आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEM)
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F.No. System/ITBA/Instruction/Administrative/178/2016-17/   **Dated: 22.12.2016**

To

      All Principal Chief Commissioners of Income-tax/ CCsIT (By Name)
      All Principal Commissioner of Income-tax/CsIT/CsIT(CO) (By Name)

Subject: Launch of Income Tax Business Application (ITBA) – Administrative Functions Module Phase-4 (Empanelment of Special Auditor and Standing Counsel) – Reg.

Sir/Madam,

This is in reference to the subject mentioned above. The functionality for Empanelment of Special Auditor and Standing Counsel is now available in Administrative Functions module of ITBA.

2. The Administrative functions module of the ITBA can be accessed by entering the following URL in the browser: https://itba.incometax.gov.in

    The path for Administrative Functions module is: ITBA Portal →Login → Modules → Administrative Functions

3. Following functionalities shall be available through ITBA – Administrative Functions Module, Phase-4:

    A. **Empanelment of Special Auditor** The application for Empanelment as Special Auditor will be initiated by entering few particulars through control register. On successful initiation, Pendency will be created in the worklist of user initiating the workflow. Consequently, user will have following functionalities to process an application:

        i. **Digitisation of application**: User will be able to enter the details of application for further processing.

ii. **Communication with the applicant**: If the application is found to be deficient, then user has the option to generate a deficiency letter. Further, inviting the applicant for an interview OR calling for additional details etc. can also be done by the user by issue of letter (using Initiate Other Action option).

iii. **Communication with Department users**: Similarly, Letter can also be issued to Departmental user (using Initiate Other Action option) seeking confirmation of facts stated in the application for empanelment.

iv. **Generation of approval/regret letter**: Finally the User can generate and issue letter of approval/ regret to the applicant. Alternatively, in case a consolidated letter of empanelment is to be generated offline , the user can record the approval/rejection of each application and directly close the workflow instead.

v. **Dashboard:** The dashboard for Administrative Functions Module is accessible through Administrative Functions Home Page. Facility to view the count of cases under various stages of processing will be available to the User.
The path for the same is Administrative Functions Home Page → Dashboards

The PrCCsIT/CCsIT, Headquarter of PrCCsIT/CCsIT and Staff of Headquarter will have access to the above mentioned functionality. Work can be both delegated and submitted online. However the privilege to accord approval/rejection is with the PrCCsIT/CCsIT only.

B. Empanelment of Standing Counsel: The application for empanelment as Standing Counsel will be initiated by entering few particulars through control register. On successful initiation, Pendency will be created in the worklist of user initiating the workflow. Consequently, user will have following functionalities to process an application:

i. **Digitisation of application**: User will be able to enter the details of application for further processing.

ii. **Communication with the applicant**: If the application is found to be deficient, then user has the option to generate a deficiency letter. Further, inviting the applicant for an interview OR calling for additional details etc. can also be done by the user by issue of letter (using Initiate Other Action option).

iii. **Communication with Department users**: Similarly, Letter can also be issued to Departmental user (using Initiate Other Action option) seeking confirmation of facts stated in the application for empanelment.

iv. **Generation of approval/regret letter**: Finally the User can generate and issue letter of approval/ regret to the applicant. Alternatively, in case a consolidated

letter of empanelment is to be generated offline , the user can record the approval/rejection of each application and directly close the workflow.

v. **Dashboard:** The dashboard for Administrative Functions Module is accessible through Administrative Functions Home Page. Facility to view the count of cases under various stages of processing will be available to the User.
The path for the same is Administrative Functions Home Page →
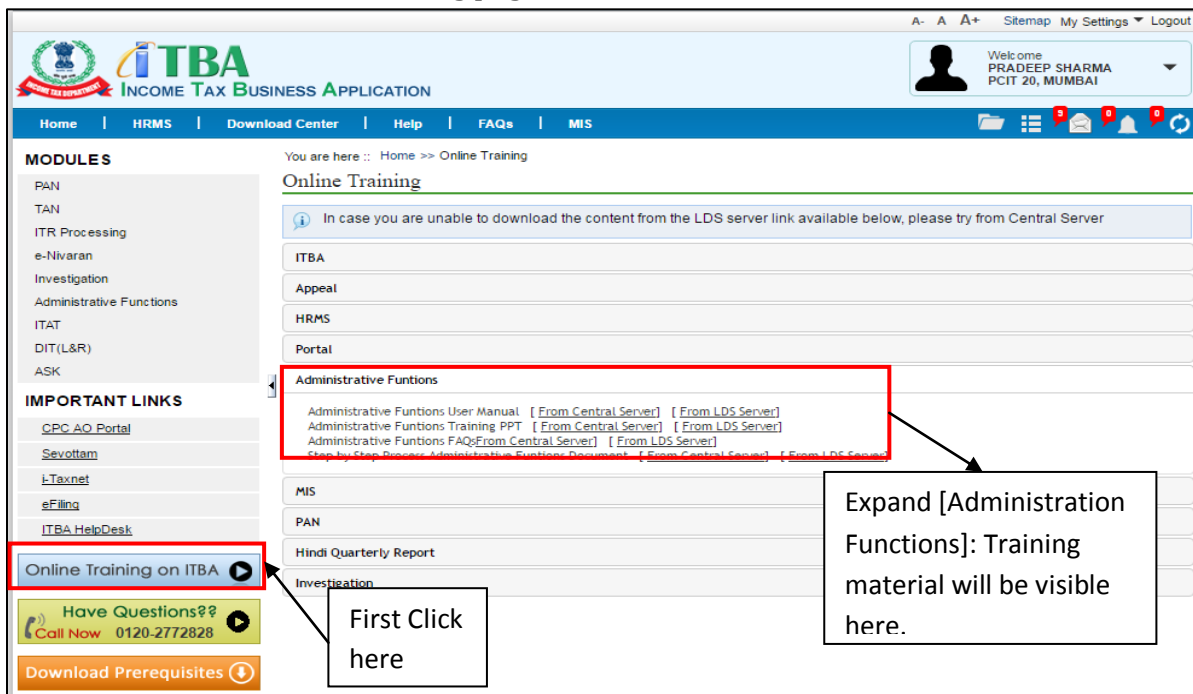**Dashboards**

The PrCCsIT/CCsIT, Headquarter of PrCCsIT/CCsIT and Staff of Headquarter will have access to the above mentioned functionality. Work can be both delegated and submitted online. However the privilege to accord approval/rejection is with the PrCCsIT/CCsIT only.

4. **A functionality to capture existing Panels of Special Auditors and Standing Counsels and approved cases for various other Processes Types, viz. Hospital approval; Income Tax Practitioner; Registered Valuer, Recognised Provident Fund, Approved Superannuation Fund and Gratuity is also available now in the module, for record and for future use.** This functionality may be used to create a comprehensive and accurate database of all approvals, registrations or empanelment at each region.

5. Steps to record the details of approvals, registrations or empanelment at each region:
   i. Click **Menu > Data entry of existing Approved Cases**.
   ii. Select **Process Type.**
   iii. Select the **Status** as Approved.
   iv. Enter the **PAN** and tab out.
   v. Enter the **Registration No. / Approval No.** and **Approval Date/ Period of Approval** for Approved Hospitals, Empanelled Special Auditors and Standing Counsels.
   vi. Enter the **Name of the Fund** (in case of **Gratuity, Superannuation and Provident Fund**).
   vii. To add **Attachments, if any,** click **Add Attachments.**
   viii. Click on **Submit.**
   ix. The Approved cases will be visible in **Control Register** under **Menu.**

Functionalities for R**egistration as Income Tax Practitioner and Valuer; Approval of Hospitals; Recognizing/Approving Provident Funds** and **Superannuation &**
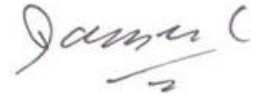
Gratuity Funds have already been released vide ITBA-Administrative Functions Instruction Nos.-1 to 3, available on the ITBA Portal. Officers posted with the PrCCsIT/CCsIT and looking after the above processes are now expected to use the Administration Module while granting approval/registration to various entities.

6. Relevant users will need their individual name based department email IDs and RSA tokens. The username and passwords will be communicated on their respective email ID. The log in to the system will be through the username and password (sent on individual email ID) along with the RSA token over the Taxnet nodes. Users are advised to contact their respective RCC Admin for name based department email ID **and for assignment of the relevant Role in ITBA.**

7. Users on Windows XP system are advised to download the Chrome (version 43) or Firefox (version 36) browser (if unavailable) from **ITBA Portal → Download Pre-Requisites** to access the new ITBA application.

8. Training material User Manual, Step by Step, Frequently Asked Questions (FAQs), and a Power Point Presentation are available on the Administrative Functions Module Home Page and on **ITBA Portal → Online Training on ITBA.** Users can refer to these online resources in case of any problem. A screen shot displaying the Online Training resource is made available on the following page:

9. 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 – 0120-2772828 - 42
   C. Email ID – helpdesk_messaging@incometax.gov.in
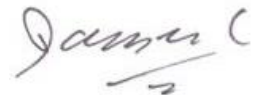   D. Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

Yours sincerely,

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

Copy to:
1. PPS to Chairman, PPS to Member(Inv.)/ Member(P&V)/ Member(R)/ Member(IT)/ Member(L&C)/ Member(A&J) CBDT for information.
2. Pr. DGIT(Systems), New Delhi
3. The Web Manager, for www.irsofficersonline.gov.in website with request to upload the instruction on the website.
4. 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. DG(S)-3, CBDT, New Delhi