

ITBA-Administrative Functions Instruction No.1

आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEM)
 ए आर ए सेंटर, भू-तल, ई-2 झंडेवालान एक्स
ARA Center, Ground Floor, E-2, Jhandewalan Extension,
 नई दिल्ली - 110055, New Delhi - 110055

F.No. System/ITBA/Instruction/Administrative/178/2016-17/775 Dated: 22.08.2016

To

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

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) (By Name)

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

Subject: Launch of Income Tax Business Application (ITBA) - Administration Module Phase-1 (Hospital and ITP approvals)- Reg.

Sir/Madam,

This is in reference to the subject mentioned above. The functionality for approval of hospital u/sec 17(2) of the IT Act and for registration of Tax Practitioner will be available in Administration module of ITBA w.e.f. 22.08.2016.

2. The Administrative functions module of the ITBA can be accessed by entering the following URL in the browser: <https://itba.incometax.gov.in>
The path for Administrative Functions module is: ITBA Portal → Login → Modules → Administrative Functions
3. Following functionalities shall be available through ITBA - Administrative Functions Module:

- A. Approval of Hospital u/s 17(2):** The application for the approval of Hospital u/s 17 will be initiated through control register. Pendency will be created in the worklist of user initiating the workflow on successful initiation of the workflow. Consequently, user will have following functionalities to process an application :
- i. Digitisation of application: User will be able to enter the details of application for further processing.
 - ii. Verification of application: Under verification, the user will be able to determine whether the application is properly filled and the Hospital meets the prescribed eligibility norms for approval.
 - iii. Generation of deficiency letter: If the application is found to be deficient on verification, then user will be able to generate a deficiency letter.
 - iv. Upload the inspection/verification report : User will be able upload Inspection/verification report.
 - v. Generation of hearing notice and recording hearing details : In case prior to disposal of application, the user wants to offer an opportunity to the applicant for seeking clarification/ additional details then facility to generate hearing notice and recording of hearing details is available.
 - vi. Generation of approval/rejection letter: Finally the User can generate and issue letter of approval/ rejection to the applicant.

The PrCCsIT/CCsIT, Headquarter of PrCCsIT/CCsIT and Staff of HQ of PrCCsIT/CCsIT will have access to the above mentioned functionality. Work can be both delegated and submitted online. However the privilege to accord approval/rejection is with the PrCCsIT/CCsIT only.

- B. Tax Practitioners' Approval:** The application for the approval of tax practitioner submitted by applicant will be initiated through control register. Pendency will be created in the worklist of user initiating the workflow on successful initiation of the workflow: Consequently, user will have following functionalities to process an application:
- i. Digitisation of application: User will be able to enter the details of application for further processing.
 - ii. Verification of application: Under verification, the user will be able to determine whether the application is properly filled and the Hospital meets the prescribed eligibility norms for approval.
 - iii. Generation of deficiency letter : If the application is found to be deficient on verification, then user will be able to generate a deficiency letter.
 - iv. Generation of hearing notice and recording hearing details (optional) : In case prior to disposal of application, the user wants to offer an opportunity to the applicant for

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seeking clarification/ additional details then facility to generate hearing notice and recording of hearing details is available.

- v. Generation of approval/rejection letter: Finally the User can generate and issue letter of approval/ rejection to the applicant.

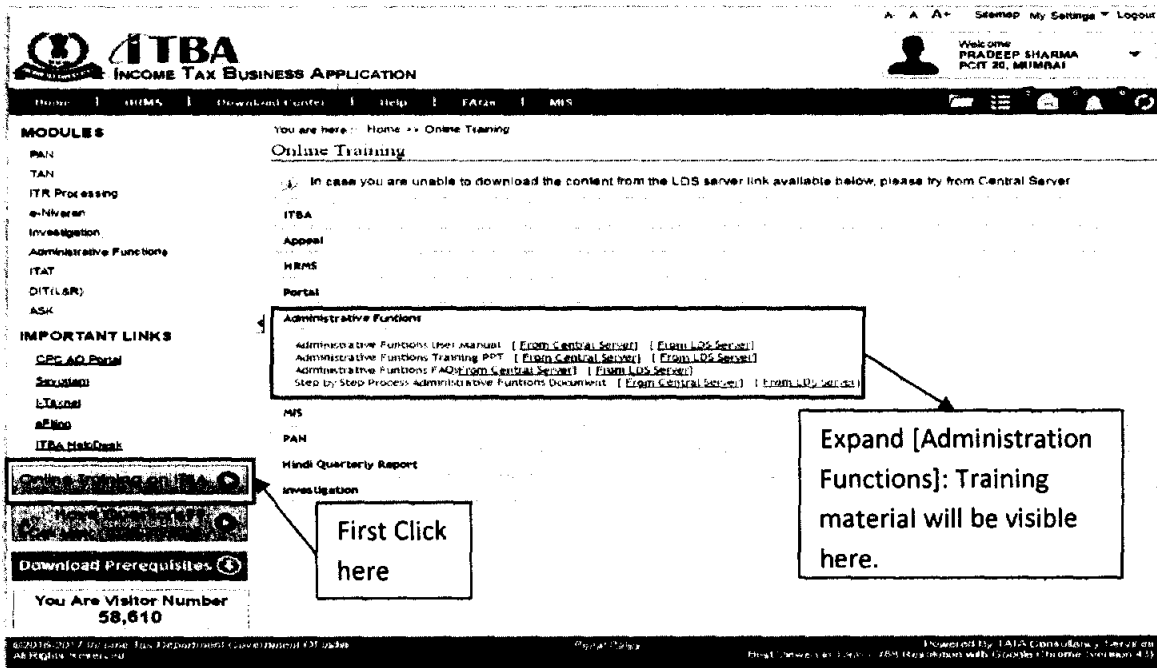
The PrCCsIT/CCsIT, Headquarter of PrCCsIT/CCsIT and Staff of HQ of PrCCsIT/CCsIT will have access to the above mentioned functionality. However the privilege to accord approval/rejection is with the PrCCsIT/CCsIT only.

- C. **Dashboard:** The dashboard for Administrative Functions Module is accessible through Administrative Functions Home Page. Facility to view the count of cases under various stages of processing will be available to the User. .

The path for the same is Administrative Functions Home Page → Dashboards

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 ID.
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 the Administrative Functions Module Home Page and on **ITBA Portal → Online Training on ITBA**. Users can refer to these online resources in case of any problem.

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7. Users are advised to contact helpdesk in 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)

Yours sincerely,

Ramesh Krishnamurthi
(Ramesh Krishnamurthi)

Addl.DG(S)-3, CBDT, New Delhi

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

Copy to:

1. The P.P.S to Chairman, 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.irsufficiersonline.gov.in website.
4. Publisher, ITBA

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