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/Investigation/2017-18/   **Dated: 12.04.2018**

To

All Principal Chief Commissioners of Income-tax/ CCsIT (By Name)
All Principal Director General of Income-tax /DGsIT (By Name)
All Principal Directors of Income-tax/DsIT (By Name)
All Principal Commissioner of Income-tax/CsIT/ CsIT (Admin & Co) (By Name),

Sir/Madam,

Subject: Income Tax Business Application (ITBA) – BPU roles to access 360° view screen - Procedure of Role Assignment - Reg.

Kindly refer to the above subject. Benami Property Unit users have been provided access to 360° view screen in ITBA w.e.f. 27.02.2018.

2. Roles have been created for Benami Property Unit users to access 360° viewscreen in ITBA. These roles are listed as per table below.

Role Code	Role Description	Post to which Roles to be assigned
DCITBPU	Deputy Commissioner BPU	ACIT OR DCIT tagged to BPU in Investigation
ADDLCITBPU	Additional Commissioner BPU	Additional or Joint Commissioner tagged to BPU in Investigation
ITOBPU	Income Tax Officer BPU	ITO tagged to BPU in Investigation

3. The role tagging can be done by RCC on written request. As per procedure below:

RCC Admin has to assign the role to the BPU User ONLY after receipt of copy of Posting order of BPU Officer by competent Authority and ONLY after confirmation of the officer having taken charge (copy of taking over report is required). RCC Admin will also ensure that in case of any new posting of BPU officer, the BPU role

access of the previous incumbent has been revoked. <u>The above procedure has to be followed for all Investigation and I&CI officers as well.</u>

4. The BPU user will be able to navigate to 360° view screen from **Quick Links** section of Investigation Module and will be able to view following details of any PAN in 360° view screen

- PAN details (Name, Address etc.)
- ITR details (across years for a PAN)
- Processing details
- Tax payment details
- TDS details
- ITS details
- E-filed non ITR Forms

5. Process to assign roles is as per Annexure A. For any clarifications/difficulties user may be advised to contact helpdesk of ITBA.

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

Yours sincerely,

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

Copy to:
1. PPS to Chairperson, PPS to Member(Inv.)/ Member(Admin.)/ Member(R)/ Member(IT)/ Member(L&C)/ Member(A&J), CBDT for information.
2. The 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 for https://itba.incometax.gov.in portal with request to upload the instruction on the ITBA Portal.

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

Annexure A

Tagging role in HRMS by the RCC Administrator / User at O/o CIT (CO)

User: RCC Administrator/ User at O/o CIT (CO)
Steps to follow:
1) Login to ITBA HRMS with your login credentials.
2) Navigate to **Main Menu → Workforce Administration →General Alerts & Designation → Designation Role Setup**

3) Enter the position number (post number) of the officer and click **Search**.
4) Under the designation role setup screen, Select Role Type as ITBA.Select Role Name as required name from the list of roles.

5) Click on **Save** to save the details.

6) Now, navigate to **Main Menu → Workforce Administration → Employee Roles → Employee Roles**

7) Enter the User Id of the user for whom the role has been tagged in steps 3 to 6 above. Click **Search**.

8) Under "New Roles to be Assigned", add the role tagged in step 5 above to the user here as well.

9) Click on **Assign New Role**.

10) Check the system prompt displayed and click on **OK**.

11) The tagged role will be visible under the Current Roles grid as above.

12) Click on **Save**.