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/DIT(L&R)/176/2016-17 /745	Dated: 13/07/2016

To

**The Principal Chief Commissioners of Income-tax/CCsIT /CCIT(Intl tax)/
Pr.DGIT (L&R) (By Name)**
Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneshwar/ Bareilly/Chandigarh/ Chennai/ Cochin/ Coimbatore/ Dehradun/ Delhi/ Durgapur/ Guwahati/Hubli/ Hyderabad/ Indore/ Jaipur/ Jalpaiguri/ Jodhpur/ Kanpur/ Kolkata/ Lucknow/Ludhiana/ Madurai/ Meerut/ Mumbai/ Nagpur/ Nashik/ Panaji/ Panchkula/ Patna/ Pune/Raipur/ Rajkot/ Ranchi/ Shimla/ Shillong/ Surat/ Thane/ Trichy/ Trivandrum/ Udaipur/Vishakhapatnam; and

The Principal Commissioner of Income-tax/CsIT/CsIT(CO) (By Name)
Agra/ Bikaner/ Calicut/ Dhanbad/ Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/ Kolhapur/ Muzzaffarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/ Vijayawada / Delhi(CO)/ Mumbai(CO)/ Chennai(CO)/ Ahmedabad(CO)/ Bangalore(CO)/ Bhopal(CO)/ Bhubaneshwar (CO)/ Kolkata(CO)/ Cochin(CO)/ Chandigarh(CO)/ Hyderabad(CO)/ Jaipur(CO)/ Kanpur(CO)/ Patna(CO)/ Pune(CO)/ Guwahati(CO)/ Nagpur(CO)/ Lucknow (CO).

Subject: Launch of Income Tax Business Application (ITBA) – DIT(L&R) Module – Reg.

Sir/Madam,

This is in reference to the subject mentioned above. The DIT (L&R) module in Income Tax Business Application (ITBA) has been rolled out w.e.f. 11th July, 2016.

2.   The DIT (L&R) module is meant for use by the officers posted in the Directorate of Legal & Research and the field offices for <u>communication on appellate matters</u> pending before the Supreme Court.

i.   The users posted in Directorate of Legal & Research can call for a report from the field using the functionality available in the DIT(L&R) module. Similarly, officers in the field can also communicate with officers of the Directorate of L&R using such module. The Module can be accessed by logging into the ITBA Portal.

ii.   Officers posted in the Directorate of Legal& Research (ITOs, DDsIT/ADsIT , JDsIT, Addl.DsIT , DsIT , DGIT) the field offices (AOs, Range Heads, CsIT, CCsIT, PCCsIT, CsIT (Exemption), CCIT (Exemption), CsIT (International Taxation),   CCIT(International Taxation) and Members of the CBDT and Chairperson, CBDT are the users who have been allowed access to the DIT(L&R) module in ITBA.

iii. It is pertinent to clarify that the entire process of initiating and processing of SLP proposals received from Jurisdictional CCsIT is available in the **National Judicial Reference System** (NJRS) **and has, therefore, not been included in ITBA.**

iv. DIT (L&R) module has only a limited functionality for communication between officers of the Directorate of L&R and field offices. Officers in the L&R Directorate can use the functionality of Ad-hoc workflow or Issue letter for communication with **the other ITBA users in the field.**

3. **Features of the ITBA- DIT (L&R) Module:**

i. The ITBA Portal can be accessed by entering the following URL in the browser: https://itba.incometax.gov.in

ii. **The path for the accessing DIT(L&R) module is: ITBA Portal → Login → Modules → DIT(L&R).**

iii. The DIT(L&R) module offers the following functionalities to the Users: :

a. **Initiate Suo-Moto Workflow** – Officers in the L&R Directorate can use the functionality of Ad-hoc workflow in the DIT(L&R) module for any communication to be done with the other users. User (Initiator) will have provision to enter the details of information required and select the respondents (Field Authorities), including those to whom a copy of such communication is marked. On submission, a workitem will be created for the respondent indicating that the Field Authority has been requested by the Directorate of L&R to send the report/copy of documents etc. Communication both to and from the Initiator and the Respondents and vice-versa will flow online. There will not be any need to issue letters separately.
The path for the same is DIT(L&R) → Menu → Initiate Suo-Moto Workflow

- **Worklist:** Worklist will display the list of pending workitems for the user (Initiator) and the respondent. In other words, all work initiated suo- moto by the user will be displayed in the Worklist.
The path for the same is **DIT(L&R) → Common Worklist**

- **Workitem:** Respondent can access the workitem sent to him by the Initiator. He can provide the required information and submit the workitem back to the initiator for closure of the workitem. To send a report through proper channel the Respondent has the option to forward the same by using the "Forward" button. Facility to transfer or reassign or delegate a workitem to another officer/Headquarter/Inspector/staff is also available.

b. **Issue Letter** – User will also have the provision to generate and issue letters, especially while communicating with external stakeholders/ offices outside the Department (eg Central Agency section, Ministry of Law,Standing Counsel). User will be required to
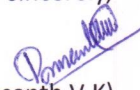
enter details of the addressee, subject, body of the letter and then click generate to generate the letter.

The path for the same is DIT(L&R) → Menu → Issue Letter.

iv. MIS and Dashboards functionalities will be available after the Integration of ITBA with NJRS.

v. Users as mentioned above 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.

vi. Users on Windows XP system are advised to download the latest Chrome (v38 or above) or Firefox (v36 or above) browser to access the new ITBA application.

vii. Training material including user manual, help content and frequently asked questions (FAQs) is available on the DIT(L&R) Home Page. Users can refer these in case of any issues.

viii. 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)

The above Instruction may kindly be brought to the notice of all users for compliance.

Yours sincerely,

(Prasanth V.K)
Joint Director of Income Tax (S)-3(4),
New Delhi

Copy to:
1. The P.P.S to Chairman, Member(L&C), Member(Inv.), Member(IT), Member(Rev.), Member(A&J) & Member(P&V),CBDT for information.
2. The P.S. to Pr. DGIT(S) for information.
3. The Web Manager, for www.irsofficersonline.gov.in website.
4. ITBA Portal Publisher.

(Prasanth V.K)
Joint Director of Income Tax (S)-3(4),
New Delhi