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/Assessment/177/17-18   **Dated: 05-02-2018**

To

All Principal Chief Commissioners of Income Tax/ CCsIT (By Name),
All Principal Director Generals of Income Tax/DGIT (By Name),
All Principal Commissioner of Income Tax/CsIT/CsIT (Admin & TPS, CO) (By Name),
All Principal Directors of Income Tax/DsIT (By Name)

Subject: Launch of Income Tax Business Application (ITBA)- Assessment Module - Functionality for Generating "No Objection Certificate u/s 172 for issue of Port Clearance Certificate.

Sir/Madam,

This is in reference to the subject mentioned above. The functionality for capturing the application details and generating no objection certificate for issue of Port Clearance Certificate through system is available in Assessment module of ITBA.

2. The following process forming part of assessment module are now available to the Assessing officer's having jurisdiction over the port.:
   A. Capturing the application details and generating no objection certificate for issue of Port Clearance Certificate.
   B. Generating extension of validity of such certificate.

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

4. The path for using the functionality are as under:
    A. **For generating no objection Certificate for issue of port clearance certificate.**

(i)   AO can access the screen for generating no objection certificate through **Assessment** → **Menu** → **Port Clearance Certificate u/s 172** → **Issue Port Clearance Certificate u/s 172.**

(ii)   Enter the details of ship/vessel, application, voyage, custom authority.

(iii)   Click **Save** to save the details.

(iv)   Click **Tax Payment** to enter the details of taxes paid (if any).

(v)   Select the check box **"Whether satisfactory arrangements made"** or **"Whether payment already made".**

(vi)   Click **Generate** to Proceed for generation of no objection certificate for issue of port clearance certificate u/s 172, without digital signature. Click **"Generate and Digitally Sign later"** to generate no objection certificate with option to sign the certificate digitally later through **view/Enter Dispatch details** screen.

B.   For Extension of validity of such certificate.

(i)   AO can access the screen to view the list of certificates generated or provide extension on the same through **Assessment** → **Menu** → **Port Clearance Certificate u/s 172** → **List of Port Clearance Certificate u/s 172.**

(ii)   View the list of generated certificates.

(iii)   In case extension is to be provided, select the particular record and proceed to generation of extension certificate.

5. Functionality to issue certificate in ITD application will be discontinued from 06/02/2018. Assessing Officers are advised to close any pending work such as printing of no objection certificates (if any) which have been issued but not printed.

6. The certificate data from ITD Application will be migrated to ITBA and will be made available under MIS for Assessment module.

7. Training material including user manual, help content and frequently asked questions (FAQs) are available on the Assessment 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).

9.   This is issued with prior approval of Pr. DGIT(S).

Yours sincerely,

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

Copy to:

1. The P.P.S. to Chairman, Member(Inv.), Member(Admin), Member(R), Member(IT&C), Member(L) and Member(A&J), CBDT for information.
2. The P.S. to Pr. DGIT(Systems) for information.
3. Database Cell, for www.irsofficersonline.gov.in website with request to upload the instruction on the website.
4. ITBA Publisher, for https://itba.incometax.gov.in portal with request to upload the instruction on the ITBA Portal.

(Ramesh Krishnamurthi)
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