



ITBA-Rectification Module Instruction No. -4

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 - 110055, **New Delhi - 110055**

F.No.System/ITBA/Instruction/Rectification/186/2018-19

Dated: 22-06-2018

To

**All Principal Chief Commissioners of Income-tax/ CCsIT,
All Principal Director Generals of Income-tax/DGsIT,
All Principal Commissioner of Income-tax/CsIT/CsIT(Admin & TPS),
All Principal Directors of Income Tax/DsIT,**

Sir/Madam,

Subject: Launch of functionality for Rectification of Assessment Orders passed u/s 143(3)/144 in Income Tax Business Application (ITBA) – Reg.

The functionality of rectification of orders passed u/s 143(1) was communicated through **ITBA Rectification Instruction No 3 dated 19.04.2018**. The detailed discussion regarding steps to be taken for initiation, generation of hearing notice, working on rectification proceedings, re-computation of income/tax and generation of order is described therein. This instruction is in continuation to the said Instruction.

Functionality to rectify Assessment orders passed u/s 143(3)/144 is now available through the Rectification module of Income Tax Business Application for Asst. Yrs. 2014-15, 2015-16, 2016-17. This functionality can be accessed through the Rectification module on the ITBA Portal and is meant for use by the AO and AO staff to carry out rectification of Assessment u/s 143(3)/144.

2. All the steps for initiating, working on the rectification proceeding and passing of rectification order on Assessment will be same as described in ITBA Rectification Instruction no.

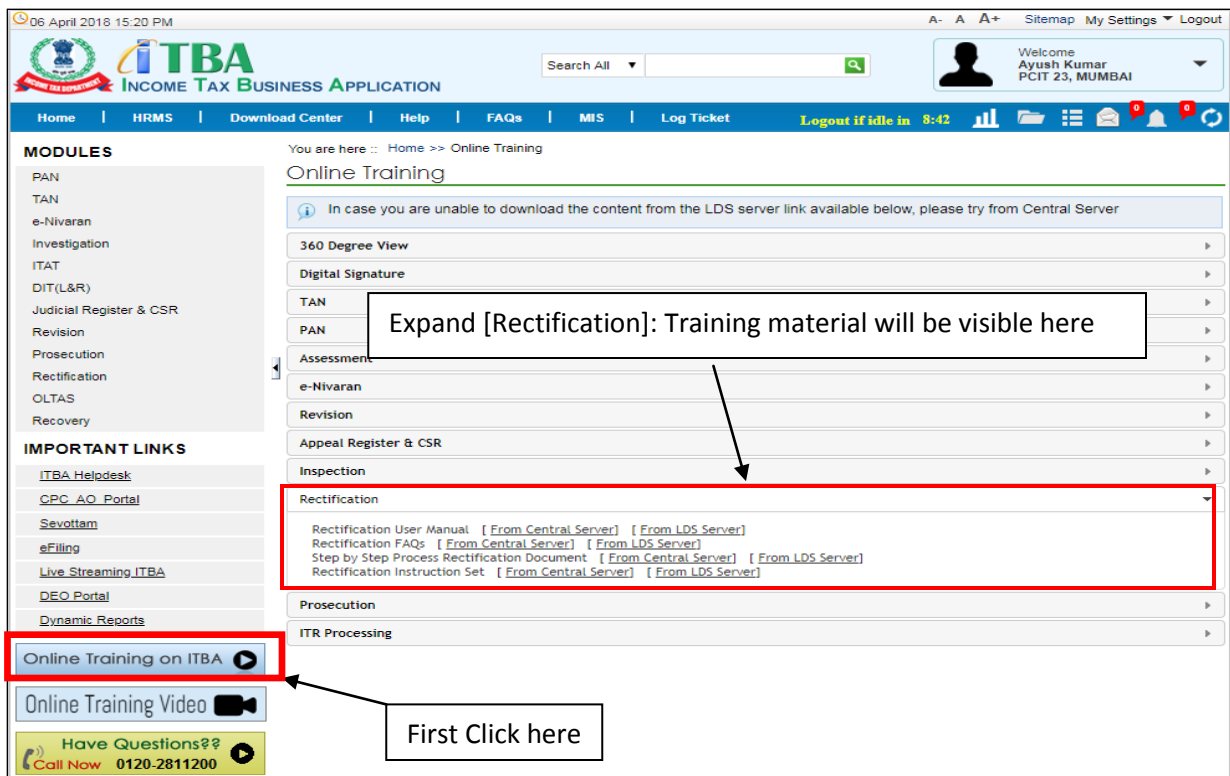
3. Rectification module of the ITBA can be accessed by entering the following URL in the browser: <https://itba.incometax.gov.in> The path to access rectification module is:

ITBA Portal → Login → Modules → Rectification

4. Rectification Module in ITBA will be expanded and following functionalities will also be made available soon:

- (i) Rectification on Assessment orders u/s 147/153A/153C
- (ii) Re-rectification.

5. Training material including User manual, Step by step, FAQs and PPT are available on the Rectification Module Home Page and also on **ITBA Portal → Online Training on ITBA**. Users can refer to the same to understand as to how to use the rectification functionality.



Users are advised to contact helpdesk in case of any issues in respect of the ITBA.

- a. URL of helpdesk - <http://itbahelpdesk.incometax.net>
- b. Help desk number – 0120-2811200
- c. E.mail ID – itba.helpdesk@incometax.gov.in
- d. Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

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The above Instruction may kindly be brought to the notice of all officers and staff for necessary compliance.

6. This instruction is issued with the prior approval of Pr DGIT (Systems).

Yours sincerely,



(Ramesh Krishnamurthi)
Addl.DG (S)-3, CBDT, New Delhi

Copy to:

1. The PPS to Chairperson, Member(L)/Member(Inv.)/Member(IT&C)/Member(R)/Member(A&J)/Member(Admin) CBDT for information
2. Pr. DGIT(Systems), New Delhi
3. The Database Cell with request to upload instruction on www.irsolicersonline.gov.in
4. ITBA Publisher with request to upload instruction on <http://itba.incometax.gov.in>

Yours sincerely,



(Ramesh Krishnamurthi)
Addl.DG (S)-3, CBDT, New Delhi