



आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEMS)

ए आर ए सेंटर, भू-तल, ई-2 झंडेवालान एक्स
ARA Center, Ground Floor, E-2, Jhandewalan Extension
नई दिल्ली - 110 055, New Delhi - 110 055

F. No. Systems/ITBA/Misc./ RSA token/2020-21

Dated: 23.01.2021

To,
All Principal Chief Commissioners of Income Tax/ CCsIT (By Name),
All Principal Director Generals of Income Tax /DGsIT (By Name),
All Principal Commissioners of Income Tax/ CsIT/ CsIT (Admin & TPS) (By Name),

Madam/Sir,

Sub: Issuance of RSA Token to officials of the Income Tax Department - reg.

Kindly refer to the above.

2. The ITBA application has been designed to facilitate delegation of work to the associated Staff by the Officers. Inspectors/Staff can login into ITBA application using their own credentials and work on the task delegated by their controlling Officers. However, this functionality is not being utilised adequately.
3. In this regard, reference may kindly be made to the letter dated 17.09.2019 by the DGIT(Systems) (copy enclosed as Annexure -1) as per which staff members of the Assessing Officer should obtain RSA tokens so that they can work on the delegated works. Further, DGIT(Systems) has also provided enough RSA tokens to the respective CIT (Admn. & TPS) for distribution to Inspector and associated Staff. The local RCCs, which come under the administrative control of the CIT (Admn. & TPS), have been entrusted with the task of distributing RSA tokens and assigning respective roles in ITBA to staff.
4. It is noticed that the stock of RSA tokens lying unutilised with the various RCCs all over the country is in excess of 13000 (Annexure - 2). This shows that many Officers are not able to delegate work to their Staff.
5. In this context, it is requested that all staff posted with Assessing Officers are given RSA token immediately and their roles are properly tagged by the respective RCCs. This will not only enhance the productivity of field formations but will also ensure security best practices.

This issues with the approval of DGIT (Systems), New Delhi.

Yours faithfully,

Ashim Kumar Modi
Commissioner of Income Tax (ITBA)

Copy to:

1. The PPS to Chairperson, Member(Inv.), Member(L), Member(IT&R), Member (Admn.), Member(TPS&S), Member(A&J), CBDT for information.
2. P.S. to DGIT (Systems), New Delhi.
3. ADG(S)-4, Delhi

Commissioner of Income Tax (ITBA)



Tel. : 23626820

आयकर निदेशालय (पध्दति)
DIRECTORATE OF INCOME TAX (SYSTEMS)
ए. आर. ए. सेंटर, भूमि तल, ई-2 झंडेवालान,
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
नई दिल्ली /New Delhi-110055

F. No. Systems/ITBA/Common Module/160/2016-17(part file)Admn./ Dated: 17.09.2019

Dear Pr Chief Commissioner / Chief Commissioner/ Pr Director General/
Director General,

It has come to the notice of the Directorate of Systems that the Assessing officers continue to share their RSA token and ITBA password with their Inspectors and staff for working on ITBA/ITD, in complete disregard of the security policy. The following table conveys the extent of the problem:

User Category	Total Count	With RSA tokens	% allotment
Inspector	14178	1698	11.97
Staff	24695	2608	10.56

This has adversely affected the productivity of the field officers and also given rise to many vigilance issues. In line with the security policy, Directorate has provided for sufficient RSA tokens for distribution to Inspectors and staff. For convenience of the field formations, the local RCC's have been entrusted with the task of distributing RSA tokens and assignment of roles. Simultaneously, the ITBA application has been so designed as to facilitate delegation of work by the Assessing officer to staff. Inspectors/staff can log into ITBA using their own login credentials and work. Through

such functionality the need to share RSA token/password with staff /others has been precluded.

In this context, the following decisions have been taken:

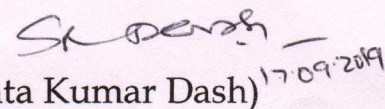
- a) Each Assessing officer may be directed to ensure that Inspector/departmental staff members of his team obtain RSA tokens and have it tagged with the AO's role.
- b) AOs must delegate work to Inspector/staff using submit /delegate functionality available in all modules of ITBA.
- c) Local RCC officers may be directed to promptly process requests for allotting RSA tokens and tagging of roles with that of the AO.

This exercise may be completed in a time bound manner so as to enhance productivity and to ensure use of RSA token by the authorised user only.

Considering the seriousness of the matter, you are requested to ensure compliance of the above decisions by 30.10.2019.

This issues with the approval of the Chairman, CBDT.

Yours sincerely,



(Subrata Kumar Dash)
Pr. DGIT(Systems), New Delhi.

ANNEXURE 2

30 November 2020		Summary			Distributed		In Stock	
Region	City Name	Total RSA Dispatched(2023+2024)	Total Token distributed till date(2023+2024)	Total RSA token remaining with CITCO(2023+2024)	RSA Distributed Expiry date 30/06/2023	RSA Distributed Expiry date 31/10/2024	RSA Remaining Expiry date 30/06/2023	RSA Remaining date 31/10/2024
East	Bhubaneswar	400	238	162	100	138	0	162
East	Guwahati	675	243	432	100	143	75	357
East	Kolkata	2050	879	1171	591	288	59	1112
East	Patna	825	209	616	165	44	10	606
East	Ranchi	200	189	11	100	89	0	11
North	Bhopal	1500	605	895	600	5	400	495
North	Chandigarh	1575	877	698	718	159	207	491
North	Jalandhar	150	10	140	0	10	0	140
North	Amritsar	50	12	38	0	12	0	38
North	Delhi	2825	1926	899	1443	483	432	467
North	Kanpur	750	302	448	302	0	298	150
North	Agra	75	30	45	0	30	0	45
North	Meerut	200	145	55	0	145	0	55
North	Lucknow	650	416	234	416	0	134	100
North	Allahabad	50	0	50	0	0	0	50
South	Bangalore	2000	1053	947	1053	0	447	500
South	Chennai	2000	1067	933	1067	0	433	500
South	Hyderabad	1350	684	666	684	0	366	300
South	Kochi	1025	511	514	317	194	8	506
West	Ahmedabad	2500	1154	1346	964	190	536	810
West	Vadodara	100	0	100	0	0	0	100
West	Surat	150	78	72	0	78	0	72
West	Jaipur	925	470	455	272	198	3	452
West	Jodhpur	100	0	100	0	0	0	100
West	Mumbai	2950	1599	1351	1533	66	17	1334
West	Nagpur	1275	310	965	310	0	265	700
West	Pune	1325	571	754	325	246	0	754
West	Nashik	100	0	100	0	0	0	100
Other	ASK	100	100	0	0	100	0	0
Other	Vaishali+ Jhandewalan +TCS	225	112	113	60	52	40	73
	Total	28100	13790	14310	11120	2670	3730	10580