



Income Tax Department

Department of Revenue, Ministry of Finance, Government of India

Step-by-Step for passing Rectification orders by JAOs on Assessment Order Passed by ReAC AOs

Assessment orders passed by the ReAC AOs were not visible to JAOs because of which they were facing issues in disposing rectification applications filed by the assessee before them. They wanted to examine the claim of the assessee from the submissions made by them during assessment proceedings. Now the assessment orders passed by ReAC AOs have been transferred to JAOs. Therefore, JAOs can now dispose-off the rectification applications after examining the submission made during assessment by following the below mentioned steps/procedure: -

1. Users will be able to work on the ITBA by entering the URL <https://itba.incometax.gov.in> in the browser.
2. JAO can now View and download the assessment orders passed by ReAC Unit through Status Monitor. Path: Go to ITBA Portal -> Login -> Modules -> Assessment -> Worklist -> Status Monitor -> Search for PAN after selecting Status as 'Completed' in Search criteria → Click on Subject link -> Case History Notings
3. After referring the assessment order, JAO can initiate the Rectification on such orders through following same steps as are working for assessment orders passed by JAO.
4. Path to initiate the rectification: ITBA Portal → Login → Modules → Rectification → Menu -> Initiate Rectification.
5. Detailed steps after this can be referred through Training material of Rectification module available on ITBA Portal.
6. Training material of Rectification 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.
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 – 0120-2811200
 - c. Email ID – itba.helpdesk@incometax.gov.in
 - d. Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)