

**INCOME TAX APPELLATE TRIBUNAL**

3<sup>rd</sup> & 4<sup>th</sup> Floor, Pratishtha Bhawan,  
101, M.K. Marg, Mumbai-400020

**CIRCULAR**

Dated: 15<sup>th</sup> March 2024

Consequent to the implementation of e-filing in the Income Tax Appellate Tribunal, the departmental appeals and applications are being filed through ITAT E-Filing Portal (<https://itat.gov.in/efiling>). Apart from this, many appeals by the assesseees are also being filed electronically.

2. In every e-filed appeal or application, the documents and petitions therein, such as adjournment petitions, withdrawal petitions, paper books, written submissions, etc. are to be electronically filed by the appellants and respondents through the E-Filing Portal.

3. In departmental appeals, Departmental Representatives (DRs) represent the Assessing Officers before the Tribunal. To facilitate DRs in filing documents and petitions before the Bench, separate access has been provided on the E-Filing Portal.

4. However, to access the Portal, DRs must register themselves with the respective Bench of the ITAT by providing their Name, Designation, Official Email Id, and Mobile Number. The ITAT Registry will then register the details in the Portal, after which the DRs can access the Portal through the <https://itat.gov.in/efiling/drlogin> page.

5. Access to the E-Filing Portal will be provided to the DRs on rotational or temporary duty. However, the CIT-DR (Admin) may intimate the ITAT of the duty period so that the access to the Portal can be disabled after the specific period.

6. In case of any difficulty in accessing or using the ITAT E-Filing Portal, the E-Filing Support Team can be contacted via email at [itcell.ho@itat.nic.in](mailto:itcell.ho@itat.nic.in).

  
Deputy Registrar

Copy to:

1. All Benches of ITAT with a request to forward the same to the DR Office of the Bench.
  2. Notice Board of ITAT Website.
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