



आयकर निदेशालय (पद्धति)  
**DIRECTORATE OF INCOME TAX (SYSTEMS)**  
ए आर ए सेन्टर, भूमि-तल, ई-२, झण्डेवालान एक्सटेंशन,  
**ARA Centre, Ground Floor, E-2, Jhandewalan Extension,**  
नई दिल्ली / **New Delhi-110055**

F. No. System/ITBA/Internet-VPN/

Dated: 22.08.2020

To

All Principal Chief Commissioners of Income-tax/CCsIT (By Name);  
All Principal Director Generals of Income-tax/DGsIT (By Name);  
All Principal Commissioners of Income-tax/CsIT(Administrative) (By Name);  
All Principal Directorsof Income-tax/DsIT(By Name);  
All Commissioners of Income-tax/CsIT(Admn. And TPS) (By Name).

Madam/Sir,

**Sub: Launch of Income Tax Business Application (ITBA) Modules over internet through IPSEC VPN in Department hardened laptops –reg.**

Kindly refer to the above subject.

2. Kind reference is invited to ITBA Internet Instruction No. 2 dated 04.05.2020 in r/o implementation and configuration of Active Directory, DLP, Anti-Virus and Hardening of Departmental Laptops. Three portals namely- ITBA, e-filing, TRACES portals are enabled using SSL-VPN to facilitate officers to perform their work from Home.

3. To facilitate smooth and secured access to ITBA, e-filing, TRACES and other portals/applications, access to these portals/applications are also now being provided over VPN through IPSEC. These portals/applications will only be accessible in Departmental Hardened Laptops in which Active Directory is implemented.

4. In this connection, Hardware ID is an essential parameter to be provided through respective RCCs. Hardware IDs of Hardened Laptops will be compiled by respective RCCs and consolidated user-wise hardware IDs will be shared to the Directorate of Systems. Officer will only be able to access above mentioned portals using IPSEC when Hardware ID is approved in ITBA VPN.

5. Following steps may be followed to login using IPSEC VPN: -

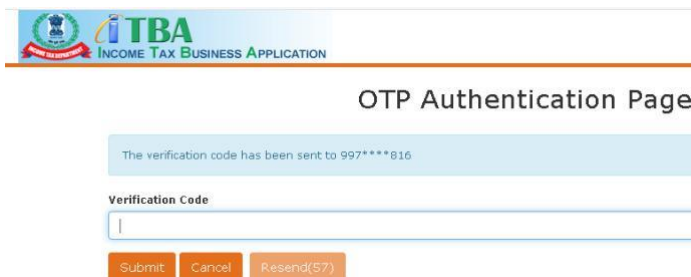
- (i) All the Group-‘A’ & Group-‘B’ officers will be able to access the ITBA VPN portal through Hardened Laptop using URL: <https://vpn.incometax.gov.in>
- (ii) Once the website is completely open, please select Login method **IPSEC** as shown below:



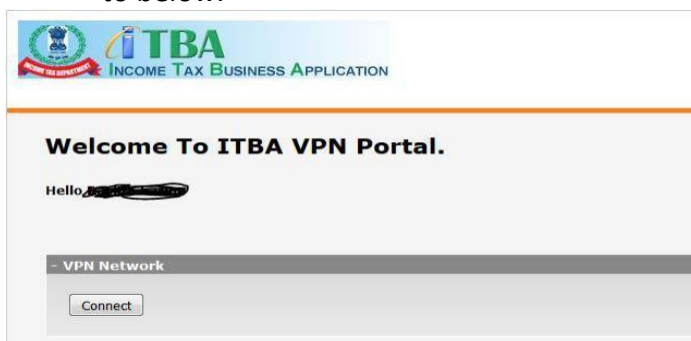
(iii) Enter the Credentials in the space for username and password, and click enter.



(iv) Once user is authenticated an OTP will be sent to user registered mobile number. User need to enter OTP and click submit.



(v) After Entering OTP user will be presented with welcome page similar to below.



(vi) Click the Button Connect and minimise the browser page.

(vii) Open the new browser tab and type the URL of the application on the browser.

6. User has to type the following URLs to access respective applications:

- a. <https://itba.incometax.gov.in>
- b. <https://www3.incometaxindiaefiling.gov.in/home>
- c. <https://webmail.incometax.gov.in>

- d. <http://itbahelpdesk.incometax.net>
- e. the URL for TRACES will be communicated separately

User will type the respective User ID, password, and RSA PIN etc to login to the respective applications.

7. Officers will experience faster access of applications similar to accessing applications over TAXNET, using IPSEC mode of VPN implementation. It is also highlighted that once IPSEC VPN Client is connected, only permitted applications/portals will be accessible from any of the web-browsers.

8. All officers and staff who access Income tax Department applications such as ITBA, E-filing, TRACES etc.through VPN on Internet must ensure the information security and confidentiality of taxpayer data that they may come to possess. Further, they must take all due precautions to prevent any malware or virus from infecting usermachines as well as the Data centre to which they would connect as per the guidelines mentioned in the ITBA Internet Instruction No.2. It must strictly be ensured that user ID, Password, OTPand RSAPIN must not be shared with any other person. **It is further ensured that Departmental Laptops must not be shared with anyone else.**

9. Users are advised to contact to their RCC admin for sharing the Hardware ID and for other issues in respect of the ITBA, ITBA Helpdesk may be approached.

- (a) URL of helpdesk - <http://itbahelpdesk.incometax.net>
- (b) Help desk number – 0120-2811200
- (c) Email ID – helpdesk\_messaging@incometax.gov.in
- (d) Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

10. 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.

11. This issues with the approval of Pr. DGIT(S)

Yours faithfully



(Ashim Kumar Modi)

Commissioner of Income Tax(ITBA)

Directorate of Income Tax (Systems), New Delhi

**Copy to:**

1. The P.P.S. to Chairperson, Member (Inv.), Member(L), Member (IT&R),Member(Admn.), Member(TPS&S), Member(A&J), CBDT - for information.
2. The P.S. to Pr.DGIT(Systems), New Delhi
3. The Web Manager to Database cell, CBDT with a request to upload irsofficeronline.gov.in website.
4. The ITBA Publisher with a request to upload instruction on ITBA Portal



CIT(ITBA)

Directorate of Income Tax (Systems), New Delhi