Instruction for filling the AIN application form

1. Form is to be filled legibly in **ENGLISH** in **BLOCK LETTERS**.
2. While filling the form, each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
3. The application for AIN allotment is to be sent to the jurisdictional CIT (TDS) by the PAO/DTO / CDDO. Details of the CIT (TDS) are to be mentioned in the application for allotment of AIN.
4. Form should be filled up completely.
5. Fields marked with (*) are mandatory.

Item No.	Item Details	Guidelines for filling up the form
1	Category of the applicant	Tick in appropriate box (i.e. either Central Government or State Government)
2	Name of Ministry	If PAO/DTO/CDDO Category is 'Central Government' mention the Ministry code corresponding to the Ministry as per list provided in Annexure I. For example if Ministry is 'Railway', mention code '02'.
2.1	Sub Ministry Name	In case Name of Ministry is 'Civil (01)', it is mandatory to provide the code corresponding to Sub Ministry as per list provided in Annexure II. For example if Sub Ministry is 'Agriculture' mention code '01', if Sub Ministry is 'Atomic Energy' mention code '02'. If Sub Ministry Name is not present in Annexure II, mention code '99'.
2.2	Sub Ministry Name (Other)	In case code '99' is mentioned in field no. 2.1 i.e. Sub Ministry Name, it is mandatory to mention the Sub Ministry Name. In such cases the Sub Ministry Name should be other than that in Annexure II.
3	Name of State	If PAO/DTO/CDDO Category is 'State Government' mention the State code as per list provided in Annexure III. For example if State is 'Uttar Pradesh', mention code '31'.
4	Name of Office	Provide the Name of Office of PAO/DTO/CDDO. Example if name of office is 'DIRECTORATE OF INCOME TAX (SYSTEMS)' it should be mentioned as below.
5	Name of Department	Provide the Name of Department of PAO/DTO/CDDO. Example if name of office is 'DEPARTMENT OF REVENUE' it should be mention as below
6	PAO/DTO/CDDO Code	Mention PAO/DTO/CDDO code provided by Ministry / State Government. For example in PAO/DTO/CDDO is 0046 it should be mention as below.

Item 4 boxes:

D	I	R	E	C	T	O	R
A	T	E		O	F		I
N	C	O	M	E		T	A
X		(	S	Y	S	T	E
M	S	)					

Item 5 boxes:

D	E	P	A	R	T	M	E
N	T		O	F		R	E
V	E	N	U	E			

Item 6 boxes:

								0	0	4	6

7	PAO/DTO/CDDO Registration Number	Mention the 7 digit PAO Registration Number provided by Central Record Keeping Agency. Example if PAO/DTO/CDDO Registration No. 1003686
			1	0	0	3	6	8	6	
8	PAO/DTO/CDDO TAN	Mention the 10 digit TAN issued by the Income Tax Department. Example if TAN is CALA08045E
			C	A	L	A	0	8	0	4	5	E	
9	Address of Applicant	PAO/DTO/CDDO should mention the office address. It is mandatory to provide details of at least two out of four fields i.e. Flat/Door/Block No., Name of Premises /Building / Village, Road/ Street/ Lane/Post Office and Area/ Locality /Taluka/Sub Division. It is mandatory to provide details of Town/City/ District, State/ Union Territory and PIN Code.
9	Telephone Number and Mobile	(1) If Telephone Number is mentioned, STD Code is mandatory. For example - STD Code
					0	2	2	
		Phone No.
					2	4	9	9	4	2	0	0	
		(2) It is mandatory for applicants to mention either their telephone number or mobile number.
10	E-mail Id	It is mandatory to provide valid email id.

General Information AIN applicants

1. The application form can be downloaded from the Income Tax Department website (www.incometaxindia.gov.in) or the TIN website www.tin-nsdl.com or from the office of the Income Tax Department.
2. In case PAO/DTO/CDDO has already been allotted AIN, it should not apply again.
3. For more information

- Visit us at www.protean-tinpan.com
- Call TIN Call Centre at 020-27218080.
- E-mail us at tininfo@proteantech.in tin_ain@proteantech.in
- Write to Protean eGov Technologies Limited,
  4th Floor, Sapphire Complex,
  Near Axis Bank Baner,
  Baner Road, Baner,
  Pune – 411 045.

Annexure I --- Ministry Name	
Ministry name	Ministry name code
Civil	01
Railway	02
Defence	03
Telecommunication	04
Post	05

Annexure II -- Sub ministry name	
Sub ministry name	**Sub ministry name code**
Agriculture	01
Atomic Energy	02
Fertilizers	03
Chemicals & Petrochemicals	04
Civil Aviation & Tourism	05
Coal	06
Consumer Affairs, Food & Public Distribution	07
Commerce & Textiles	08
Environment & Forest and Ministry of Earth Science	09
External affairs and Overseas Indian affairs	10
Finance	11
Central Board of Direct Taxes	12
Central Board of Excise and Customs	13
Controller of Aid Accounts and Audit	14
Central Pension Accounting Office	15
Food Processing Industries	16
Health and Family Welfare	17
Home Affairs and development of North Eastern Region	18
Human Resource Development	19
Industry	20
Information and Broadcasting	21
Telecommunication and Information Technology	22
Labour	23
Law and Justice and Company Affairs	24
Personnel, Public Grievances and Pensions	25
Petroleum and Natural Gas	26
Planning, Statistics and Programme Implementation	27
Power	28
New and Renewable Energy	29
Rural Development and Panchayati Raj	30
Science and Technology	31
Space	32
Steel	33
Mines	34
Social Justice and Empowerment	35
Tribal Affairs	36
D/o of Commerce (Supply Division)	37
Shipping and Road Transport and Highways	38
Urban Development, Urban Employment and Poverty Alleviation	39
Water Resources	40
President's Secretariat	41
Lok Sabha Secretariat	42
Rajya Sabha Secretariat	43
Election Commision	44
Andaman and Nicobar Islands Administration	45
Chandigarh Administration	46
Dadra and Nagar Haveli	47
Goa, Daman and Diu	48
Lakshwadeep	49
Pondicherry Administration	50
Pay and Account Officers (Audit)	51
Non-conventional energy sources	52
Government of NCT of Delhi	53
Others	54

Annexure III --- State name	
State name	**State code**
Andaman and Nicobar Islands	01
Andhra Pradesh	02
Arunachal Pradesh	03
Assam	04
Bihar	05
Chandigarh	06
Dadra & Nagar Haveli and Daman & Diu	07
Delhi	09
Goa	10
Gujarat	11
Haryana	12
Himachal Pradesh	13
Jammu & Kashmir	14
Karnataka	15
Kerala	16
Lakshwadeep	17
Madhya Pradesh	18
Maharashtra	19
Manipur	20
Meghalaya	21
Mizoram	22
Nagaland	23
Orissa	24
Pondicherry	25
Punjab	26
Rajasthan	27
Sikkim	28
Tamil Nadu	29
Tripura	30
Uttar Pradesh	31
West Bengal	32
Chatishgarh	33
Uttaranchal	34
Jharkhand	35
Telangana	36
Ladakh	37

Application for allotment of Accounts Office Identification Number (AIN)

To,

CIT (TDS)

Name of CIT Office:

Address of CIT Office:

Sir,

We hereby request that an Accounts Office Identification number be allotted to
us. We give below necessary particulars.

*[Fields marked with * are mandatory. Please refer the instructions before filling the form]*

1. Category of the applicant *
   (Tick ✔ as applicable)

Central Government		State Government	

2. Name of Ministry (Applicable for Central Government)
   (Mention Ministry code as per Annexure I)

2.1 Sub Ministry Name:
    (Applicable for Civil Ministry code as per Annexure II)

2.2 Sub Ministry Name (Other):

3. Name of State (Applicable for State Government):
   (Mention code as per Annexure III)

4. Name of Office:*

5. Name of Department:

6. PAO/DTO/CDDO Code:

| | | | | | | | | | | | | | | | | | | |

7. PAO/DTO/CDDO Registration No.:
   (Provided by Central Record Keeping Agency)

| | | | | | |

8. PAO/DTO/CDDO TAN:*
   (Provided by Income tax Department)

| | | | | | | | | | |

9. Address of Applicant:

Flat / Door / Block No.

| | | | | | | | | | | | | | | | | | | | | | | | | | |

Name of Premises / Building / Village

| | | | | | | | | | | | | | | | | | | | | | | | | | |

Road / Street / Lane / Post village

| | | | | | | | | | | | | | | | | | | | | | | | | | |

Area / Locality / Taluka / Sub-Division

| | | | | | | | | | | | | | | | | | | | | | | | | | |

Town / City / District*

| | | | | | | | | | | | | | | | | | | | | | | | | | |

State / Union Territory*

| | | | | | | | | | | | | | | | | | | | | | | | | | |

PIN Code:* | | | | | | |

STD Code: | | | | | | |

Phone No: | | | | | | | | | | |

Mobile No: | | | | | | | | | | |

(Either telephone number or mobile number is mandatory.)

10. E-Mail Id:*

*I/We ....in my/our capacity as.................................... do hereby declare that what is stated above is true to the best of my/our knowledge and belief.

Date: Signature

Place: (Seal of the office)

For CIT (TDS) office use

Verification by CIT (TDS)

The above application is completely filled and recommended for AIN allotment.

Date: Signature of CIT (TDS) ....

Place: Name of CIT (TDS): ....

                                                       Address of CIT (TDS): ....

                                                       Seal of the office:

Duly verified form should be forwarded by CIT (TDS) to below address.

Protean eGov Technologies Limited. 1ST
Floor, Times Tower
Kamala Mills Compound,
Senapati Bapat Marg,
Lower Parel
Mumbai - 400013