Income Tax Department
Department of Revenue, Ministry of Finance, Government of India

Functionality for sending reference to DGIT (Systems) by PCIT/CIT in light of CBDT order u/s 119 dated 16.10.2023 (File No. 225/132/2023/ITA-II) issued in partial modification of CBDT order u/s 119 dated 05.07.2021 (File No. 225/98/2020/ITA-II)

CBDT, in exercise of powers conferred on it, under section 119 of the Act, has issued an order u/s 119 dated 16.10.2023 (File No. 225/132/2023/ITA-II) in partial modification of CBDT order u/s 119 dated 05.07.2021 (File No. 225/98/2020/ITA-II) and has relaxed the time frame prescribed in second proviso to sub section (1) of section 143 for processing of **electronically filed** valid ITRs **(upto AY 2017-18)** till 31.01.2024. *A detailed instruction in this regard has been issued vide ITBA Processing Instruction No. 15 dated 16.11.2023.*

In all such eligible cases, PCCIT/CCIT have to accord administrative approval for processing and concerned PCIT/CIT has to send reference to DGIT (Systems) so that Directorate of Systems can do necessary enablement for processing of such ITRs.

For the ease of making reference to DGIT (Systems) by Pr. CIT/CIT, a screen has been made available in the ITBA's ITR Processing Module named **"Enablement u/s 119".** It is requested that **once administrative approval has been accorded by PCCIT/CCIT**, the concerned PCIT/CIT should send reference to DGIT (Systems) in eligible cases only though this screen. This document lists out the step by step procedure to be followed by PCIT/CIT for sending such references.

The steps to be followed for sending reference to DGIT(Systems) as per "Enablement u/s 119" screen provided to CIT users (ITR Module) are as under: -

User: PCIT/CIT

1. Prior administrative approval of concerned **Pr.CCIT/CCIT** must be obtained for processing of such eligible time-barred returns.

2. Once administrative approval is accorded by the concerned **PCCIT/CCIT**, the concerned **Pr.CIT/CIT** would enter the details in the **Condonation- Enter New Details** screen in **ITR Processing** Module of ITBA. Once the details are entered and successfully submitted, necessary enablement will be made in system to enable the assessing officer to process the ITRs on case to case basis.

   Steps of entering details are as follows:

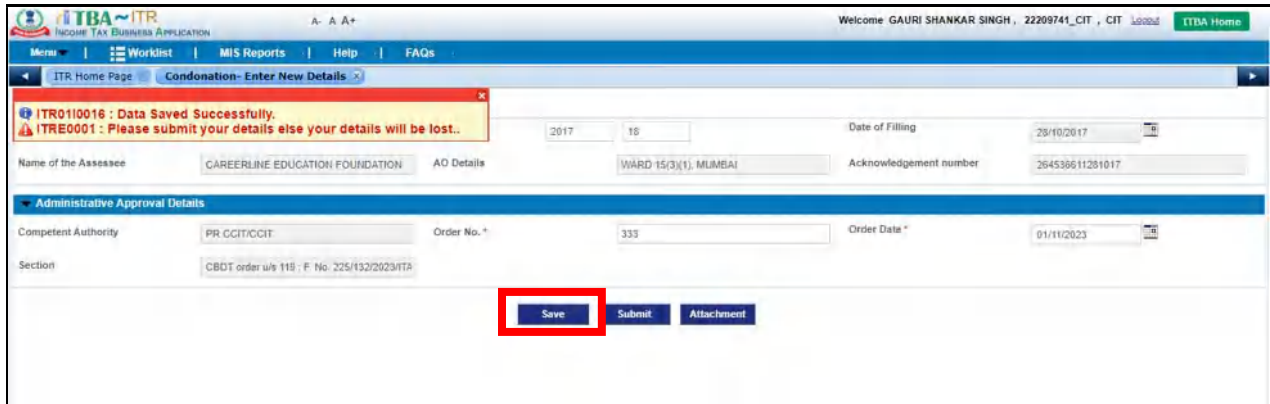   a. Login in ITBA, Open **ITR Processing > Enablement u/s 119 > Condonation – Enter New details** screen.
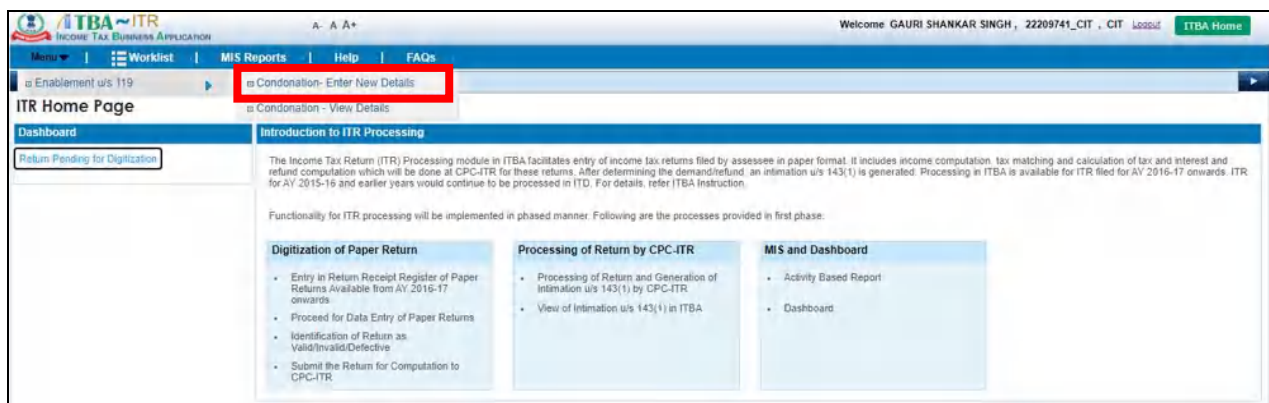
b. PCIT/CIT has to enter **PAN** and **AY.** Basic Details like **Name of Assessee**, **Date of Filing**, **AO Detail** and **Acknowledgement Number** of return will be automatically populated if unprocessed return exists in the system.

Notes:

i. *The entry of AY can only be till AY 2017-18 as per CBDT order u/s 119 dated 16.10.2023.*

ii. *The order of CBDT u/s 119 dated 16.10.2023 is applicable only for electronically filed valid ITRs. Therefore, paper returns are not covered under CBDT order dated 16.10.2023. In case an ITR has been filed electronically and is valid, the data of unprocessed ITR would be available in system. In case the ITR is paper return or is not a valid ITR, the data would not be available in system. If unprocessed return doesn't exist in the system user will not be able to proceed.*

iii. *In case an ITR has been marked as defective by CPC then also the system would not allow the user to proceed ahead. In case there is any eligible defective ITR covered under the CBDT's order dated 16.10.2023, the AO may make communication with CPC regarding the same.*

c.   Thereafter, the PCIT/CIT has to enter details of the administrative approval accorded by the PCCIT/CCIT under "Administrative Approval Details". PCIT/CIT should enter **Order No.** and **Order Date** of the administrative approval accorded by the PCCIT/CCIT. The PCIT/CIT user has to save the details by clicking '**Save**' Button.

d.   After saving the details, click on **Attachment** button and '**Attachment**' screen will be opened. Choose **category** as "**Approval Order of Pr. CCIT/CCIT**" (mandatory) to attach the order of administrative approval. Please note that it is mandatory to attach the administrative approval order of PCCIT/CCIT to proceed ahead. User may attach any other documents also, by adding row and choosing category as '**Others**' and clicking on '**Upload**' Button.

e. After uploading Attachment, User may submit the record by clicking on '**Submit**'
Button.

*Please note that merely saving the details by pressing "Save" button is not sufficient, the
process would be complete and reference/details would be electronically moved to the
System's database only once the **"Submit"** button is pressed.*

Note: Once the details have been submitted and necessary enablement has been made in
system, **SMS alert** and **Email** will be sent to concerned Assessing Officer for necessary
action in ITBA Portal.

3. For the purpose of monitoring the cases that have been submitted by **PCIT/CIT**, details of submitted cases will be Visible in the **read-only** mode to **PCIT/CIT** in "**ITBA→ITR Processing→ Enablement u/s 119 > Condonation – View Details**" screen. This screen will be accessible to **AO and Range also**. User may Search the record by entering **PAN, AY, AO** and **STATUS.** Status will get updated as per actions of AO.

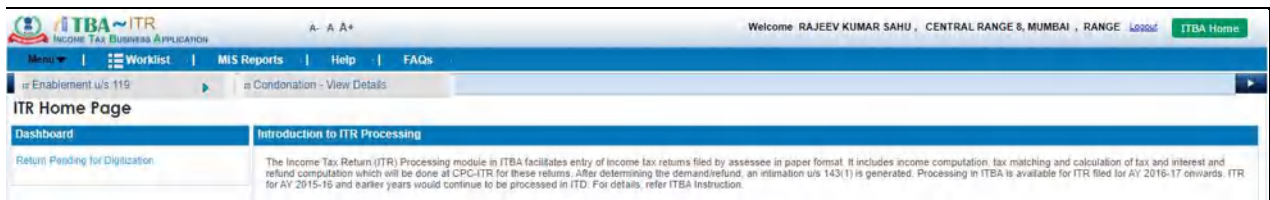**User: AO**

Navigation: **ITBA→ITR Processing→ Enablement u/s 119 > Condonation – View Details**
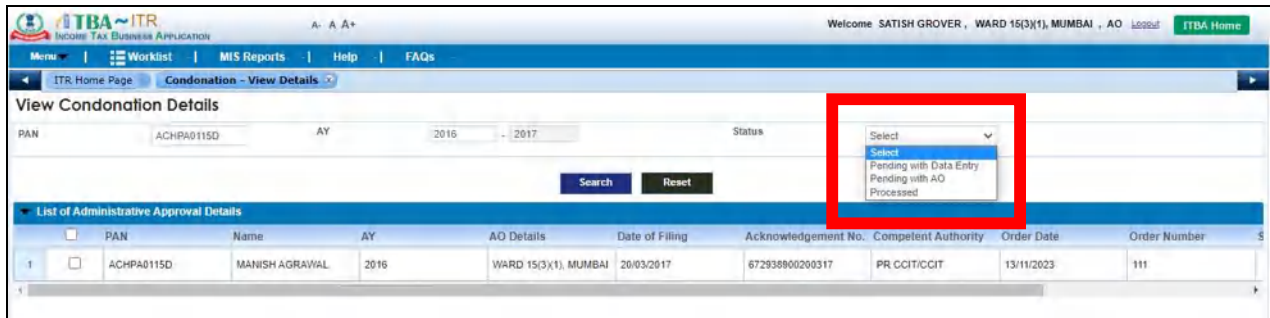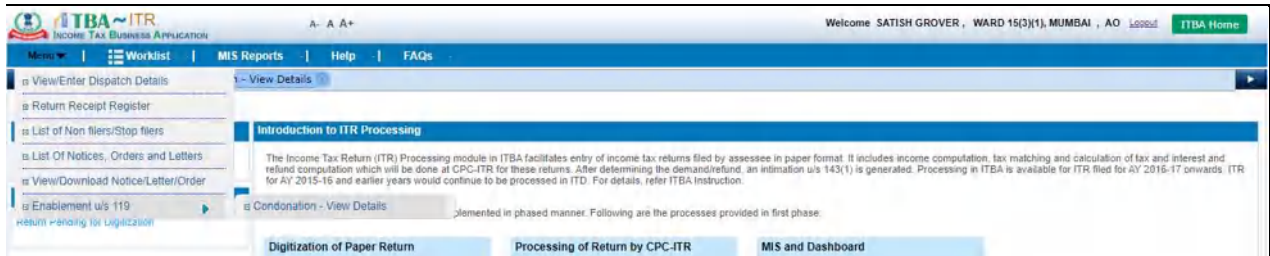
User: Range

Navigation: **ITBA→ITR Processing→ Enablement u/s 119 > Condonation – View Details**

Range user is able to search based on **Status** and **AO** as well.

User: PCIT / CIT

PCIT/CIT user can search based on **Status**

PCIT/CIT user can search based on **AO** as well.

Functionality for processing of electronically filed valid returns having refund claims which were not processed within the time allowed u/s 143(1) due to some technical or other reasons – ITR Module.

Please refer to CBDT order u/s 119 dated 16.10.2023 (File No. 225/132/2023/ITA-II) issued in partial modification of CBDT order u/s 119 dated 05.07.2021 (File No. 225/98/2020/ITA-II)

CBDT, in exercise of powers conferred on it, under section 119 of the Act, has issued an order u/s 119 dated 16.10.2023 (File No. 225/132/2023/ITA-II) in partial modification of CBDT order u/s 119 dated 05.07.2023 (File No. 225/98/2020/ITA-II) and has relaxed the time frame prescribed in second proviso to sub section (1) of section 143 for processing of **electronically filed** valid ITRs **(upto AY 2017-18)** till 31.01.2024. *A detailed instruction in this regard has been issued vide ITBA Processing Instruction No. 15 dated 17.11.2023.*

In all such eligible cases, PCCIT/CCIT have to accord administrative approval for processing and concerned PCIT/CIT has to send reference to DGIT (Systems) so that Directorate of Systems can do necessary enablement for processing of such ITRs.

Once the reference has been made to DGIT (Systems) by PCIT/CIT (by using screen named **"Enablement u/s 119"** in the ITBA's ITR Processing Module), necessary enablement would be made in ITBA systems for processing of such ITRs. Subsequently, the processing action has to be performed by the respective assessing officer. This document lists out the step by step procedure to be followed by Assessing Officer for processing of such eligible ITRs.

The steps to be followed by AO users for processing of eligible ITRs as

per CBDT Order u/s 119 dated 16.10.2023 are as under: -

Once the details of administrative approval of PCCIT/CCIT have been submitted by PCIT/CIT through **"Enablement u/s 119"** in the ITBA's ITR Processing Module and necessary enablement has been made in system, **SMS alert** and **Email** will be sent to concerned Assessing Officer for necessary action in ITBA Portal.

USER : AO

1. **For the cases up to AY 2015-16:** Cases of these years will be required to be processed in ITBA **through MOU (Manual Order Upload) functionality**. The administrative approval of Pr.CCIT/CCIT will be entered by the PCIT/CIT in the system as per process mentioned in ITBA Processing Instruction No. 15 dated 17.11.2023 and thereafter necessary enablement would be made in ITBA to upload manual order through MOU.

   Steps to process through Manual Order Upload is as follows:

   a) Navigate to **Assessment** module.

   b) Go to **Menu → Manual Order Upload** link.
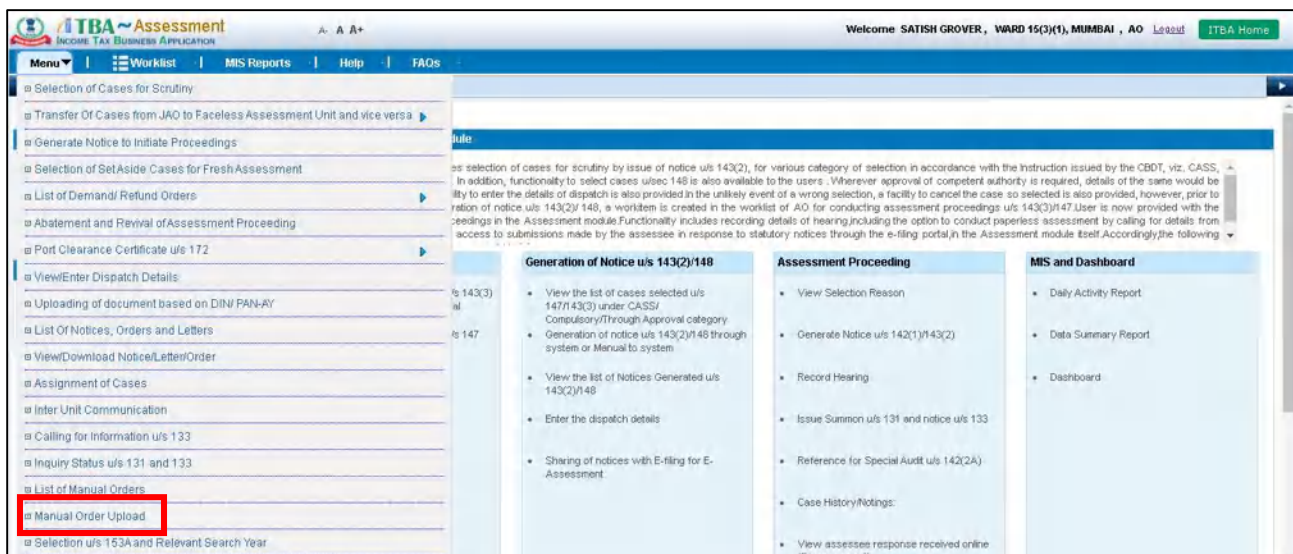
   c) Enter **PAN**. Based on PAN, **Name**, **Address, Residential Status** will get auto-populated. Select **Status.**

   d) Enter **Order Details** such as **AY, Order Type** (as Processing), **Order Section** (as 143(1)), **Order date, Order Number** etc.

   e) Enter the **Income** and **Tax Payment Details** on screen and **Save.**

   f) Enter **Reason for uploading the order manually** and click on **Save.**

Manual Order Upload

The functionality of capturing DDT challans will be available soon.

▼ Basic Details

PAN *	FJWPS0257M	Name	SHYAMLAL	Residential Status:*	Resident ▼
Address		Whether Tax Payer Goverend by Portuguese Civil Code	○ Yes ⦿ No	PAN of Spouse	
		Status *	Individual ▼		

▼ Order Details

Category *	Income Tax ▼	Whether Block Assessment *	No ▼	AY.*	-
Order Type *	Processing ▼	Order Section *	143(1) ▼	Order Date *	
Order Number		Special Cases	Select ▼		

▼ Demand Details

DIN		Demand Notice Service Date		Demand Payment Period from Service date (in days)	
DNCR No. *					

S.No	Taxable Income	Amount	S.No	Tax Payment Details	Amount	
A1	Assessed Income *		C1	TDS/TCS Credit		Enter TDS/TCS details
A2	Deemed Total Income u/s 115JC or 115JB *		C2	Advance Tax Credit		Enter Tax Payment Details
	Computation of Tax Liability	**Amount**	C3	Self Assessment Tax Credit		
B1	Tax payable on total income (incl. surcharge and cess) *		C4	Regular Payment Tax credit		
B2	Tax payable on deemed income u/s 115JC or 115JB (incl. surcharge and cess) *			**Refund/Demand Payable**	**Amount**	
B3	Gross Tax payable(Higher of B1 or B2)	0	D1	Amount Payable/Refundable(B14-C1-C2-C3-C4)	0	Rate of Interest u/s 244A (in %)
B4	Credit u/s 115JAA or 115JD		D2	Interest u/s 244A		
B5	Relief u/s 89		D2.1	Interest u/s 244A (1A)		Interest u/s 244A(1A)
B6	Relief u/s 90/90A		D3	Interest u/s 234D		Delay attributable to assessee (in months)
B7	Relief u/s 91		D4	Interest u/s 220(2)		
B8	Rebate u/s 88		D5	Refund already issued in earlier orders	0	Date upto which interest u/s 220(2) is
B9	Net Tax Liability(B3-B4-B5-B6-B7-B8)	0	D6	Balance Amount Payable/Refundable (D1-D2-D2.1+D3+D4+D5)	0	Amount Payable u/s Select ▼
B10	Interest u/s 234A		D7	Refund already issued manually against current order	0	
B11	Interest u/s 234B		D8	Balance to be refunded through Refund Banker (D6+D7)	0	
B12	Interest u/s 234C		D8.1	To assessee(D8-D8.2-D8.3)		
B13	234F	Select ▼	D8.2	To ITD through Demand Adjusted		Demand Adjustment u/s 245
B14	Gross Demand(B9+B10+B11+B12+B13)	0	D8.3	TDS u/s 195		

[Save]

▼ Refund Details

☐	Cheque No	Cheque Date/Order Date	IFSC Code/MICR Code	Account Number	Account Type	ECS/PAPER *	Refund Amount *	Remarks *	Remarks(in Details) *	Order Date *	Refund Status	Refund Issued Manually *

[Add Row] [Delete Row]

▼ Select demands raised in earlier orders of same PAN and AY

☐	DIN	Section	Order Date	Demand/Refund Amount

Reason for uploading the order manually *

▼ Refund Approval Details (To be filled only if User added Manual row for refund)

File Reference Number		Date Of Approval		Remarks	
Approving Authority	Select ▼				

▼ Demand Adjustment u/s 245

Demand Adjusted By Whom
Select ▼

[Save] [Order Copy] [Upload Version] [Attachment] [Bank Details] [Enter GIR]

g) Order Copy button will be enabled after details are saved successfully. Click on **Order Copy.**

h) Enter **Date of Issue, File No.** and click on **Save & Generate DIN**.

i) Enter **Description**, upload the order copy in **File** column and enter **Date of Dispatch** and **Save**.

j) Click on **Generate**. Success message will be displayed on screen. Navigate back to Manual order Upload screen.

k) Upload Order button will be enabled on screen. Click on **Upload Order**. Success message will be displayed

2. **Cases of A.Y.s. 2016-17 & 2017-18 :** For the A.Yrs. 2016-17 & 2017-18 the eligible ITRs are required to be processed at ITBA as per process described in ITBA Processing Instructions issued so far. The AOs are required to enter or modify the data and send the return to CPC-ITR for final computation and issuance of refund. Steps are mentioned below:

a). Navigate to **ITR Processing** module
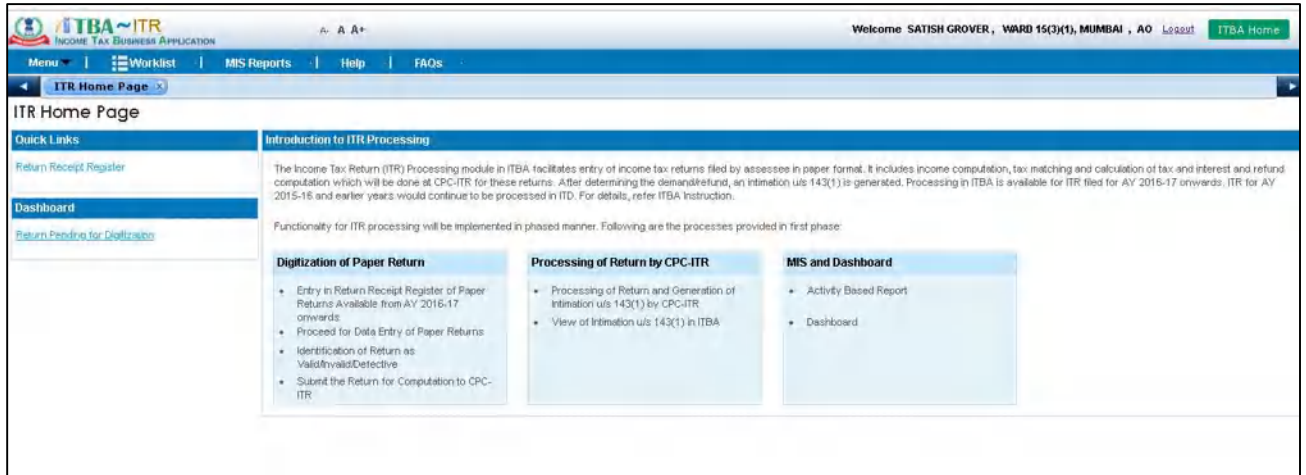
b). Click on **Return Receipt Register** link under **Quick Links**
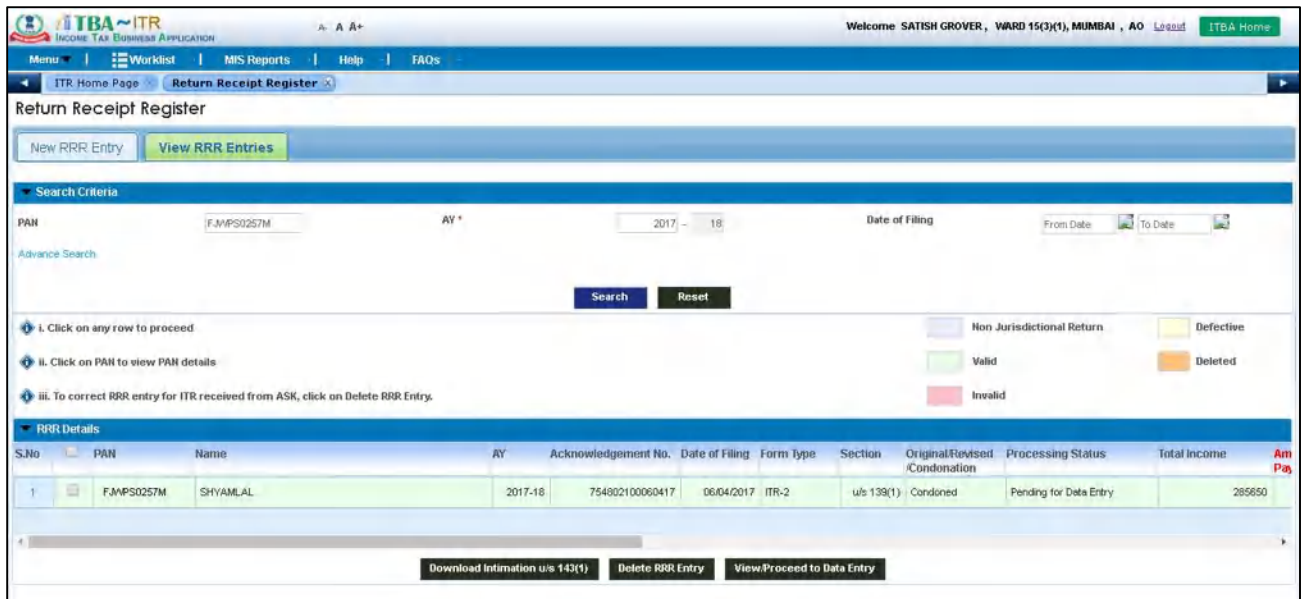
c). Click on **View RRR Entries** tab. Enter **PAN** and **AY** and click on **Search**.
d). Select the record and click on **View/Proceed to Data Entry** button

E). Click on **Enter Condonation Order Details** button

Note : The Condonation Order details entered by PCIT while enabling processing of return will be visible to AO in read-only mode.

f). Navigate back to **Return Receipt Register** screen and click on **Submit for Computation.** The case will be submitted for computation to CPC.

3. Details of cases referred by PCIT/CIT to DGIT (Systems) will be visible in the **read-only** mode to AO in "**ITBA→ITR Processing→ Enablement u/s 119 > Condonation – View Details**" screen. This screen will be accessible to **AO and Range also**. User may Search the record by entering **PAN, AY and Status.** Status will get updated as per actions of AO.

User: AO
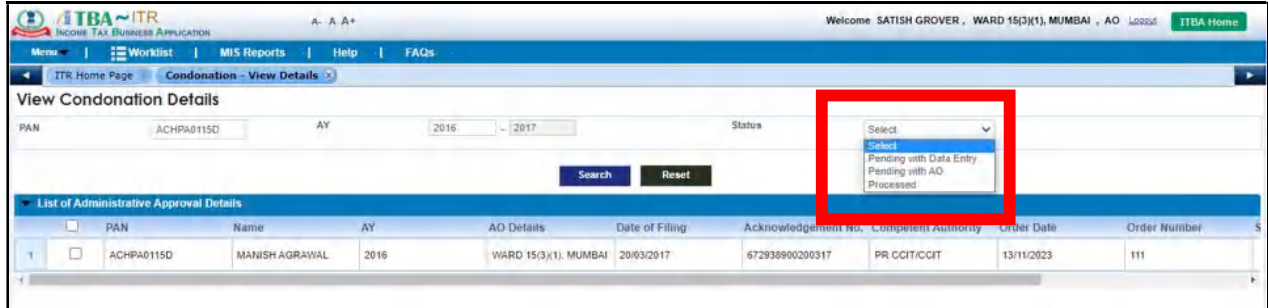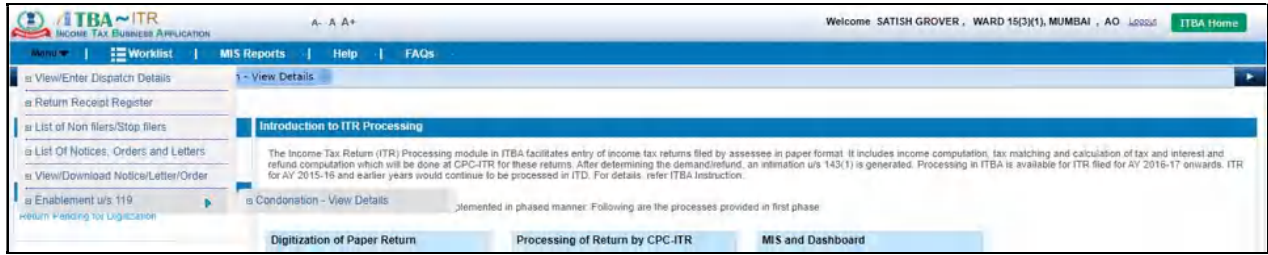
Navigation: **ITBA→ITR Processing→ Enablement u/s 119 > Condonation – View Details**

North Block, the 16th October, 2023

<u>Order under section 119 of the Income-tax Act, 1961</u>

Subject: Processing of returns with refund claims under section 143(1) of the Income-tax Act, 1961 beyond the prescribed time limits in non-scrutiny cases-regd.

Central Board of Direct Taxes (Board) vide its order under section 119 of the Income-tax Act, 1961 (Act) dated 05.07.2021 and 30.09.2021 on the captioned subject relaxed the timeframe prescribed in second proviso to sub-section (1) of Section 143 of the Act. It was directed that all validly filed returns up to **Assessment Year 2017-18** with refund claims, which could not be processed under sub-section (1) of the Section 143 of the Act and which had become time-barred, should be processed by 30.11.2021, subject to the conditions/ exceptions specified therein.

2.   The matter has been re-considered by Board in view of pending taxpayer grievances related to issue of refund. To mitigate the genuine hardship being faced by the taxpayers on this issue, Board, by virtue of its power under section 119 of the Act and in partial modification of its earlier order under section 119 of the Act dated 05.07.2021 and 30.09.2021, *supra*, hereby further extends the time frame mentioned in the para no. 2 of the order dated 30.09.2021 till **31.01.2024 in respect of returns of income validly filed electronically**. All other contents of the said order u/s 119 of the Act dated 05.07.2021 will remain unchanged.

3.   This may be brought to the notice of all for necessary compliance.

(Dr.Castro Jayaprakash.T)
Under Secretary, (ITA-II), CBDT

Copy for information to:

i. Chairman (CBDT) and all Members of CBDT
ii. All Pr. CCsIT/DsGIT
iii. DGIT(Systems), Delhi
iv. DGIT(Systems), Bengaluru with request for further necessary action in the matter
v. ADG(Systems)-4 with request for uploading on department's official website
vi. JCIT, Database Cell for uploading on IRS Officers website
vii. Guard file

(Dr.Castro Jayaprakash.T)
Under Secretary, (ITA-II), CBDT

Room No. 245A, ITA-II division
New Delhi, the 30th September 2021.

Order under Section 119 of the Income-tax Act,1961

Subject: Processing of returns with refund claims under section 143(1) of the Income-tax Act 1961 beyond the prescribed time limits in non-scrutiny cases - reg

Central Board of Direct Taxes (Board) vide its order under section 119 of the Income-tax Act, 1961 (Act) dated 05.07.2021 on the captioned subject relaxed the time-frame prescribed in second proviso to sub-section (1) of Section 143 of the Act. It was directed that all validly filed returns up to **Assessment Year 2017-18** with refund claims, which could not be processed under sub-section (1) of the Section 143 of the Act and which had become time-barred, should be processed by **30.09.2021** subject to the conditions/exceptions specified therein.

2.   The matter has been re-considered by Board in view of pending taxpayer's grievances related to issue of refund. To mitigate the genuine hardship being faced by the taxpayers on this issue, Board, by virtue of its power under section 119 of the Act and in partial modification of its earlier order under section 119 of the Act dated 05.07.2021, *supra*, hereby further extends the time frame mentioned in the para no.3 of the said order from 30.09.2021 to **30.11.2021**. All other contents of the said order u/s 119 of the Act dated 05.07.2021 will remain unchanged.

3.   This may be brought to the notice of all for necessary compliance.

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(Sourabh Jain)
Under Secretary to the Government of India

Copy to:-

1. Chairman, CBDT and all the Members of CBDT.
2. All Pr. CCsIT/Pr. DGsIT.
3. DGIT (Systems) with request for further necessary action in the matter.
4. Web Manager, with request for uploading on department's official website: www.incometaxindia.gov.in
5. JCIT, Database Cell for uploading on IRS Officers website: www.irsofficersonline.gov.in
6. Guard File

(Sourabh Jain)
Under Secretary to the Government of India

North Block, the 5th July, 2021

Order under section 119 of the Income-tax Act, 1961

Subject: Processing of returns with refund claims under section 143(1) of the Income-tax Act, 1961 beyond the prescribed time limits in non-scrutiny cases-regd.

It has been brought to the notice of the Central Board of Direct Taxes ('Board') that due to certain technical issues or for other reasons not attributable to the assessees concerned, several returns for various assessment years up to the assessment year 2017-18 which were otherwise filed validly under section 139 or 142 or 119 of the Income-tax Act, 1961 ('Act') could not be processed under sub-section (1) of section 143 of the Act. Consequently, intimation regarding processing of such returns could not be sent within the period of one year from the end of the financial year in which such returns were filed as prescribed in the second proviso to sub-section (1) of section 143 of the Act. This has led to a situation where the taxpayer is unable to get his legitimate refund in accordance with provisions of the Act, although the delay is not attributable to him.

2. To resolve the grievances of such taxpayers, Board had earlier issued instructions/orders u/s 119 of the Act from time to time relaxing the prescribed statutory time limit for processing of such validly filed returns with refund claims in non-scrutiny cases. As per the earlier order dated 10th July 2020, time frame was given till **31.10.2020** to process such returns with refund claims.

3. The matter has been re-considered by Board in view of pending taxpayers' grievances related to issue of refund. To mitigate genuine hardship being faced by the taxpayers on this issue, Board, by virtue of its powers under section 119 of the Act, hereby relaxes the time-frame prescribed in second proviso to sub-section (1) of section 143 and directs that all validly filed returns up to **assessment year 2017-18** with refund claims, which could not be processed under sub-section (1) of section 143 of the Act and which have become time-barred, subject to the exceptions mentioned in para below, can be processed now with prior administrative approval of Pr.CCIT/CCIT concerned. The intimation of such processing under sub-section (1) of section 143 of the Act can be sent to the assessee concerned by **30.09.2021.** All subsequent effects under the Act including issue of refund shall also follow as per the prescribed procedures. To ensure adequate safeguards, it has been decided that once administrative approval is accorded by the Pr.CCIT/CCIT, the Pr.CIT/CIT concerned would make a reference to the DGIT(Systems) to provide necessary enablement to the Assessing officer on a case to case basis.

4. The relaxation accorded above **shall not be applicable** to the following returns:

    (a)   returns selected in scrutiny;

    (b)   returns remain unprocessed, where either demand is shown as payable in the return or is likely to arise after processing it;

    (c)   returns remain unprocessed for any reason attributable to the assessee.

5. This may be brought to the notice of all for necessary compliance.

(Prajna Paramita)
Director to the Government of India

Copy for information to:

1) Chairman (CBDT) and all Members of CBDT

2) All Pr.CCsIT/DsGIT with request for further necessary action in the matter.

3) DGIT(Systems) with request for further necessary action in the matter.

4) ADG(Systems)-4/Web Manager with request for uploading on departmental website.

5) JCIT, Database Cell for uploading on the website irsofficersonline.

6) Guard file.

(Prajna Paramita)
Director to the Government of India