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:	