



Office of the Commissioner of Income Tax (NFAC)
National Faceless Appeal Centre
C- Block, 4th Floor, Civic Centre, Minto Road,
New Delhi-110002

F.No. CIT/NFAC/Priority/2024-25/349

Dated: 19/09/2024

To,

The Pr.CCsIT/ Pr.CCsIT(Central)/Pr.CCsIT(IT)/Pr.CCsIT(TDS)/Pr.CCsIT(Exemptions)

Respected Madam/Sir,

Sub: Use of ITBA functionality for recommendation of priority cases as per CBDT guidelines dated 19.03.2024 and ITBA communication dated 02.07.2022-reg

Kindly refer to the above.

2. In this context, your attention is invited to the Guidelines issued by CBDT vide letter dated 29.12.2021, 07.03.2024 and 19.03.2024 for disposal of appeals pending before faceless CsIT(A/AU). Also, as per the ITBA communication dated 02.07.2022, all the Pr.CIT /Pr.CIT(Central) /CIT(IT) /CIT(TDS)/ CIT(Exemptions) are required to send the proposal/recommendations for early disposal of appeals through ITBA portal only. However, it is seen that from most of the charges, the priority communication requests are being sent through mail/letters instead of ITBA functionality.
3. In view of the above, as directed, it is requested to kindly direct the concerned Pr.CIT /Pr.CIT(Central) /CIT(IT) /CIT(TDS)/CIT(Exemptions) to send recommendation for early/priority disposal of appeal through ITBA Portal only, within 7 days from the date of the request received from assessee/NFAC.

Yours faithfully,

(Binod Kumar)

Commissioner of Income Tax
NFAC, Delhi