



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

To,

**The Principal Chief Commissioners of Income-tax/ CCsIT**

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneswar/ 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 & Admn.)**

Agra/ Bikaner/ Calicut/ Dhanbad/ Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/ Kolhapur/ Muzaffarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/ Vijayawada/ Delhi(CO & Admn.)/ Mumbai(CO & Admn.)/ Chennai(CO & Admn.)/ Ahmedabad(CO & Admn.)/ Bangalore(CO & Admn.)/ Bhopal(CO & Admn.)/ Bhubaneswar (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. 22<sup>nd</sup> 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.e.f. 22<sup>nd</sup> 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 22<sup>nd</sup> 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

3. Three types of requests, based on user selection, are displayed on the screen :

I. For Confirmation	
User logged in	Required Action
AO	<ul style="list-style-type: none"> <li>All pending Transfer IN requests will be displayed.</li> <li>AO can confirm and submit the requests for approval or reject the same with remarks</li> </ul>
Range	<ul style="list-style-type: none"> <li>All requests submitted by AO which require approval by CTT (i.e. transfer u/s 127) are displayed for confirmation by Range.</li> </ul>
CTT	<ul style="list-style-type: none"> <li>No action is required.</li> <li>All requests which are pending with respective AO and Range users for confirmation will be displayed for information purposes.</li> </ul>

Transfer IN Requests for Confirmation/Approval					
Search Criteria					
Request Type <input checked="" type="radio"/> For Confirmation <input type="radio"/> For Approval <input type="radio"/> Approved/Rejected Requests					
PAN	Destination AO	Initiated On			
			<input type="button" value="Search"/> <input type="button" value="Reset"/>		
Transfer IN Requests for Confirmation/Approval					
	PAN	Assessee Name	Destination AO	Initiated By	Initiated On
1	440P2644	AKSHAY M...	TO AO 15113 MUMBA	TO AO 15113 MUMBA	08/03/2016
2	40R01342	RADHUNGA RAJARAM SHARDE	TO AO 15113 MUMBA	TO AO 15113 MUMBA	08/03/2016
3	50P24324	DEEPAK SHANKH	TO AO 15113 MUMBA	TO AO 15113 MUMBA	08/03/2016
4	41P04584	HEMANGIRACHUNTH MORE	TO AO 15113 MUMBA	TO AO 15113 MUMBA	08/03/2016
5	40DP1412	VEDPRASAD RAMNARESH YOGA	WARD 21(1)(1) MUMBA	WARD 21(1)(1) MUMBA	08/03/2016
6	45SP2412	POOJA MAYATEL	WARD 21(1)(1) MUMBA	WARD 21(1)(1) MUMBA	08/03/2016
7	45J01353	DATARAM SAKU D BALE	TO AO 15113 MUMBA	TO AO 15113 MUMBA	10/03/2016
8	41P23194	SHRANI P. RUSHOTTAM DALVI	TO AO 15113 MUMBA	TO AO 15113 MUMBA	10/03/2016
9	40P02214	RASHMEE PRANSHI LALEKAR	TO AO 15113 MUMBA	TO AO 15113 MUMBA	10/03/2016

II. For Approval	
User logged in	Required Action
AO	<ul style="list-style-type: none"> <li>No records will be visible</li> </ul>
Range	<ul style="list-style-type: none"> <li>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.</li> </ul>
CIT	<ul style="list-style-type: none"> <li>All requests initiated which require approval by CIT shall be displayed (i.e. except within Range cases) after confirmation by AO and Range.</li> <li>CIT can approve/reject the requests with remarks.</li> </ul>

**Transfer IN Requests for Confirmation/Approval**

**Search Criteria**

Request Type:  For Confirmation  For Approval  Approved/Rejected Requests

PAN:  Source AO:  Destination AO:

Initiated On:

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**Transfer IN Requests for Confirmation/Approval**

Sr	PAN	Assessee Name	Source AO	Destination AO	Initiated By	Initiated On
1	<input type="checkbox"/> AEGPT346F	DINESHRAJ SUPENDRAJIWAR THAKUR	AWD 311141 MUMBAI	ITO WD 151143 MUMBAI	ITO WD 151143 MUMBAI	22/02/16
2	<input type="checkbox"/> SCWP3303H	NEHA VAHESI SHILJA	AWD 311141 MUMBAI	ITO WD 151143 MUMBAI	ITO WD 151143 MUMBAI	22/02/16

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Remarks:

III. Approved/Rejected Requests	
User logged in	Required Action
AO/Range/CIT	<ul style="list-style-type: none"> <li>Already approved or rejected Transfer IN requests under the user's jurisdiction are displayed.</li> <li>No further action is required.</li> </ul>

The screenshot displays two sections of the ITBA-PAN system interface. The top section, titled 'Transfer IN Requests for Confirmation Approval', shows a list of requests with columns for 'Request ID', 'Request No.', 'Request Date', 'Request Status', and 'Request Type'. Below this list are 'Approve' and 'Reject' buttons. The bottom section, titled 'Transfer IN Requests for Confirmation', shows a similar list of requests with columns for 'Request ID', 'Request No.', 'Request Date', 'Request Status', 'Request Type', 'Request Date', 'Request Status', 'Request Type', 'Request Date', 'Request Status', and 'Request Type'. Below this list are 'Approve' and 'Reject' buttons.

**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. 22<sup>nd</sup> 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 21<sup>st</sup> 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 22<sup>nd</sup> 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 later: by 21<sup>st</sup> 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.
4. User may refer PAN FAQ No. 51 for details of the change.
5. Users are advised to contact helpdesk 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
- c. Email ID [helpdesk\\_messaging@incometax.gov.in](mailto:helpdesk_messaging@incometax.gov.in)
- d. Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

6. 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)

 Addl. DGIT(S)-I, New Delhi


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

Copy to:-

1. 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.irsolicersonline.gov.in](http://www.irsolicersonline.gov.in) website.



(K. K. Srivastava)

 Addl. DGIT(S)-I, New Delhi