



भारत सरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE

PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, MUMBAI

3rd Floor, Aayakar Bhavan, Maharshi Karve Road, Mumbai - 20.

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F.No. Pr. CCIT/Mum/Admn.II/Project Tarang-2/Tej/2023-24

Dated : 05.03.2024

To

The Chief Commissioners of Income Tax 1-11, Mumbai,
The Chief Commissioners of Income Tax (TDS), Mumbai,
The DGIT (Inv.), CCsIT(C)-1 & 2, CCIT (IT & TP)(WZ), Mumbai,
All Pr. CsIT / Pr.DIT / CIT / Addl. DGIT posted in Mumbai region.

Sir,

Sub : SOP for handling of internet connections/modems installed in office/residence – reg.

Kindly refer to the above.

2. Internet connections have been provided at the office/residence of officers of the Income Tax Department under the Tarang/Tej schemes. In this regard, it has been brought to the notice of this office that Officers who have been transferred, carry the modems installed in their office/residence with them while proceeding to their new postings on transfer. The FTTH modems are configured for a particular room only and will not work, if taken to another location. Further, the FTTH modems are costly devices and in such cases, MTNL does not provide for a replacement modem and hence, it becomes very difficult to re-activate the said connection for want of modems.

3. In view of the same, I am directed to request you to instruct all Officers working in your office not to carry the modems installed at their respective office/residence with them on transfer. SOP to be followed with regard to internet connections installed at offices/residences is as under:

a) If an Officer is transferred in Mumbai, the FTTH modem installed at his/her office should not be disturbed and the FTTH modem should be handed over to the new Officer in the Handing Over Note.

b) In case of any renovation work being carried out in any office/residence, the same may be intimated to the ITO(HQ) Admin.II, Mumbai (Room No. 366/385, Aayakar Bhawan, Mumbai) so that the modems installed in the said room may be uninstalled in a systematic way for re-installation after the renovation work is over. The fibre optic cable used for FTTH connections is delicate and breaks when bended for more than 90° and have to be removed in a proper way before commencement of work to prevent breakage of the same. Similarly, the modems tend to break on fall and also have to be removed before commencement of renovation work.

c) In case of transfer, the modems installed at the residences have to be mandatorily deposited in the ITO(HQ) Admin.II, Mumbai (Room No. 366/385, Aayakar Bhawan, Mumbai), for safe-keeping to be installed again at the same residence when the new allottee occupies the said flat.

d) In case of retirement/voluntary retirement from Govt. service, the internet connections at their respective residences have to be cancelled so that the Income Tax Department is not billed for the same after retirement/voluntary retirement of the said official. Therefore, at the time of retirement/voluntary retirement/transfer, all FTTH modems installed at the residences of officers have to be handed over to the ITO(HQ) Admin.II, Mumbai (Room No. 366/385, Aayakar Bhawan, Mumbai) and a NOC for the same has to be obtained from this office.

Yours faithfully,


(**SANTOSH NAIR**)

Income Tax Officer (HQ), Administration-II, Mumbai.
For Pr. Chief Commissioner of Income-tax, Mumbai.