



आयकर निदेशक (पद्धति) -
DIRECTORATE OF INCOME TAX (SYSTEMS)
ए आर ए सेन्टर, भूमि-तल, ई-2, झण्डेवाला एक्सटेंशन,
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नई दिल्ली / **New Delhi-110055**

ITBA-Portal Instruction No.2

F. No. System/ITBA/Instruction/Portal/15-16/157

Dated: 13-02-2017

To

The Principal Chief Commissioners of Income-tax/CCsIT (By Name)

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneshwar/
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)(By Name)

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

Sir/Madam,

Sub: Launch of Wikis & Blogs Functionality in ITBA Portal - reg.

This is in reference to the subject mentioned above. The functionality of Wikis & Blogs under ITBA Portal has been rolled out w.e.f. 13th February, 2017.

2. Wikis & Blogs functionality in the ITBA portal can be accessed by entering the following URL in the browser:-

<https://itba.incometax.gov.in>

The path for the functionality is:-

ITBA Portal → Login → Collaboration

The functionality will be made available through Portal Collaboration.

3. Details of the Functionality are as under:-

A. Blogs

- ITBA Blogs, accessed through the ITBA Portal, is an online journal to share information within the Income Tax Department in an efficient, dynamic way.

Following are the task and activities that can be performed in Blogs:

- Any authorised user, has right to create a new Blog, comment on the existing blog; like/mark the blog as offensive.
- Blogs marked as Offensive would be reviewed by Moderator and after proper review it can be either restored or deleted.
- Blogs list along with creation date and Author would be available according to the date of creation.

B. Wikis:

- Wiki is a platform which allows collaborative addition, modification and extension of its content and structure through the perpetual collective work of many authors.
- Wikis can serve many different purposes within the department, including growing a knowledge base around the Income Tax area, best practices followed in the field or to provide how to use cases for other departmental users.

Following are the task and activities that can be performed in Wikis:

- All the Wikis would be listed according to the category along with creation date and Author.
- Any authorised user, has right to create a new Wiki and add the same to any of the specified category list in dropdown.
- Other user has the just right to view the Wikis and in case of issue mark the same as Offensive.
- Wikis marked as Offensive would be reviewed by Moderator and after proper review it can be either restored or deleted.

4. Relevant users will need their individual name based department email IDs and RSA tokens. The username and passwords will be communicated on their respective email ID. The log in to the system will be through the username and password (sent on individual email ID) along with the RSA token over the Taxnet nodes. Users are advised to contact their respective RCC Admin for name based department email IDs.

5. Users on Windows XP system are advised to download the Chrome (version 43) or Firefox (version 36) browser (if unavailable) from **ITBA Portal → Download Pre-Requisites** to access the new ITBA application.

6. Training material including user manual, help content and frequently asked questions (FAQs) are available on **ITBA Portal → Online Training on ITBA**. Users can refer to these online resources in case of any problem. Users can access the online training functionality to access the following: User Manual, Frequently Asked Questions.

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ITBA
INCOME TAX BUSINESS APPLICATION

Welcome
LOKESH AGGARWAL
A/JCIT RANGE 26(2)(PREV RG 23)

Home | Collaboration | HRMS | Download Center | Help | FAQs | MIS

MODULES You are here :: Home >> Online Training

Online Training

In case you are unable to download the content from the LDS server link available below, please try from Central Server

ITBA	>
Appeal	>
HRMS	>
Portal	>
Portal User Manual: [From Central Server] [From LDS Server]	
Portal Training PPT: [From Central Server] [From LDS Server]	
How to Login Into Portal Video_V1_03092015: [From Central Server] [From LDS Server]	
TAN	>
MIS	>
PAN	>
Hindi Quarterly Report	>
TDS	>
Assessment	>
Investigation	>
e-Nivaran	>
ASK	>

IMPORTANT LINKS

[CPC AO Portal](#)
[Sevottam](#)
[eFiling](#)

Online Training on ITBA

Online Training Video

Have Questions??
Call Now 0120-2772828

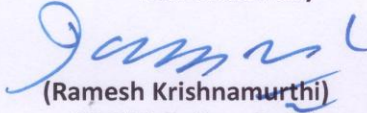
Download Prerequisites

7. Users are advised to contact ITBA Helpdesk in the case of any issues in respect of the ITBA.

- (a) URL of helpdesk - <http://itbahelpdesk.incometax.net>
- (b) Help desk number – 0120-2772828 - 42
- (c) Email ID – helpdesk_messaging@incometax.gov.in
- (d) Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

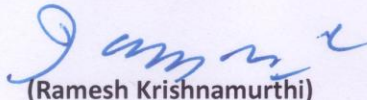
8. The above may kindly be brought to the notice of all relevant users working under your charge and for any clarification/difficulties in this regard, user may be advised to contact ITBA Helpdesk.

Yours faithfully


(Ramesh Krishnamurthi)
ADG(S)-3, New Delhi

Copy to:-

1. The P.P.S. to Chairperson, 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 to Database cell, CBDT with a request to upload in irs.officersonline.gov.in website.
4. The ITBA Publisher with a request to upload in ITBA Portal.


(Ramesh Krishnamurthi)
ADG(S)-3, New Delhi