ITBA-PAN Instruction No.5

DIRECTORATE OF INCOME TAX (SYSTEMS)
ARA Center, Ground Floor, E-2, Jhandewalan Extension,
110055, New Delhi – 110055

F.No. PDGIT(S)/ADG(S)-I/ITBA-PAN Instructions/0001/2016
Dated: 22/03/2016

To,

The Principal Chief Commissioners of Income-tax/CCsIT

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Bhopal/ Bhubaneswar/ Bareilly/ Chandigarh/ Chennai/ Cochin/ Coimbatore/ Dehradun/ Delhi/ Durgapur/ Guwahati/ Hubli/ Hyderabad/ Indore/ Jaipur/ Jalandhar/ Jodhpur/ Kanpur/ Lucknow/ Ludhiana/ Madurai/ Mumbai/ Nagpur/ Nashik/ Patiala/ Pune/ Ratlam/ Ranchi/ Shillong/ Surat/ Thane/ Tiruchy/ Trivandrum/ Udaipur/ Visakhapatnam; and

The Principal Commissioner of Income-tax/CSIT/CSIT(CO & Admn.)


Subject: New Screen to enable Confirmation/ Approval of PAN Transfer IN Requests by source jurisdictional officers – ITBA-PAN Module – Reg.

Sir/Madam,

This is in reference to the subject mentioned above. To facilitate easy PAN transfer a new screen to enable Confirmation/ Approval of Transfer IN Requests will be available in ITBA-PAN application module w.e.f. 31st March, 2016.

2. The Screen Transfer IN Requests for Confirmation/Approval has been provided to source jurisdictional officers for approval of Destination Initiative PAN Transfer requests during Time Barring Period. W.e.f. 22nd March 2016, all pending destination initiated PAN transfer requests as on date and all new Transfer IN requests entered by destination officers on or after 22nd March 2016 will be visible in the new screen to source jurisdictional officers for confirmation and approval and not in worklist.

The path for the new screen is: ITBA Portal → Login → Modules → PAN → Transfer PAN → Transfer IN Request for Confirmation/Approval

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3. Three types of requests, based on user selection, are displayed on the screen:

### 1. For Confirmation

<table>
<thead>
<tr>
<th>User logged in</th>
<th>Required Action</th>
</tr>
</thead>
</table>
| AO             | • All pending Transfer IN requests will be displayed.  
                 • AO can confirm and submit the requests for approval or reject the same with remarks. |
| Range          | • All requests submitted by AO which require approval by CTT (i.e. transfer IN 127) are displayed for confirmation by Range. |
| CTT            | • No action is required.  
                 • All requests which are pending with respective AO and Range users for confirmation will be displayed for information purposes. |

### Transfer IN Request for Confirmation Approval

#### Source/Info

#### Destination

### Source IN Request for Confirmation Approval

<table>
<thead>
<tr>
<th>No.</th>
<th>Receiver Name</th>
<th>Destination IN 1</th>
<th>Destination IN 2</th>
<th>Request Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Smith</td>
<td>Doe Company</td>
<td>ABC Corporation</td>
<td>Pending</td>
<td>Remarks</td>
</tr>
<tr>
<td>2</td>
<td>Jane Doe</td>
<td>Smith Company</td>
<td>DEF Corporation</td>
<td>Approved</td>
<td>Remarks</td>
</tr>
<tr>
<td>3</td>
<td>Michael Lee</td>
<td>Brown Company</td>
<td>GM Corporation</td>
<td>Rejected</td>
<td>Remarks</td>
</tr>
<tr>
<td>4</td>
<td>Sarah Johnson</td>
<td>Green Company</td>
<td>IBM Corporation</td>
<td>Pending</td>
<td>Remarks</td>
</tr>
<tr>
<td>5</td>
<td>William Jones</td>
<td>Brown Company</td>
<td>ACME Corporation</td>
<td>Approved</td>
<td>Remarks</td>
</tr>
<tr>
<td>6</td>
<td>Emily Davis</td>
<td>Doe Company</td>
<td>ABC Corporation</td>
<td>Pending</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

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## IL For Approval

<table>
<thead>
<tr>
<th>User logged in</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO</td>
<td>* No records will be visible</td>
</tr>
<tr>
<td>Range</td>
<td>* All requests submitted by AO and which can be approved by Range user (i.e., transfer within Range) will be displayed. Range can approve/reject the requests with remarks.</td>
</tr>
<tr>
<td>CIT</td>
<td>* All requests initiated which require approval by CIT shall be displayed (i.e., except within Range cases) after confirmation by AO and Range. * CIT can approve/reject the requests with remarks.</td>
</tr>
</tbody>
</table>

### Transfer INV Requests for Confirmation/Approval

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Action</th>
<th>Status</th>
<th>Source</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV</td>
<td>Search</td>
<td>Approved</td>
<td>TRN-123-ABC</td>
<td>TRN-123-ABC</td>
</tr>
<tr>
<td>INV</td>
<td>Search</td>
<td>Returned</td>
<td>TRN-456-XYZ</td>
<td>TRN-456-XYZ</td>
</tr>
</tbody>
</table>

## Transfer INV Requests for Confirmation/Approval

<table>
<thead>
<tr>
<th>INV ID</th>
<th>Source</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV-123</td>
<td>TRN-123-ABC</td>
<td>Approved</td>
<td>TRN-123-ABC</td>
</tr>
<tr>
<td>INV-456</td>
<td>TRN-456-XYZ</td>
<td>Returned</td>
<td>TRN-456-XYZ</td>
</tr>
</tbody>
</table>

## Notes

- [Search] to search for INV requests.
- [Start] to start approval process.

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III. Approved/Rejected Requests

<table>
<thead>
<tr>
<th>User logged in</th>
<th>Required Action</th>
</tr>
</thead>
</table>
| AO/Range/CT    | • Already approved or rejected Transfer IN requests under the user's jurisdiction are displayed.  
• No further action is required. |

Note:

- The process for initiating the Transfer IN requests by destination officers will remain the same i.e. the request shall be initiated through 'Initiate Request for Transfer' screen.
- PAN Transfer workflows will not be visible in the PAN workflow w.e.f. 22nd March, 2016.
- All Transfer IN requests shall be assigned to the source AO compulsorily for confirmation. This shall be applicable for Transfer IN requests initiated by any user at the destination end. Further, all pending transfer IN requests as on 21st March 2016 will be assigned to the source AO for confirmation through this screen irrespective of the stage at which they were initiated in the earlier workflow.
- Transfer order will have to be created by the respective approving authority through 'Create Transfer Order' Screen for all the approved requests.
- All pending Transfer OUT requests made by source jurisdictional officers as on 22nd March 2016 will be auto-closed in the system. These are requests which were initiated before the screen for Transfer Out was disabled. SMS communication has already been sent to users to clear the pending issue by 21st March 2016. The source users will be able to transfer out PANs, where Transfer Out requests has been disabled, through Build List Manually option in Bulk Transfer screen.

4. User may refer PAN FAQ No. 51 for details of the change.

5. 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:
ITBA-PAN Instruction No. 5

a. URL of helpdesk: http://itbahelpdesk.irecemtax.net
b. Helpdesk number: 0120-2772828 - 42

c. Email ID: helpdesk.messaging@irecemtax.gov.in
d. Helpdesk Timings: 8:30 A.M. - 7:30 P.M. (Monday to Friday)

6. The above may kindly be brought to the notice of all AO’s Range/CIT/PCIT/RCC and other relevant users working under your charge.

Yours faithfully,

(K. K. Srivastava)
Addl. DGIT(S)-I, New Delhi

For any user may be advised to contact helpdesk of ITBA.

Copy to:
1. The P.P.S to Member(L&C), Member(Tax), Member(II), Member(Rev.), Member(A&J)
   Member(P&V), CHQ/1 for information.
2. The P.P.S to Pr. DGIT(S) for information.
3. The Web Manager, for www.irservicesonline.gov.in website.

(K. K. Srivastava)
Addl. DGIT(S)-I, New Delhi