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**DIRECTORATE OF INCOME TAX (SYSTEMS)**  
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F.No. PDGIT(S)/ADG(S)-1/ITBA-PAN Instructions/0001/2016

Dated: 21/01/2016

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

Sir/Madam,

On feedback from field formations, Bulk PAN transfer procedure available to AO/Range/CIT/PCIT etc. through ITBA-PAN application software application has been enhanced as per following details :-

- (i) Presently transfer list under Bulk PAN transfer are made on the basis of some criteria i.e. AO to AO, Based on Selection Criteria, Based on Address or manually by entering individual PANs. Now option for submitting selection criteria based on range of any number of starting characters of First Name and/or Surname of the PAN holder i.e. AAAA to ABCD has been provided.
- (ii) Default no. of PAN(s) to be included in PAN Transfer list is 1000, however user can change this default value to any number as per requirement. After filling selection criteria and on clicking "Build List" button, a 'Build List ID' will be generated and displayed to user.
- (iii) A list of PANs will be generated, under 'Bulk List ID' displayed to user at the time of saving of the criteria, through night schedulers based on criteria entered by the user. List so made through night schedulers will be available to user for submission next day. The 'Build List ID' of all the lists built by user and pending for submission will be displayed in a dropdown.
- (iv) All PANs included in the list will be displayed and user may review the list so made through system and proceed for submission of list for PAN transfer. Before submission of the list for PAN

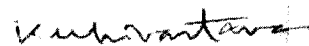
transfer, option is available to delete unwanted PAN(s) from the list. A PAN, if deleted from a list, can however be included in subsequent list or can be taken up for transfer later on.

- (v) Validation failure during building the list may be encountered where some action is pending at source officer level such as Refund caging is pending, PAN is present in another list etc. PAN where validation is failed will not be included in the transfer list. The PANs not included in the list due to validation failure can be viewed separately in 'View Erroneous PAN' link. The source AO may first complete the pending action and subsequently the transfer order in respect of the PANs in error list has to be made. Erroneous PANs will also be included in subsequent list after corrective action is taken by source officers for removing error/validation failure.
- (v) After submission of the list, transfer order will be generated in system with same "Build List ID" which has been generated while submission of bulk transfers criteria. Submitted PAN transfer order request will be executed for PAN transfer in the overnight batch process through schedulers. After submission of the list for PAN transfer, "Build List ID" will disappear from the LOV.
- (vi) If a PAN already picked up in any of the previous transfer lists, whether submitted by user for final PAN transfer or pending for submission, it won't be included in any subsequent list generated thereafter and the reason will be displayed in 'View Erroneous PAN' link mentioning the presence of PAN in another list with the list identifier, the creator of the list and the destination for which the PAN is included in the list.
- (vii) Executed PAN transfer orders and their PANs can be viewed by selecting "Bulk" option under "Executed transfer orders" criteria on "View transfer orders" screen of PAN module.

2. Users may refer "Step by Step process document" available in PAN tab under "On Line Training on ITBA" on ITBA Portal main page for more clarity about the modified procedure as described in para 1 above.

3. Enhancements in respect of locality present in any Address (Residential Address, Office Address or Communication Address) are underway which will be made available in Selection based criteria of PAN transfer shortly.

Yours faithfully,



**(K. K. Srivastava)**

**Addl. Director General (Systems)-1,  
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)**

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