



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: 3.6.2016**

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.)**

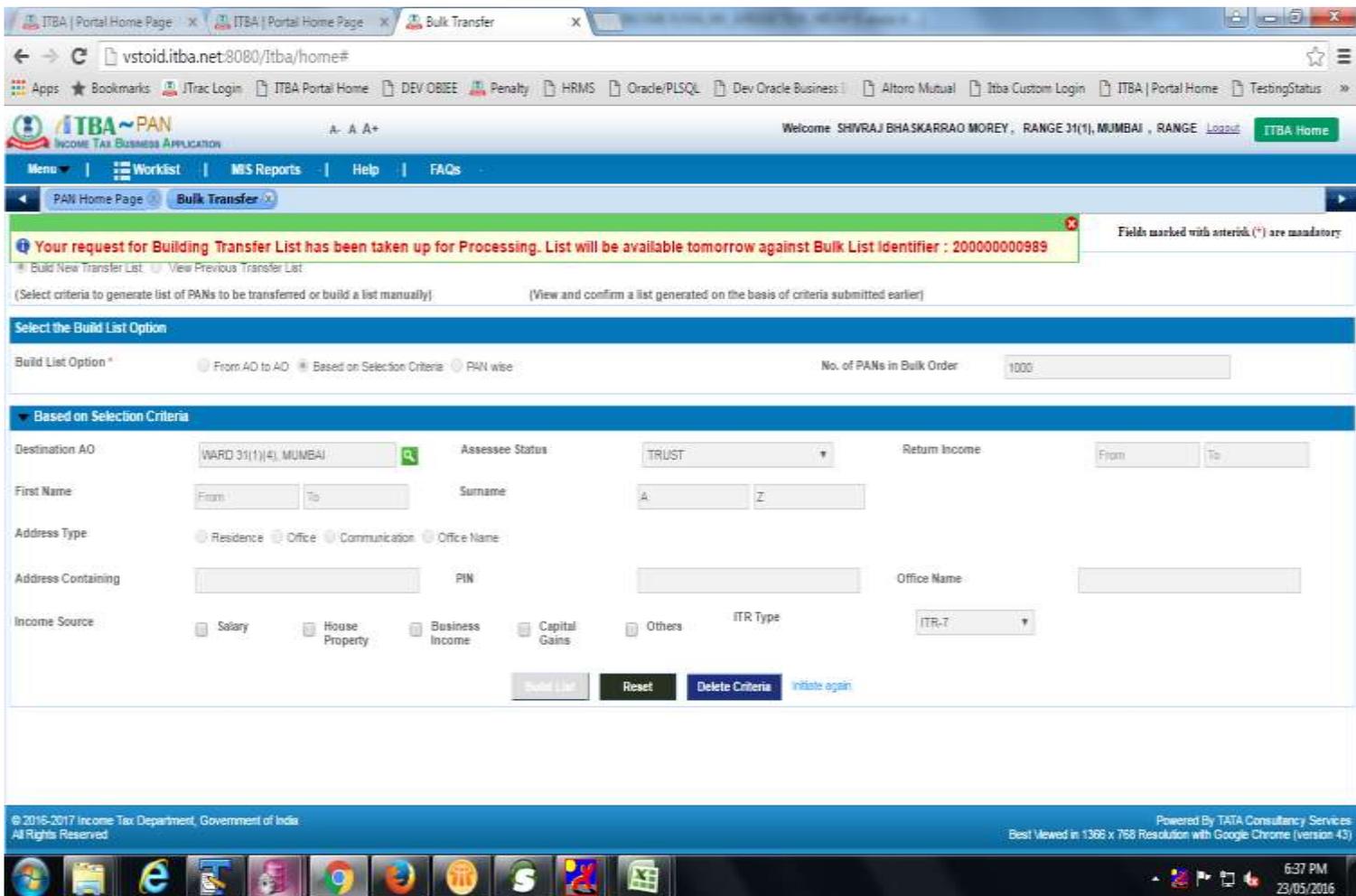
Agra/ Bikaner/ Calicut/ Dhanbad/ Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/ Kolhapur/  
Muzzaffarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/ Vijayawada/ Delhi(Admn. & TPS)/  
Mumbai(Admn. & TPS)/ Chennai(Admn. & TPS)/Ahmedabad(Admn. & TPS)/Bangalore(Admn. &  
TPS)/Bhopal(Admn. & TPS)/ Bhubaneswar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

**Subject: Income Tax Business Application (ITBA) – Further enhancements in Bulk PAN  
transfer facility– Reg.**

Sir/Madam,

Refer to ITBA-PAN Instruction no. 2 on the subject of enhancements carried out in Bulk PAN transfer facility by providing certain new features/ criteria.

2. Bulk PAN transfer screen has further been enhanced and facility of selection criteria based on ITR-7 filed by PAN holder has been provided for easy transfer of PANs of Trusts to Exemption charges. New Screen layout is as follows :-



3. It is also brought to notice that transfer of PAN to their correct jurisdiction is one of the item in Central Action Plan of the year 2016-17. Therefore it is requested that required PAN transfer including PAN transfers to Exemption charges may be completed by jurisdictional officers in prescribed time frame given in Central Action Plan.

4. 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:-

- 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)

It is also advisable that Mobile Number and eMail Ids are available in references sent to the Directorate for communicating resolution of problems to field formations in shortest possible time.

5. 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



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.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) website.



(K. K. Srivastava)

Addl. DGIT(S)-I, New Delhi

