1 & Range-2 Guntur	08.05.2017(A.N.)
3	Ongole Range & O/o. ADIT(Inv.) Guntur	09.05.2017(F.N.)
4	O/o. ITO(IAP), O/o. ITO(I&CI)	09.05.2017(A.N.)

3. All the officers are requested to bring Xerox copies of PAN Card, Aadhar Card and Id. cards duly attested by a Gazatted Officer(not self) along with RSA token, User Id, password, HRMS password to login into ITBA and upload the documents to get DSC. The Officers who have already submitted the DSC application need not attend the session.

Yours faithfully,

(Shaik Nur Mohammed)
Deputy Director (Systems)
O/o. CIT(Admn. & CO), Hyderabad