

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. PDGIT(S)/ADG(S)-1/ITBA-PAN Instructions/0001/2016

Dated: 22/03/2016

Fo

The Principal Chief Commissioners of Income-tax/ CCsIT

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneshwar/ Bareilly/Chandigarh/ Chemai/ 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 & Admir.)

Agra/ Bikaner/ Calicut/ Dhanbad/ Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/ Kolhapur/ Muzzaffarpur/ Mysore/ Patiala/ Robtak/ Sambalpur/ Varanasi/ Vijayawada/ Delhi(CO & Admn.)/ Mumbai(CO & Admn.)/ Chennai(CO & Admn.)/Ahmedabad(CO & Admn.)/Bangalore(CO & Admn.)/Bhopal(CO & Admn.)/ Bhubaneshwar (CO & Admn.)/ Kolkata(CO & Admn.)/ Cochin(CO & Admn.)/ Chandigarh(CO & Admn.)/ Hyderabad(CO & Admn.)/ Jaipur(CO & Admn.)/ Kanpur(CO & Admn.)/ Patna(CO & Admn.)/ Pune(CO & Admn.)/ Guwahati(CO & Admn.)/ Nagpur(CO & Admn.)/ Lucknow (CO & Admn.)/

Subject: New Screen to enable Confirmation/ Approval of PAN Transfer IN Requests by source jurisdictional officers- ITBA-PAN Module - Reg.

Sir/Madam,

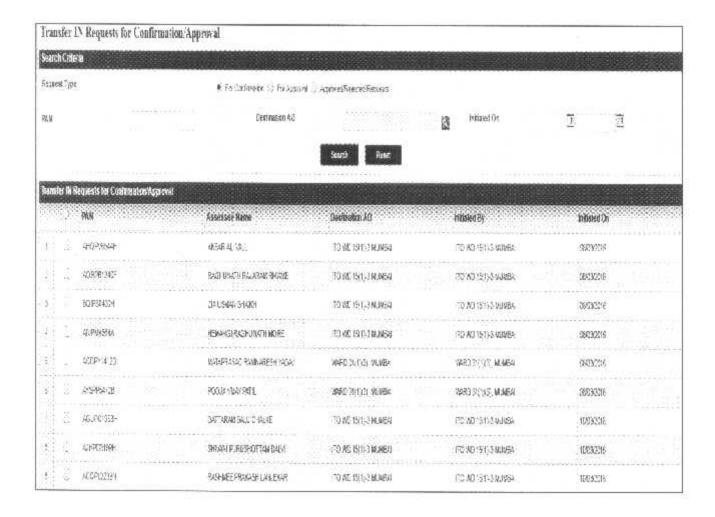
This is in reference to the subject mentioned above. To facilitate easy PAN transfer a new screen to enable Confirmation/ Approval of Transfer IN Requests will be available in ITBA-PAN application module w.e.f. 22rd March, 2016.

2. The Screen Transfer IN Requests for Confirmation/Approval has been provided to source jurisdictional officers for approval of Destination Initiated PAN Transfer requests during Time Barring Period. W.c.f. 22nd March 2016, all pending destination initiated PAN transfer requests as on date and all new Transfer IN requests entered by destination officers on or after 22rd March 2016 will be visible in the new screen to source jurisdictional officers for confirmation and approval and not in worklist.

The path for the new screen is: ITBA Portal →Login → Modules → PAN → Transfer PAN →Transfer IN Request for Confirmation /Approval

Three types of requests, based on user selection, are displayed on the screen;

1. For Confirmation						
User logged in	Required Action					
AO	All pending Transfer IN requests will be displayed.					
	 AO can confirm and submit the requests for approval or reject the same with remarks 					
Range	 All requests submitted by AO which require approval by CTT (i.e. transfer u/s 127) are displayed for confirmation by Range. 					
CIT	No action is required.					
	 All requests which are pending with respective AO and Range users for confirmation will be displayed for information purposes. 					

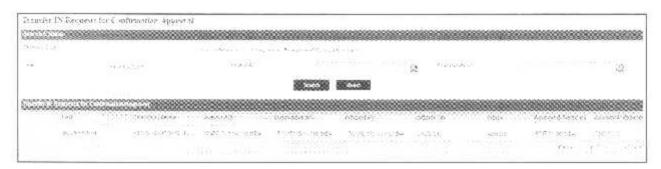


ITBA-PAN Instruction No.5

IL For Approval				
User logged in	Required Action			
AO	No records will be visible			
Range	 All requests submitted by AO and which can be approved by Range user (i.e. transfer within Range) will be displayed. Range can approve/reject the requests with remarks. 			
CIT	 All requests initiated which require approval by CIT shall be displayed (i.e. except within Range cases) after confirmation by AO and Range. 			
	 CIT can approve/reject the requests with remarks. 			

	nfirmation Approval				
Septicize is					
Request Type	() For Conference &	Par Koprova 🔆 Approved Rejecté R	apata		
PAN	Source	A) CA	2 0	salter of AC	
h-tisted On	ī J				
		teach	Raset		
Transfer M Requests to Costomatic	rApproval				
. PAN	fissesser Hone	500:2:X7	Destination AC	hAsses By	driffed Co.
5 ASO/THAF	FISHESPER PROPERTY OF STREET PRO	ARCONIÇAL NENSA	TO VID 15/93 KUVBA	LLC.NC. 2053 NYWEN	20022/0
agailte e ann	AND ARCHEST SANDARS OF	W803111,603.W084	TO VIO 15/1/3 VLIVES:	tandat distriction (Notes principal service)	
1 S ASOTRAGE	CAMPARIORERUS PROMISSOR AND SIGNAL PROMISSOR AND SI	W803111,603.W084	TO VIO 15/1/3 VLIVES:	LLC.NC .2(1/3) NYW84	ZWZ/0
E AEGYTANEF : U SSWPSONH	CAMPARIORERUS PROMISSOR AND SIGNAL PROMISSOR AND SI	W803111,603.W084	TO VIO 15/1/3 VLIVES:	LLC.NC .2(1/3) NYW84	20022/6
1 E AEOPTAREF : 12 SCHPERREF	CAMPARIORERUS PROMISSOR AND SIGNAL PROMISSOR AND SI	W803111,603.W084	TO VIO 15/1/3 VLIVES:	LLC.NC .2(1/3) NYW84	20022/6

III. Approved/Re User logged in	jected Requests Required Action		
AO/Range/CIT	Already approved or rejected Transfer IN requests under the user's jurisdiction are displayed.		
	 No further action is required. 		



Note:

- The process for initiating the Transfer IN requests by destination officers will remain the same i.e. the requests shall be initiated through 'Initiate Request for Transfer' screen.
- PAN Transfer workflows will not be visible in the PAN worklist w.e.f. 22nd March, 2016.
- All Transfer IN requests shall be assigned to the source AO compulsorily for confirmation. This shall be applicable for Transfer IN requests initiated by any user at the destination end. Further, all pending transfer IN requests as on 21st March 2016 will be assigned to the source AO for confirmation through this screen irrespective of the stage at which they were initiated in the earlier workflow.
- Transfer order will have to be created by the respective approving authority through 'Create Transfer Order' Screen for all the approved requests.
- All pending Transfer OUT requests made by source jurisdictional officers as on 22nd March 2016 will be auto closed in the system. These are requests which were initiated before the screen for Transfer Out based on workflows was disabled. SMS communication has already been sent to users to clear the pendency latest by 21st March 2016. The source users will be able to transfer out PANs, where Transfer Out requests has been disabled, through Build List Manually option in Bulk Transfer screen.
- User may refer PAN FAQ No. 51 for details of the change.
- Users are advised to contact helpdcsk in case of any issues/ clarifications/difficulties in respect of the ITBA-PAN module details of which are as follows:-

ITBA-PAN Instruction No.5

- a URL of helpdesk http://itbahelpdesk.incometax.net
- b. Help desk number 0120-2772828 42
- ti. Email ID helpdesk messaging@incometax.gov.in
- d. Help desk Timings 8.30 A.M. 7.30 P.M. (Monday to Friday)
- The above may kindly be brought to the notice of all AO/ Range/CIT/PCIT/RCC and other relevant users working under your charge.

Yours faithfully,

(K. K. Srivastava)

(K. K. Srivastava) Addl. DGIT(S)-I, New Delhi

For any user may be advised to contact helpdesk of ITBA.

Copy to:-

- The P.P.S to 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.

Westination-

(K. K. Srivastava)

Addl. DGFT(S)-I, New Delhi