

F.No. 404/02/2015-ITCC
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 10th September, 2018

Office Memorandum

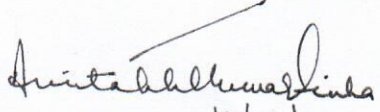
Subject: Uploading of Dossiers on Income Tax Business Application (ITBA).

It may kindly be recalled that during the Video Conference held on 27.7.2018, Chairman, CBDT had directed that all Dossiers should be uploaded on ITBA by August, 2018. However, it is noted that out of about 97,000 Dossiers, only 8,700 Dossiers (less than 10%) have so far been uploaded on ITBA. Moreover, in some uploaded Dossiers, the demand as per Dossier has not been reconciled with the opening balance from CPC FAS.

2. The Directorate of Systems has been imparting necessary training and technical support to the field officers to enable them to expeditiously complete the exercise. However, there is need to take up the work in a mission mode and complete the same within a tight time-frame to streamline the Dossiers reporting mechanism and reconcile the Dossier demands.

3. Accordingly, I am directed to say that the Dossiers for the June 2018 Quarter may be uploaded on ITBA positively by the end of September, 2018 and those for September 2018 Quarter by the end of October 2018. These time-lines may be strictly adhered to and the supervisory officers may closely monitor progress of work so that this one-time exercise of uploading Dossiers and reconciling demand is completed successfully.

This issues with the approval of Chairman, CBDT.


10/9/18
(A.K. Sinha)
Director(ITCC)

1. All Principal Chief Commissioners of Income Tax.
2. All Chief Commissioners of Income Tax (Central)
3. Chief Commissioners of Income Tax (Exemption)
4. Director General of Income Tax (Systems)
5. Additional Director General of Income Tax (Systems)-3

Data Base Cell : with the request to place on IRS officers online.