आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEM)
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/Audit/2017-18   **Dated: 14/11/2017**

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

Subject: Launch of Manual Upload Functionality for Pending Internal Audit Objections in Income Tax Business Application (ITBA) – Reg.

Sir/Madam,

This is in reference to the subject mentioned above. The functionality for uploading pending Internal Audit Objections has been rolled out and is available in Audit module of ITBA w.e.f. 03/11/2017.

2. The functionality will allow users to upload <u>pending</u> internal audit objections in the system. This will be available to Auditors (i.e. IAP, SAP, Addl. CIT(Audit)/JCIT(Audit)) to upload pending internal audit objections in the system.

   Steps to upload pending Internal Audit Objections are as follows:

   i. Click **Menu > Pending Arrear Internal Audit Objection**
   ii. Enter Basic details.
   iii. Click on **Search Order** button.
   iv. Select Order, if available or enter order details.
   v. Enter Objection details.
   vi. Enter Remedial Action details and click on **Save** button.
   To add attachments, if any**,** click **Add Attachments.**

3. In case where settlement of an objection is still pending for objections uploaded through Pending Arrear Internal Audit Objection screen, once settlement is completed,

Auditor is expected to update the status of objection to "Settled" and enter the Date of Settlement as per settlement details provided through Control Register for Arrear Internal Audit Objection screen.

4. Control Register for Arrear Internal Audit Objection is provided for tracking of various pending/settled objections uploaded manually. Access to Control Register for Arrear Internal Audit Objection screen is provided for different Audit Units (IAP, SAP, Addl. CIT(Audit)/JCIT(Audit), CIT(Audit)) and jurisdictional hierarchy (AO, Range, PCIT/CIT) users.

5. This functionality is to be used to enter only pending internal audit objections which were earlier not available in system vide ITBA-Audit Module – Instruction No. 1. All new audit objections/memo have to be created online using the Audit module as per ITBA-Audit Module Instruction No. 1.

6. The Audit module of the ITBA can be accessed by entering the following URL in the browser: https://itba.incometax.gov.in
The path for Audit module is: ITBA Portal →Login → Modules → Audit

7. Training material including user manual, help content and frequently asked questions (FAQs) are available on the Audit Module Home Page and on **ITBA Portal → Online Training on ITBA.** Users can refer to these online resources in case of any problem.

8. 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. Email ID – itba.helpdesk@incometax.gov.in
   d. 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,

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

<u>Copy to:</u>

1. PPS to Chairman, PPS to Member(Inv.)/ Member(Admn)/ Member(R)/ Member(IT)/ Member(Legislation)/ Member(A&J) CBDT for information.
2. Pr. DGIT(Systems), New Delhi.
3. ADG(Audit) and Pr. DGIT(L&R), New Delhi.
4. The Web Manager, for www.irsofficersonline.gov.in website with request to upload the instruction on the website.
5. ITBA Publisher (ITBA.Publisher@incometax.gov.in) for https://itba.incometax.gov.in portal with request to upload the instruction on the ITBA Portal.

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