आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEMS)
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नई दिल्ली - 110055, **New Delhi – 110055**

F.No. ADG(S)-3/ITBA/Webcast/2018-19	**Dated: 06.08.2018**

To,

      All Principal Chief Commissioners of Income-tax/ CCsIT,
      All Principal Director Generals of Income-tax/ DGsIT,
      All Principal Commissioner of Income-tax/CsIT
      All CsIT(Admin & TPS)

Sir/Madam,

      Subject: Launch of Training on ITBA using Webcasting – Reg.

      As you may be aware, last year, the Directorate of Systems had implemented Project Prashikshan across the entire Department for providing a 2 days training on various ITBA modules including E-assessment. However, since then, many changes have been introduced in the E–assessment module of ITBA. In order to equip Assessing Officers and staff for E-assessment, the Directorate of Systems proposes to conduct training through webcast across entire Department in a scheduled manner.

2.   **Salient features of training through webcast**

    i.   The Directorate has procured a software called Adobe Connect on a trial basis. This software will be deployed for 50 users at a time. The number of concurrent users will be increased after the trials are successful and after receipt of feedback from field users

    ii.   To cover maximum participants, the conference room facility at each building is proposed to be used so that 20-30 participants can view the live demo across the country simultaneously at each session. At a time 50 conference rooms at various locations will be connected.

    iii.   To ensure focussed coverage of the topic, the live demonstration is kept for duration of approximately one hour only + 30 min for answering queries. The webcast will be run 2-4 times a day from Monday to Friday.

    iv.   In this manner, it would be possible to reach out to over nearly 8000 participants each week.

    v.   For each building or each city, multiple conference rooms with contact person details can be provided.

    vi.   For this purpose detailed requirements to be made available in the conference room is given in Annexure which must be kept ready immediately / provided.

    vii.   For smaller stations where no conference room is available, the webcast can be run on a desktop where users can group or displayed on a projector as available.

viii.   The CIT (Admin) shall be the Nodal Officer for ensuring participation of Assessing Officers and the staff at the scheduled time and to ensure their attendance.

ix.   Some of the topics expected to be covered are issuance of notices, digital signature, viewing notices and dispatch register, viewing case history noting for E-assessment, issuance of notices for CASS, issuance of notices for 148, viewing pendency in worklist, viewing 360° profile and reasons in CASS issuing questionnaire u/s 142(1),reference to TPO, extension of date, viewing responses of taxpayer, entering assessment order details, computation of tax and interest, passing of assessment order, refund approvals, viewing and downloading assessment orders/demand orders, uploading of manual order, passing of rectification, Dossier and demand reconciliation.

x.   Once the E-assessment training is completed other topics will be taken up.

xi.   Webcast through Adobe Connect will be managed centrally by Directorate of Systems at Vaishali, Ghaziabad.

xii.   The trainers will provide live demonstration of the various functionalities in E-assessment through webcast.

xiii.   The live demo will be recorded and will be available for future use of Assessing Officers and staff for viewing.

xiv.   Assessing Officers and staff can ask queries by E-mail or by the live chat session during the webcast.

xv.   While most queries will be answered on the spot it is possible that some queries will have to be sent by E-mail in case of specific nature of issues/specific taxpayers for examination at ITBA.
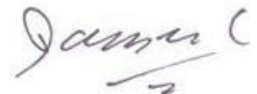
3.   Pre-requisites for roll-out of webcast

i.   In order to prepare for the roll out of the training programme it is requested that each PCCIT may also designate certain local resource persons who can make use of the training to further hand hold and guide other officials in that region.

ii.   CIT (Admin) may be instructed to designate a Training coordinator to manage attendance locally and a Webcast Coordinator (from RCC) to manage technical issues.

iii.   The conference room should have the requisite infrastructure including TAXNET connectivity and projector facility for screening webcast and speakers for audio. In case conference room is not available then a large room/hall or officer room (in for smaller cities and towns) may be used.

iv.   After the initial mass connect and training is completed for majority of users, the recordings will be available for anytime viewing on user desktops

v.   The details required as per Annexure may be sent by return email to Sh. Harvinder Kumar, AD(S) at webcast@incometax.gov.in

4.   In order to ascertain the attendance and coverage of the training program, it is requested that the number of attendees for each session may be compiled and sent through E-mail daily along with estimated number of attendees to Sh. Harvinder Kumar, AD(S) at webcast@incometax.gov.in. The detailed schedule for training will be issued shortly after receipt of the conference room details from each region.

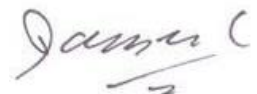This is issued with the prior approval of Pr DGIT (Systems).

Yours sincerely,

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

Copy to:

1. The PPS to Chairperson, Member(L)/Member(Inv.)/Member(IT&C)/Member(R)/ Member(A&J)/Member(Admin) CBDT for information
2. Pr. DGIT(Systems), New Delhi
3. The Database Cell with request to upload instruction on www.irsofficersonline.gov.in
4. ITBA Publisher with request to upload instruction on http://itba.incometax.gov.in

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

Annexure

1. **Pre-requisites for conference room**

   i.   Taxnet connectivity (using network node).

  ii.   PC or laptop with 4 GB RAM and Windows 10 operating systems with Adobe FlashPlayer 11 and Adobe Connect add in (to be downloaded from ITBA portal).

 iii.   Good quality projector with projector screen connected to the PC/Laptop.

 iv.   Good quality speakers connected to the PC for audio of webcast.

  v.   Good Quality Microphone (cordless) connected to PC/Laptop for 2 way communication (will be enabled subsequently)

2. **Format for providing details of conference room for EACH REGION (PCCIT)**

S. No.	Conference room Details/Address#	Building	City	Name of Training Coordinator / Webcast Coordinator	Employee ID	Designation	Income Tax Email	Mobile

For smaller cities where there is no conference room, provide details of Officer room/other Hall with TAXNET connectivity where the webcast can be shown

3: **Format for providing details of attendance on daily basis**

Date	Time of Webcast	Conference room ID	Building	City	No. of attendees