DIT (S) - III → FAX :- 0120 - 2270108.

E-mail ID Creation Request Form
(incometax.gov.in)

1. Employee Name: (In Block Letters) ☐☐☐☐☐☐☐☐☐☐☐☐☐

2. Employee Code: ☐☐☐☐☐☐☐☐☐☐☐☐

3. Designation: _____

4. Existing personal E-mail ID: (for sending new official E-mail ID & Password) _____

5. E-mail ID of CIT (CO): (If user does not have personal E-mail ID) _____

6. Mobile Number: ☐☐☐☐☐☐☐☐☐☐

7. CCIT Region: _____

8. CCIT (CCA) Region: _____

9. State: _____

10. City: _____

11. Address / Location: _____

12. Date of Request: (DD/MM/YYYY) ☐☐☐☐☐☐☐☐

13. Signature of the officer: _____

14. Seal of officer: (For Gazetted officers only) _____

15. Signature & Seal of Reporting officer: (Exempted for CIT and above officers) _____

16. Signature & Seal of respective CIT/DIT/CCIT/DGIT: _____