



आयकर निदेशालय (पद्धति)

DIRECTORATE OF INCOME TAX (SYSTEM)

ए आर ए सेंटर, भू-तल, ई-2 जंड़ेवालान एक्स

ARA Center, Ground Floor, E-2, Jhandewalan Extension,

नई दिल्ली - 110055, New Delhi - 110055

F. No. System/ITBA/Instruction/Common Functions/180/2019-20

Dated: 25/10/2019

To

All Principal Chief Commissioners of Income Tax/ CCsIT (By Name),

All Principal Director Generals of Income Tax/DGIT (By Name),

All Principal Commissioners of Income Tax/CsIT/CsIT(Admin&TPS, CO) (By Name),

All Principal Directors of Income Tax/DsIT (By Name),

Subject: Changes in facility for generation of Document Identification Number (DIN) for manual documents in Income Tax Business Application (ITBA)/ITD – Reg.

Madam/Sir,

This is in reference to the subject mentioned above. It is informed that the facility for generation of Document Identification Number (DIN) for documents prepared outside ITBA system and uploaded manually is now made available in Income Tax Business Application from **25/10/2019**. Now, DIN can be generated prior to uploading the document in ITBA.

2. ITBA provides the functionality to capture and upload the letters, notices and orders issued manually and served on the assessee by users due to any exceptional reasons like technical issue in system etc. DIN was generated for every such document uploaded manually. However, there was no facility to quote the system generated DIN in the physical copy of documents.
3. Therefore, whenever user uploads a document which was issued outside ITBA system, DIN will be generated prior to uploading of such manual letter or notice or order in ITBA. User may use the same for reference and quoting as Doc. No. in physical copy.
4. Intimation letter will continue to be generated in ITBA. The same document will also be shared with e-Filing portal through **e-Proceedings** interface for authentication purpose. Assessee can verify the authenticity of the Letter or Notice or Order issued by Income Tax Authorities (ITA) in **e-Filing portal**. Such intimation along with

Letter/Notice/Orders also made available in **View/Download Letter/Notice/Orders screen** if users wish to dispatch the same through post.

Steps to be followed for DIN generation in ITBA application are as below:-

- i. Navigate to **Generate Letter/Notice/Orders** screen.
- ii. Select **Manual to System** option screen.
- iii. User will enter the **Date of Issue** and Manual **File No.**
- iv. Click on **Save and Generate DIN.**

NOTE: DIN will be generated in the system and will be displayed in column '**System Doc. No.**' User should physically sign the document after quoting DIN before uploading, as the assessee will be viewing the uploaded document on their e-Proceeding account on e-filing portal.

- v. User will attach the file and click on **Save** button.

NOTE: User will be able to upload the document with the **DIN no.** generated in ITBA system until the row containing that DIN is deleted by the user from the system.

- vi. Click on **Generate** button to complete the process in ITBA system.

The system generated Intimation letter will also be generated for reference and will be available in **View/Download Letter/Notice/Orders** screen for user to download the same.

Steps to be followed for DIN generation in Legacy ITD application are as below:-

- i. Click **Print Result** button for passing order in Legacy ITD application.
- ii. On click on **Print Result** button, a screen **Print Information** will be displayed.
- iii. Click **OK** button to pass the order in Legacy ITD application.
- iv. A success message will be displayed, displaying the DIN and path to view/download the Computation Sheet and the corresponding system generated Intimation Letter in ITBA by navigating to below mentioned path.
- v. Login to **ITBA Portal** → Under **Modules** → click on **Common** → Under Menu → click on **View/Download Letter/Notice/Orders** screen → Enter **PAN, AY** and Click on **Search** button.
- vi. Click on **View** button to view the Computation Sheet and the corresponding system generated Intimation Letter.

- vii. Click on **Download** button to download the Computation Sheet and the corresponding system generated Intimation Letter.

NOTE: Since Legacy ITD Orders are issued offline, therefore the DIN generated in Legacy ITD application is required to be quoted before issuing manual order to the assessee. These orders are not shared on e-filing Portal, however the system generated intimation letter for such orders will only be shared and same will be visible in e-Proceedings account of assessee maintained at e-filing Portal.

5. The various modules of the ITBA can be accessed by entering the following URL in the browser: <https://itba.incometax.gov.in>.
6. Users are advised to contact helpdesk in case of any issues in respect of the ITBA.
- URL of helpdesk - <http://itbahelpdesk.incometax.net>
 - Help desk number – 0120-2811200
 - Email ID – itba.helpdesk@incometax.gov.in
 - Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

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

Yours faithfully,



(Sukesh Kumar Jain)
Commissioner of Income-tax (ITBA)
Directorate of Income-tax (Systems).

Copy to:

- PPS to Chairman, PPS to Member(Inv.)/ Member(Admn)/ Member(R)/ Member(IT)/ Member(Legislation)/ Member(A&J) CBDT for information.
- Pr. DGIT(Systems), New Delhi.
- The Web Manager, for www.irsufficiersonline.gov.in website with request to upload the instruction on the website.
- ITBA Publisher (ITBA.Publisher@incometax.gov.in) for <https://itba.incometax.gov.in> portal with request to upload the instruction on the ITBA Portal.



Commissioner of Income-tax (ITBA)
Directorate of Income-tax (Systems).