

EFS Instruction No. 73

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DIRECTORATE OF INCOME TAX (SYSTEMS)
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
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F. No. DGIT(S)-ADG(S)-2/CASS Feedback/214/2018

Dated: 17/5/18

To

The Pr. Chief Commissioner of Income Tax (CCA),
Ahmedabad/Bangalore/Bhopal/Bhubaneswar/Chandigarh/Chennai/Delhi/Guwahati/
Hyderabad/Jaipur/Kochi/Kolkata/Kanpur/Lucknow/Nagpur/Mumbai/Patna/Pune

The Commissioner of Income tax (Computer Operations & Admn),
Ahmedabad/Bangalore/Bhopal/Bhubaneswar/Chandigarh/Chennai/Delhi/Guwahati/
Hyderabad/Jaipur/Kochi/Kolkata/Kanpur/Lucknow/Nagpur/Mumbai/Patna/Pune

Sub: Visibility of screen displaying feedback given by AOs on cases selected in CASS to the Range heads and jurisdictional PCIT's in ITBA -reg.

Sir / Madam,

Feedback on the reasons flagged in cases selected through CASS is instrumental in improving the overall process of scrutiny selection through CASS. Feedback screen for capturing the reason wise feedback for a case selected through CASS is already in place on ITBA.

2. In order to ensure improved quality of feedback, the feedback screen has been made visible to the jurisdictional Range heads and PCITs which may be accessed through the following steps: -

- i. Login to ITBA Application.
- ii. From the list of MODULES -> Click on "Assessment" Module
- iii. Click on WORKLIST
- iv. Select the "Status Monitor" radio button in Search Criteria
- v. Select Proceeding Status as "Completed" from the drop down list
- vi. Enter any other Search criteria (as required)
- vii. Click on Search button
- viii. Click on the case "Assessment Proceeding u/s 143(3)" hyperlink in Subject column to open workitem
- ix. Click on the "Feedback" button -> Proceeding Feedback screen is displayed.

3. It is requested that this may be communicated to the field formations.
4. This issues with the prior approval of Pr. DGIT(S), New Delhi.

Yours faithfully,

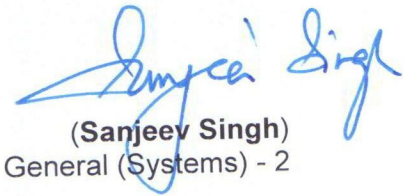


(Sanjeev Singh)

Addl. Director General (Systems) - 2

Copy to for information:

1. The P.P.S to the Chairman, Member (L &C), Member (Inv.), Member (IT) & Member (Rev.), Member(A&J) & Member (P&V) CBDT, North Block, New Delhi.
2. The Pr. DGIT (Systems), ARA Centre, E-2, Ground Floor, Jhandewalan Extn, New Delhi.
3. The Web Manager, for www.irsofficersonline.gov.in website.
4. ITBA Publisher (ITBA.Publisher@incometax.gov.in) for <https://itba.incometax.gov.inportal> with request to upload the instruction on the ITBA portal.



(Sanjeev Singh)

Addl. Director General (Systems) - 2