



आयकरनिदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEMS)
एआरएसेंटर, भू-तल, ई-2 झंडेवालानएक्स.
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
नईदिल्ली – 110055, New Delhi – 110055

F.No. System/ITBA/Instruction/Assessment/2020-21/2339 Dated: 22/01/2021

To

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

Madam/Sir,

Subject: - Enabling of passing web-service order u/s 147, 153A & 153C read with section 143(3) or 144 of the Income Tax Act, 1961 for A.Y. 2016-17, 2017-18 and 2018-19 in Assessment Module - regarding-

Kindly refer to the above subject.

2. In this regard, it is intimated that the functionality of passing web-service order u/s 147, 153A & 153C read with section 143(3) or 144 of the Income Tax Act, 1961 for A.Y. 2016-17, 2017-18 and 2018-19 is made available in ITBA w.e.f 07-12-2020.

3 Users will be able to work on the assessment proceedings u/s 147/153A/153C by entering the URL <https://itba.incometax.gov.in> in the browser. The path for the assessment module is: **ITBA Portal → Login → Modules → Assessment → Worklist** → Click on **Subject** < Assessment Proceedings u/s 147/153A/153C > link.

4 Selection of cases u/s 147, 153A, & 153C and generation of notice for initiating proceedings under these sections & conducting of e-proceedings is already live and working in ITBA. Now, functionality to pass web-service order u/s 147, 153A, or 153C read with sections 143(3) or 144 is also made available in ITBA based on Income, Tax and Interest calculation is done in system (in both cases -First time assessment as well as Reassessment cases). **Steps for conducting assessment proceedings, running computation, and passing order u/s 147, 153A & 153C read with sections 143(3) or 144 is same as it works for assessment u/s 143(3)/144.**

(Refer Training material of Assessment Module available on Portal for the same).

5 By providing this functionality the field formation will be able to perform the following functions in ITBA related to section 147, 153A & 153C of the Act which included the functions already available in ITBA.

- a. Selection of cases u/s 147 or 153A or 153C of the Act can be done through ITBA (Already available)
- b. Although assessee have to e-file ITRs in response to notice u/s 148/153A/153C of the Act but various assessee still filing simple letter by stating that their ITRs filed originally u/s 139 of the Act may be treated as their ITRs in response to notice u/s 148/153A/153C. Since filing of such letters have been affirmed by various appellate authorities, therefore request from field formation were regularly received to provide functionality to treat the return filed u/s 139 originally as return in response to notice u/s 148/153A/153C of the Act. Therefore, functionality to replicate previous return is being provided in ITBA. However, it is pertinent to mention here that correct practice is that the assessee have to e-file ITRs in response to notice u/s 148/153A/153C. But if AOs and officers in their hierarchy are of the view that such letters are admissible and they want to treat the originally filed ITR as ITR in response to notice u/s 148/153A/153C, **though acceptance of such letter cannot fulfil the requirements of section 140 of the Act**, functionality to replicate earlier filed ITR has been provided in ITBA. **(New functionality). This replication of ITR is available for A Y 2016-17 to 2018-19.**
- c. Functionality of issue of systems format of notice u/s 143(2) of the Act would be available if assessee e filed ITR in response to notice u/s 148/153A/153C. But in case of replication such notice can be issued through manual to system mode only. Systems format of notice u/s 143(2), in proceedings u/s 147, can be generated by selecting "free text format" option in the relevant screen.
- d. Conducting of e-proceedings through ITBA (Already available).
- e. **Passing of orders through ITBA:** - Presently only manual order upload option is available. For passing order through web service & to calculate correct figures of interest, specifically interest u/s 234C dummy processing of such e-filed, as well as replicated ITRs is also being provided. The results of such dummy processing will not be shared with the assessee and the same will be strictly for the purpose to calculate correct tax and interest during assessment. In view of this, for passing of orders u/s 147, 153A & 153C read with section 143(3)/144, income and tax

- computation details will go to CPC for dummy processing, Computation of results and passing of assessment order.
- f. AOs will now be able to pass web-service order for the A Y 2016-17 to 2018-19, whether ITR is e-filed by the assessee or AOs replicate earlier filed ITR of the assessee.
 - g. The functionality to pass webservice order for the A Y 2016-17 to 2018-19 will work in most of the scenarios. However, it may not work correctly in complex scenarios like where give effect order has already been passed in respect of original assessment order u/s143(3) etc. Therefore, in complex scenarios where AOs would not get correct results from CPC, they can go-ahead with MOU till such complex scenarios are handled in ITBA-CPC.
 - h. The functionality would be available with the option of modification of interest u/s 234A,234B, 234C etc. of the Act with the capturing of offline approval of Range-head so that correct interest is charged in the computation.
6. To understand the functionality of passing web-service order, steps which are to be followed by the AOs in some scenarios are being explained below. This would also help AOs to work on other scenarios because in other scenarios steps would also almost be same.

Scenario (A)

➤ **Return u/s 139(1)/139(4)/142(1) filed ,143(1)/ 143(3) done,&assessee files return in response to notice u/s148**

- i. Navigate to **Assessment** module→Click on **Worklist**→Click on **Subject link**. Current Action required would be "Pending for Income Computation".
- ii. Click **Income Computation**. Select radio button as **Latest return** then click on **Initiate Computation**. (Note: Latest order selection can be done once return is dummy processed by cpc)
- iii. On click of **Initiate Computation**, Data of return u/s147/153A/153C will be shared with CPC for 234C calculation &Message will populate as "Data has been shared with CPC ITR for computation. Once the computed values are received same will be displayed". Note: Where the Income Offered in Return field u/s 147/153A/153C is less than the Income as per prior order, Interest u/s 234C of the Prior Order will be adopted in assessment u/s 147/153A/153C instead of the Interest u/s 234C computed in Dummy Processing of the Return.
- iv. Action required will change to "Pending Processing from CPC" till data is received from CPC.
- v. Action required will change to "Pending for Income Computation" once processed data of return u/s 147/153A/153C is received from CPC.

- vi. In Income computation screen now, user has to select Latest return/ Latest order & click on **Initiate Computation** again. Data of return/ order as selected by user will be migrated & user can now do modifications (additions/disallowances) in return data for assessment purposes. **(Refer Training material of Assessment Module available on Portal for doing modifications in relevant schedules)**
- vii. Click on **Compute** and once computation results received from CPC-ITR for assessment then verify them and pass the order u/s 147/153A/153C **(Steps will remain same as work for 143(3))**

Scenario (B)

- **Return u/s 139(1)/139(4)/142(1) filed ,143(1)/143(3) done, & assessee file letter to AO to treat his Original return as return filed in response to notice u/s148/153A/153C**
- i. Navigate to **Assessment** module → Click on **Worklist** → Click on **Subject link**. Current Action required would be "Pending for Income Computation".
 - ii. Click **Income Computation**. Select radio button as **Latest return** & click on **Initiate Computation**.
 - iii. On click of **Initiate Computation**, Error message will populate "No Valid return exists u/s148/153A/153C after date of issuance of notice. If user is of the view to treat earlier return as return filed u/s 148/153A/153C, he may go to Initiate Other Actions -> click **Replicate return--** to replicate return to be treated as return deemed to be filed u/s 148/153A/153C."
 - iv. In **Initiate Other Actions** → Click on **Replicate return**. View RRR Entries screen of ITR Processing module will be opened. User will be able to select return to be replicated. Select the return to be replicated, enter filing date (i.e. to be considered for return u/s 148) & click on **Create return**. **Note: Return replication will be allowed only for E-Filed returns only.**
 - v. On click of **Create return**, message will populate as "Request has been sent for return replication. Update in Income computation will be allowed after replication of return".
 - vi. Action required will change to "Pending for return replication".
 - vii. After replication is completed, action required will change to "Return Replicated Pending for Income computation"
 - viii. Click **Income Computation**. Select radio button as **Latest return/ Latest order** & click on **Initiate Computation**.
 - ix. On click of **Initiate Computation**, Data of return u/s 148/153A/153C will be shared with CPC for 234C calculation & Message will populate as "Data has been shared with CPC ITR for computation. Once the computed values are received same will be displayed".
 - x. Action required will change to "Pending Processing from CPC" till data is received from CPC.
 - xi. Action required will change to "Pending for Income Computation" once processed data of return u/s 147/153A/153C is received from CPC.
 - xii. In Income computation screen now, user has to select Latest return & click on **Initiate Computation** again. Data of return u/s147/153A/153C will be

- migrated & user can now do modifications (additions/disallowances) in return data for assessment purposes. **(Refer Training material of Assessment Module available on Portal for doing modifications in relevant schedules).**
- xiii. Click on **Compute** and once computation results received from CPC-ITR for assessment then verify them and pass the order u/s 147/153A/153C **(Steps will remain same as work for 143(3))**

Scenario (C)

- **Return u/s 139(1)/139(4)/142(1) filed , 143(3) done and AO gives notice u/s 147/153A/153C but assessee doesn't files his return , Now AO wants to do Best judgement u/s 147/153A/153Cr.w.s. 144**
- i. Navigate to **Assessment** module →Click on **Worklist**→Click on **Subject link**. Current Action required would be "Pending for Income Computation".
 - ii. Click **Income Computation**. Select radio button as **Latest order**& click on **Initiate Computation**.
 - iii. On Click **Income Computation**, Screen will get opened. Select radio button as 'YES' in field "**Section conversion to u/s 144**&select the ITR Form then click on **Initiate Computation**.
 - iv. On click of **Initiate Computation**, all the fields for selected ITR form type are displayed with Latest order details& AO can make modifications (additions/disallowances) as per his Best judgement for assessment purposes.**(Refer Training material of Assessment Module available on Portal for doing modifications in relevant schedules).**
 - v. Click on **Compute** and once computation results received from CPC-ITR for assessment then verify them and pass the order u/s 147/153A/153C **(Steps will remain same as work for 143(3))**

Scenario (D)

- **First time assessment i.e(no return/order exists) notice u/s 147/153A/153C but assessee doesn't files his return , Now AO wants to do Best judgement u/s 147/153A/153C r.w.s. 144**
- i. Navigate to **Assessment** module →Click on **Worklist**→Click on **Subject link**. Current Action required would be "Pending for Income Computation".
 - ii. On Click **Income Computation**, Screen will get opened. Select radio button as 'YES' in field "**Section conversion to u/s 144** & select the ITR Form then click on **Initiate Computation**.
 - iii. On click of **Initiate Computation**, all the fields for selected ITR form type are displayed as blank & AO can make modifications (additions/disallowances) as per his Best judgement for assessment purposes. **(Refer Training material of Assessment Module available on Portal for doing modifications in relevant schedules).**

ITBA- Assessment Instruction No. 20
(Related to passing of web-service orders u/s 147/153A/153C)

- iv. Click on **Compute** and once computation results received from CPC-ITR for assessment then verify them and pass the order u/s 147/153A/153C (**Steps will remain same as work for 143(3)**)
7. Passing of order u/s 147/153A/153C read with section(s) 143(3) or 144 in system will be allowed only if earlier order is passed in system. In case, earlier order is uploaded through Manual Order Upload then passing of subsequent order u/s 147/153A/153C will have to be done through Manual order upload. Facility to pass order in system over MOU order will be provided soon.
8. Training material of Assessment module including user manual, help content and frequently asked questions (FAQs) are available in ITBA Help Guide page link available at home page of ITBA Portal <https://itba.incometax.gov.in>. Users can refer to these documents in case of any issue.
9. 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 – 0120-2811200
 - c. Email ID – itba.helpdesk@incometax.gov.in
 - d. Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)
10. This issues with the approval of DGIT(Systems), New Delhi.

Yours faithfully,



(Ashim Kumar Modi)
Commissioner of Income Tax (ITBA),
Directorate of Income-tax (Systems), Delhi.

Copy to:

1. The PPS to Chairperson, Member (Inv.), Member(L), Member (IT&R), Member (Admn.), Member (TPS&S), Member (A&J), CBDT for information.
2. The PPS to Pr. DGIT(Systems), New Delhi.
3. The Web Manager with a request to upload instruction on www.irsolicersonline.gov.in.
4. ITBA Publisher with a request to upload instruction on <https://itba.incometax.gov.in>



Commissioner of Income Tax (ITBA),
Directorate of Income-tax (Systems), Delhi.