

Office of the  
Commissioner of Income Tax  
(Computer Operations)  
Block-3A, 3<sup>rd</sup> Floor, I.T.Towers,  
A.C.Guards, Hyderabad-500 004.

F.No.CIT(CO)/webmail/2014-15

Date : 09-09-2014

**CIRCULAR**

Sub:- Procedure to obtain passwords in Departmental webmail-  
Roll out of Lotus mail w.e.f. 01-09-2014—Regarding.

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After roll out of new mail system on 01-09-2014 in place of Lotus mail (URL: <http://webmail.incometax.gov.in>), users can access the mail in their systems on intranet or through internet. Queries are being received by different users regarding obtaining of password in the new mail system. The procedure is as follows:

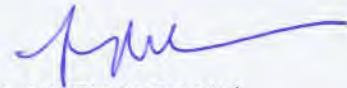
2. To obtain the password in web mail, users may send request through CIT or CIT(CO) to DIT(S)-III at Fax No.0120-2770108 providing the following details:

Name	Designation	Office email-ID	Mobile No.

3. The Users are requested to directly contact help desk at 0120-2772828 or email at [helpdesk\\_messaging@incometax.gov.in](mailto:helpdesk_messaging@incometax.gov.in) for requests related to allotment of passwords in webmail.

4. In case of any problem, Users may call the team of Directorate of Systems, New Delhi at the following numbers :

Officer	Mobile
Sh. D.S.Chawla, DIT(S)-III	0-9013850505
Sh.Pradeep Kumar Meel, Addl.DIT(S)-III(6)	0-9013850326
Sh.Ajay K Bhende, AD(S)-III(2)	0-9968626373
Sh.Rajendra Kumar, AD(S)-III(3)	0-9968626462



( K. MYTHILI RANI )  
Commissioner of Income Tax (CO)  
Hyderabad.

To

All Commissioners of Income Tax, A.P. and Telangana Region.