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Introduction

About e-Filing

1. e-Filing is the process of electronic online filing of appeals and applications before a Bench of Income Tax Appellate Tribunal (in short "Tribunal"). An Assessee or Assessing Officer or any other person, who is entitled to file an appeal, cross objection or application before the Tribunal u/s. 253 of Income Tax Act, 1961, can file the same through e-Filing Portal. This provision will apply to appeals under other enactments mutatis mutandis.
2. Once an e-filed appeal / cross objection / application is physically presented in the office of the Tribunal, the Registry will verify the documents uploaded in the e-Filing Portal with the ones submitted physically. After scrutiny in all respects, the Registry will accept the e-Filing.
3. It is clarified that the date of presentation of appeal physically in terms of Rule 6 & 7 of Income Tax (Appellate Tribunal) Rules, 1963 or the respective Acts shall be reckoned for all purposes of limitation.
4. Permanent Account Number (or TAN as the case may be) of the assessee, Mobile Number and e-Mail ID are the key identifiers in the e-Filing Portal. Therefore, having a PAN/TAN, valid Mobile Number and e-Mail ID are pre-requisites for using this Portal.

आयकर अपीलीय अधिकरण
INCOME TAX APPELLATE TRIBUNAL

e-Filing Portal

HOME E-FILE YOUR APPEAL KNOW E-FILING STATUS GUIDELINES AND FAQs CONTACT US LOGIN

e-Filing Registration

Who Are You?

Please Select

[Click here to read and agree the terms of use](#)

SUBMIT CANCEL

Instructions for e-Filing your Appeal

- Please keep all the important dates, appeal / order numbers and addresses of the assessee and department handy before start.
- Please keep ready all the documents duly signed and properly scanned for uploading. You will need to upload all mandatory documents in the end. Please go through the [List of Documents required for e-Filing of appeal](#).
- Please scan Appeal Form and Grounds of Appeal separately.

Site designed, hosted by Income Tax Appellate Tribunal, Dept. of Legal Affairs, Min. of Law & Justice, Government of India.
Content Owned, Updated and Maintained by Income Tax Appellate Tribunal, Dept. of Legal Affairs, Min. of Law & Justice, Government of India.

Welcome to e-Filing Portal.



Getting Started

To proceed further, select 'Who are you?'. If you are an assessee, please select 'I am an Assessee'. If you are an officer of Income Tax Department, please select 'I am Department.'

Thereafter, select 'Click here to read and agree to the 'Terms of Use' option. This will popup the 'Terms of Use' of e-Filing Portal of the Tribunal.

Go through the Terms of Use and Standard Operating Procedure (SOP) for e-Filing carefully. Keep all the important dates, appeal / order numbers and addresses of the assessee and department readily available before start. Please keep ready all the documents duly signed and properly scanned for uploading. You will need to upload all mandatory documents in the end. Please go through the [List of Documents](#) required for e-Filing of appeal.

For illustration, let us take the filer as Assessee. To proceed further, click 'Submit'.



In the next screen, input the e-Mail ID, Mobile number and PAN/TAN of the assessee. If the e-Filing is done by Department, e-Mail and Mobile number shall be of the departmental officer and PAN/TAN shall be of the assessee. Since PAN/TAN, e-Mail and Mobile Numbers are key identifiers of the e-Filer, please ensure that they are entered correctly, and you have access to the e-Mail and Mobile Numbers.

The screenshot shows the 'e-Filing Registration' form on the Income Tax Appellate Tribunal portal. The form includes the following fields and buttons:

- Header:** आयकर अपीलीय अधिकरण (Income Tax Appellate Tribunal) and e-Filing Portal.
- Navigation:** HOME, E-FILE YOUR APPEAL, KNOW E-FILING STATUS, GUIDELINES AND FAQs, CONTACT US, LOGIN.
- Welcome Message:** Hello, Assessee . Welcome to Income Tax Appellate Tribunal e-filing portal.
- Form Fields:**
 - Email ID of the Assessee
 - Mobile No. of the Assessee
 - PAN/TAN of the Assessee
- Buttons:** SUBMIT, CANCEL
- Footer:** Site designed, hosted by Income Tax Appellate Tribunal, Dept. of Legal Affairs, Min. of Law & Justice, Government of India. Content Owned, Updated and Maintained by Income Tax Appellate Tribunal, Dept. of Legal Affairs, Min. of Law & Justice, Government of India.

On submission of the form, two separate One Time Passwords (OTPs) will be sent to the given e-Mail and Mobile Numbers. If you do not receive the OTPs, you can request for resending the OTPs after 2 minutes.

The screenshot shows the 'Verify your Email and Mobile number' form. It includes the following elements:

- Header:** Verify your Email and Mobile number
- Message:** A One Time Password (OTP) is sent to your given e-mail address and mobile number. If you do not find the OTP in your inbox, please check your spam folder. Please add our e-mail id xxxxxx@tat.nic.in to contacts/white-list.
- Form Fields:**
 - Mobile OTP
 - Email OTP
 - Captcha (with a refresh button)
 - Enter Captcha
- Buttons:** SUBMIT, CANCEL, Resend OTP In (00:10 Sec)

Please input the OTPs and Captcha in the form and click submit to proceed further.



On the next page, please select the State and District in which the Assessing Officer is located. This will identify the Bench of ITAT having jurisdiction over the Assessing Officer.

Select State and District of (The Assessing officer)

Your email address and mobile number has been verified successfully. Now, continue to select the appeal jurisdiction.

Assessing Officer Jurisdiction (State): *
Delhi

Assessing Officer Jurisdiction (City/District): *
South Delhi

Jurisdiction Bench: *
Delhi

PROCEED CANCEL

Click Proceed to move further. In the next screen, you can select the kind of Appeal / Application you wish to file.

e-Filing Registration

What do you want to file?

Please Select

Please Select

Appeal

Cross Objection(CO)

Stay Application(SA)

Miscellaneous Application(MA)

It is important to note that:

- ❖ Memorandum of Cross Objection can only be filed against an Appeal pending before the Tribunal
- ❖ Stay Application can only be filed against an Appeal pending before the Tribunal
- ❖ Only an Assessee can file a Stay Application before the Tribunal
- ❖ Miscellaneous Application can only be filed against an Appeal disposed off by the Tribunal

Before proceeding further, please keep all documents, dates and other information readily available as you will input the data pertaining to the selected Appeal / Application.

Now, let us proceed with filing an Appeal. Select **Appeal** and click **Submit**.



e-Filing of Appeal

Use this page to file an Appeal before the Tribunal.

In the General Appeal Information block, please select the Act and Appeal Type you wish to file. Select Appeal Sub Type depending upon the order against which the appeal is being filed and the relevant assessment or penalty order.

Please fill the details of Assessee and Department in the respective blocks. Location can be the same as City. However, when the communication address is different from actual address of Assessee / Department, as the case may be, use Village/Town/City of the Assessee / Department in Location.

Appeal Registration Form					
General Appeal Information					
General Appeal Information	Act *	Appeal Type *	Appeal Sub Type *	Filed By *	Filed On *
	Select Act	Select Appeal Type	Select Appeal Sub Type	<input checked="" type="radio"/> Assessee <input type="radio"/> Department	04/06/2020
General Appeal Information	Assessment Year *	PAN No. *	TAN No.	Assessee Type *	Residency Status *
		AKBPM3741N	AKBPM3741N	Select Assessee Type	Select Residency Status
Assessee Details					
Assessee Details	Name *	Assessee Location *	Complete address *		
Assessee Details	State *	City *	Pin Code	Mobile No.	Email Address
	Select State	Select City	e.g. 000000	7738816806	veeravadhanimn@gmail.co
Department Details (Assigning Officer/ CIT/Income Tax Officer)					
Department Detail (Assigning Officer/ CIT/Income Tax Officer)	Designation *	Department Location: *	Complete address *		
Department Detail (Assigning Officer/ CIT/Income Tax Officer)	State *	City *	Pin Code	Mobile No.	Email Address (if available)
	Select State	Select City	e.g. 123456	e.g. 1234567890	e.g. youremail@example.cc

In the Appeal details Block, input the details of the order appealed against, Assessing Officer jurisdiction, etc.

Appeal Details		
Appeal Details	Total Income declared by the assessee for the assessment year *	
	Details of the order appealed against	
	Section and sub-section under which the order is passed *	Select Appealed Ord.
	Date of order (Appealed Order Date) *	
	Date of service or communication of the order *	
	Income-Tax authority passing the order appealed against *	
	The State in which the jurisdictional assessing Officer is located *	Delhi
	The District in which the jurisdictional assessing Officer is located	South Delhi
Section and sub-section under which the original order is passed *	Select	



Enter the details of amounts disputed in the present appeal (whether the appeal relates to assessment / penalty / others, etc.) in the Amount disputed in appeal block.

Amounts disputed in appeal		
Amounts disputed in appeal	Please select the appeal relates to * <input checked="" type="radio"/> Assessment <input type="radio"/> Penalty <input type="radio"/> Other	
	If appeal relates to any assessment:	
	Total Income as computed by the assessment officer for the assessment year *	0
	Total amount of additions or disallowance made in the assessment *	0
	Amount disputed in appeal *	0
	If appeal relates to any penalty:	
	Total amount of penalty imposed as per order *	0
	Amount of penalty disputed in appeal *	0
	If appeal relates to any other matter:	
	Amount disputed in appeal *	0

In the next block i.e. Grounds of Appeal, please input each ground of Appeal and tax effect related thereto separately. If there are more than one ground, use 'Add More' button to add another ground. Total amount of Tax Effect will be calculated automatically.

Maximum permissible length of a Ground is 1000 characters. If it is not feasible to fit the Grounds in this space, you can also write 'Separately Enclosed' in the column and the Grounds of Appeal can be scanned and uploaded separately in the Enclosures uploading page.

Grounds of appeal			
Grounds of appeal	Description * Ground	Tax Effect relating to each Ground of appeal * 0	Add More
	Total Tax Effects		

In the last block, i.e. 'Appeal Filing and Fee Details', give the details of delay in filing the appeal, details of Tribunal fee paid, etc. In case the Tribunal fee paid is less than the fee payable for this appeal sub type, system will alert.

Appeal filing and Fee details			
Appeal filing and Fee details	Whether there is any delay in filing of appeal *	Select	
	Fee Details :		
	BSR Code *	Payment Date *	TR No./Challan Serial No.
	Payment Type *	Payment Sub-Head *	Amount *
	Select	Select	Select
	Date of Submission *	Add More	
04/06/2020			
Fee Payable: *		Fee Paid: *	

With this, data collection for e-Filing an appeal completes. Ensure that all data is entered fully and correctly and press 'Submit' button to continue.

On the next page, based on the details provided by you, the Memorandum of Appeal shall be automatically generated by the Portal. Click on 'Click here' to download the same.



Sign the Memorandum of Appeal and scan it back for uploading in the next screen. Click 'Continue' to proceed further.

Registration of Income Tax Appeal >> Download Form
Veeravadhani Munagala vs. DCIT, Circle-1(3) PAN/TAN: AKBPM3841N Assessment Year: 2018-19
<http://45.115.99.205/itafiling/formdownload?token=dmVlcmF2YWRoYW5pbW5AZ21haWwY29t>
Your e-Filing data is saved successfully. [Click here](#) to download the Income Tax Appeal. Please sign it and upload the same in the Next Page.


In the next screen, upload all the enclosures of the appeals. Enclosures are bifurcated in two groups: 'Mandatory' and 'Optional'. Not uploading mandatory documents will make the appeal defective.

All documents shall be in PDF format scanned in 150-200 DPI in Black and White. Maximum file size allowed is 10 Mb. Filename shall not contain any special characters.

Registration of Appeal >> Enclosures
Veeravadhani Munagala vs. DCIT, Circle-1(3) PAN/TAN: AKBPM3841N Assessment Year: 2018-19
Please upload the required documents in PDF format (Black & White) scanned in 150-200 DPI. Document size cannot be more than 5 Mb.

Mandatory	
Form 36	<input type="button" value="Choose File"/> No file chosen
Grounds of Appeal before ITAT	<input type="button" value="Choose File"/> No file chosen
Order of CIT(A) u/s. 250	<input type="button" value="Choose File"/> No file chosen
Grounds of Appeal before CIT(A)	<input type="button" value="Choose File"/> No file chosen
Assessment Order u/s. 143(3)	<input type="button" value="Choose File"/> No file chosen
Tribunal Fee Challan	<input type="button" value="Choose File"/> No file chosen
Condonation Petition	<input type="button" value="Choose File"/> No file chosen

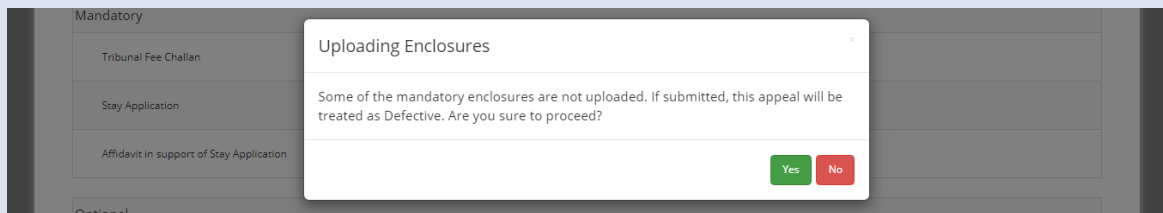
Optional	
Form 35	<input type="button" value="Choose File"/> No file chosen
Statement of Facts before CIT(A)	<input type="button" value="Choose File"/> No file chosen
Vakalatnama or Power of Attorney	<input type="button" value="Choose File"/> No file chosen
Statement of Facts before ITAT	<input type="button" value="Choose File"/> No file chosen
Covering Letter before ITAT	<input type="button" value="Choose File"/> No file chosen
Petition for condonation of delay	<input type="button" value="Choose File"/> No file chosen
Affidavit in support of Condonation Petition	<input type="button" value="Choose File"/> No file chosen

Captcha * 

Upon uploading the mandatory and optional documents, input the Captcha code and click continue to proceed further. Before proceeding further, ensure that all enclosures are scanned properly as per prescribed specifications and uploaded without fail, as this is the last step in e-Filing of your appeal.



If you do not upload any of the mandatory enclosures of the appeal, system will alert you.



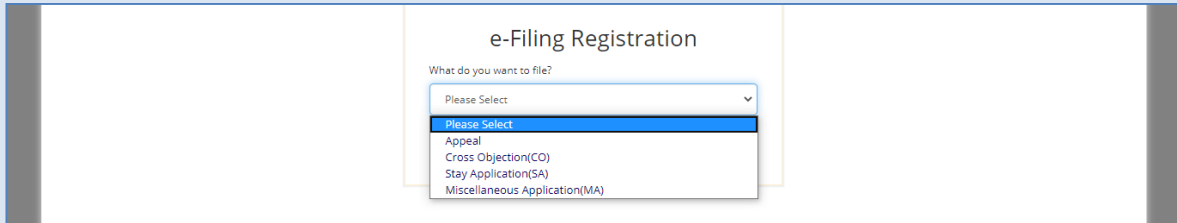
Click 'Continue' to complete the e-Filing. Once the e-Filing is successfully completed, an Acknowledgement is generated.

Income Tax Appellate Tribunal, Delhi Bench, Delhi	
Acknowledgement of E-Filing of Appeal before the Tribunal	
Acknowledgement No. 1591534303	
Act: Income Tax Act, 1961 Appeal Type: Income Tax Appeal	
Appeal Sub Type: Appeal against Order u/s. 250 (Arising out of Order u/s. 143(3))	
Filed on: 07-06-2020 PAN / TAN: AKBPM3841N Assessment Year : 2018-19	
Appellant	Respondent
Veeravadhani Munagala New Delhi	DCIT, Circle-1(3) New Delhi
Address Details	
Appellant Address	Respondent Address
Assessee Address, New Delhi , Delhi	Department Address, New Delhi , Delhi
E-Mail	E-Mail
veeravadhanimn@gmail.com	
Mobile No	Mobile No
7799222806	
Appealed order & Assessment Details Update	
Authority passing the order appealed against : CIT(A)-19, New Delhi	Date of order (Appealed Order Date) : 01/04/2020
Section and sub-section under which the order is passed : 250	Date of service or communication of the order : 06/04/2020
Section and sub-section under which the original order is passed : 143(3)	Assessed in (State): Delhi Assessed in (District): South Delhi

Print the Acknowledgement and submit the same before the respective Bench of the Tribunal along with all physical documents of the appeal within the time limit prescribed under Rules. After verification of the documents vis-à-vis the e-Filing details, Appeal Registration Section of ITAT will accept the e-Filing and generate the Appeal number. A message containing the e-Filing Username for the Appeal will also be sent to the registered mobile number and email address.

e-Filing of Memorandum of Cross Objection

To file a Cross Objection before the Tribunal, select 'Cross Objection' option on 'What do you want to file?' page. Click 'Continue' to proceed. Please note that you can file Cross Objections only against an Appeal pending before the Tribunal.



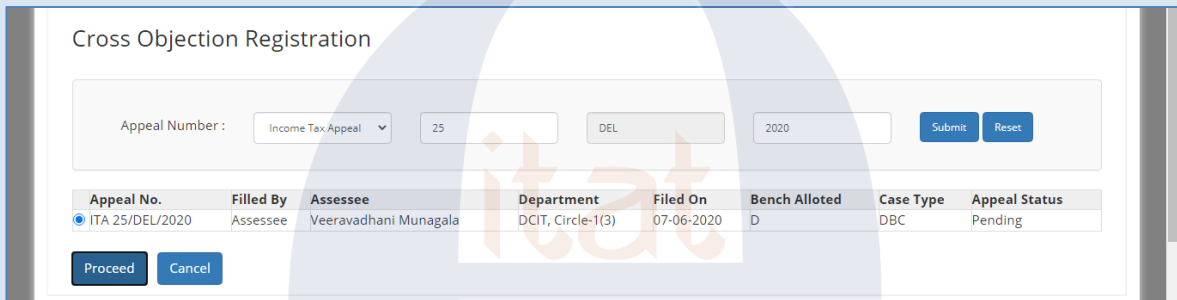
e-Filing Registration

What do you want to file?

Please Select

- Appeal
- Cross Objection(CO)
- Stay Application(SA)
- Miscellaneous Application(MA)

On the next page, please input the Appeal Type, Appeal Number, Bench Code and Year of filing of the appeal against which you wish to file the Cross Objection and click 'Submit'. Details of appeals matching with the given appeal number (also matching the PAN number) will be listed.



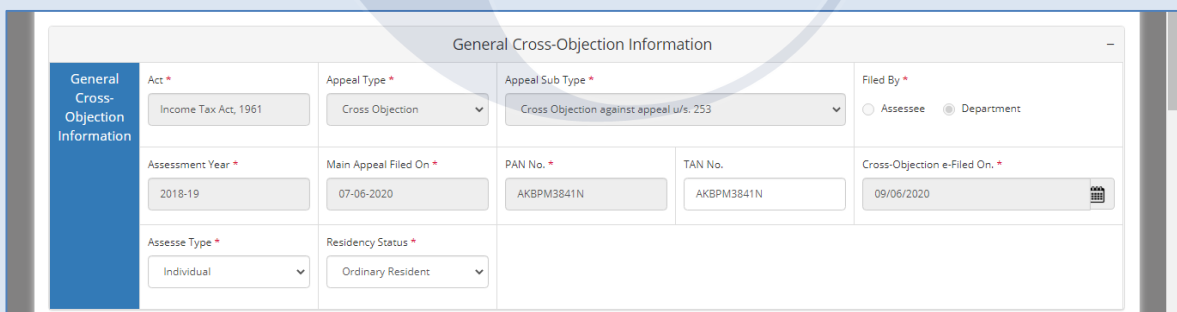
Cross Objection Registration

Appeal Number :

Appeal No.	Filed By	Assessee	Department	Filed On	Bench Allotted	Case Type	Appeal Status
<input checked="" type="radio"/> ITA 25/DEL/2020	Assessee	Veeravadhani Munagala	DCIT, Circle-1(3)	07-06-2020	D	DBC	Pending

Please Select (click on the radio button on the left side of the record) and click 'Proceed' button to continue to next page.

On this page, please input the particulars of Cross Objections. In the General Appeal Information block, Act, Appeal Type, Appeal Sub-Type and other fields are prefilled.



General Cross-Objection Information

General Cross-Objection Information	Act *	Income Tax Act, 1961	Appeal Type *	Cross Objection	Appeal Sub Type *	Cross Objection against appeal u/s: 253	Filed By *	<input type="radio"/> Assessee <input checked="" type="radio"/> Department		
	Assessment Year *	2018-19	Main Appeal Filed On *	07-06-2020	PAN No. *	AKBPM3841N	TAN No.	AKBPM3841N	Cross-Objection e-Filed On. *	09/06/2020
	Assessee Type *	Individual	Residency Status *	Ordinary Resident						

Assessee and Department details are prefilled based on the data given in the appeal arising out of which the present Memorandum of Cross Objection is being e-Filed. However, the appellant / cross objector can make changes in the address, etc. wherever necessary.



Assessee Details				
Assessee Details	Name *	Assessee Location: *	Complete address * (Maximum 234 Character)	
	Veeravadhani Munagala	New Delhi	Assessee Address	
State *	City *	Pin Code	Mobile No.	Email Address
Delhi	New Delhi	e.g. 000000	7799222806	veeravadhanimn@gmail.com
Department Details (Assigning Officer/ CIT/Income Tax Officer)				
Department Details (Assigning Officer/ CIT/Income Tax Officer)	Designation *	Department Location: *	Complete address * (Maximum 232 Character)	
	DCIT, Circle-1(3)	New Delhi	Department Address	
State *	City *	Pin Code	Mobile No.	Email Address (if available)
Delhi	New Delhi	e.g. 123456	7799222806	department@gmail.com

In the 'Cross Objection Details' block, input the details of the appeal against which the 'Cross Objection' is being filed, etc. Here also, many details are pre-filled.

Cross-objections Details	
Cross-objections Details	Details of the order appealed against
	Appeal number allotted by Tribunal to which the cross-objection relates
	ITA/25/DEL/2020
	Section and sub-section under which the order is passed *
	250
	Total income declared by the assessee for the assessment year *
	654789
Income-Tax authority passing the order appealed against *	
CIT(A)-19, New Delhi	
The State in which the jurisdictional assessing Officer is located *	
Delhi	
The District in which the jurisdictional assessing Officer is located *	
North Delhi	
Date of receipt of notice of appeal filed by the appellant to the Tribunal*	

Enter the details of amounts disputed in the present Cross Objection (whether the Cross Objection to assessment / penalty / others, etc.) in the Amount Disputed in Cross Objection block.

Amounts disputed in cross-objections	
Amounts disputed in cross-objections	If cross-objections relates to any assessment:
	Please select the appeal relates to *
	<input checked="" type="radio"/> Assessment <input type="radio"/> Penalty <input type="radio"/> Other
	Total income as computed by the assessment officer for the assessment year *
	987456
	Total amount of additions or disallowance made in the assessment *
	87456
	Amount disputed in Cross-appeal *
	87456
	If cross-objections relates to any penalty:
Total amount of penalty imposed as per order *	
0	
Amount of penalty disabled in cross-objections *	
0	
If cross-objection relates to any other matter:	
Amount disputed in cross-objection *	
0	

In the next block i.e. Grounds of Cross Objections, please input each Ground of Cross Objection and tax effect related thereto. If there are more than one Ground, use 'Add More' button to add another Ground. Total amount of Tax Effect will be calculated automatically.

Maximum permissible length of a Ground is 1000 characters. If it is not feasible to fit the Ground/Grounds in this space, you can also write 'Separately Enclosed' in the Column and the Grounds of Cross Objection can be scanned and uploaded separately in the Enclosures uploading page.

Grounds of cross-objection		
Grounds of cross-objection	Description * (Maximum 978 Character) Cross-objection ground	Tax Effect relating to each Ground of appeal * 0
	Total Tax Effects	

Cross-Objection filing details	
Appeal filing details	Whether there is any delay in filing of cross-objections (If yes, please attach application seeking condonation of delay) * Select

Back Submit

With this, data collection for e-Filing a Cross Objection is complete. Ensure that all data is entered fully and correctly and press 'Submit' button to continue. Also confirm to the system alert 'Are you sure to proceed and continue?'

Save

Are you sure to proceed and continue?

Yes No

On the next page, based on the details provided by you, the Memorandum of Cross Objection is automatically generated by the Portal. Click on 'Click here' to download the same. Sign the Memorandum of Cross Objections and scan it back for uploading in the next screen. Click 'Continue' to proceed further.

Registration of Cross Objection >> Download Form

DCIT, Circle-1(3) vs. Veeravadhani Munagala PAN/TAN: AKBPM3841N Assessment Year: 2018-19

Your e-Filing data is saved successfully. [Click here](#) to download the Cross Objection. Please sign it and upload the same in the Next Page.

BACK CONTINUE

In the next screen, upload all the enclosures of the Memorandum of Cross Objections. Enclosures are bifurcated in two groups: mandatory and optional. Not uploading of mandatory documents will make the Memorandum of Cross Objections defective.




All documents shall be in PDF format scanned in 150-200 DPI in Black and White. Maximum file size allowed is 10 Mb. Filename shall not contain any special characters.

Registration of Cross Objection >> Cross Objection Enclosures

DCIT, Circle-1(3) vs. Veeravadhani Munagala PAN/TAN: AKBPM3841N Assessment Year: 2018-19

Please upload the required documents in PDF format (Black & White) scanned in 150-200 DPI. Document size cannot be more than 10 MB.

Mandatory	
Limitation Certificate and Letter of Authority	<input type="button" value="Choose File"/> No file chosen
Grounds of Cross Objection	<input type="button" value="Choose File"/> No file chosen
Form 36A	<input type="button" value="Choose File"/> No file chosen
Optional	
Covering Letter before ITAT	<input type="button" value="Choose File"/> No file chosen
Petition for condonation of delay	<input type="button" value="Choose File"/> No file chosen
Affidavit in support of Condonation Petition	<input type="button" value="Choose File"/> No file chosen

Captcha * 

Upon uploading the 'Mandatory' and 'Optional' documents, input the Captcha code and click continue to proceed further. Before proceeding further, ensure that all enclosures are scanned properly as per prescribed specifications and uploaded without fail, as this is the last step in e-Filing of your Memorandum of Cross Objections.

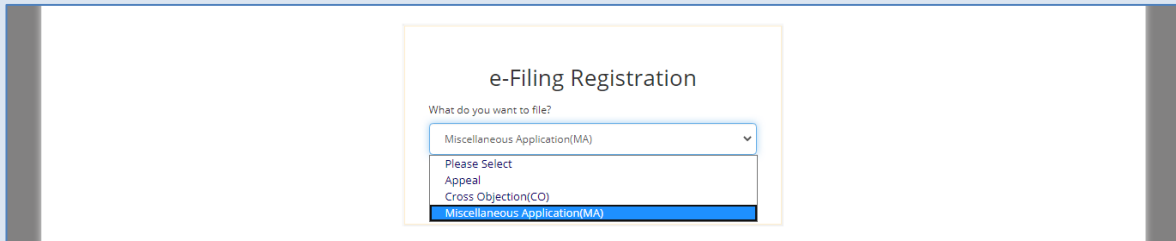
Click 'Continue' to complete the e-Filing. Once the e-Filing is successfully completed, an Acknowledgement is generated.

Income Tax Appellate Tribunal, Delhi Bench, Delhi			
Acknowledgement of E-Filing of Cross Application before the Tribunal			
Acknowledgement No. 1591700730			
Act: Income Tax Act, 1961		Appeal Type: Cross Objection (Arising out of ITA 25/DEL/2020)	
Appeal Sub Type: Cross Objection against appeal u/s. 253			
Filed on: 09-06-2020 PAN / TAN: AKBPM3841N Assessment Year : 2018-19			
Appellant		Respondent	
Veeravadhani Munagala New Delhi		DCIT, Circle-1(3) New Delhi	
Address Details		Respondent Address	
Appellant Address		Department Address, New Delhi , Delhi	
Assessee Address, New Delhi , Delhi		Department Address, New Delhi , Delhi	
E-Mail	veeravadhanimn@gmail.com	E-Mail	department@gmail.com
Mobile No	7799222806	Mobile No	7799222806
Appealed order & Assessment Details Update			

Print the Acknowledgement and submit the same before the respective Bench of the Tribunal along with all physical documents of the Memorandum of Cross Objections within the time limit prescribed under Rules. After verification of the documents vis-à-vis the e-Filing details, the Registration officials of ITAT will accept the e-Filing and generate the Cross Objection number. A SMS containing the e-Filing Username for the Memorandum of Cross Objections will also be sent to the registered mobile number.

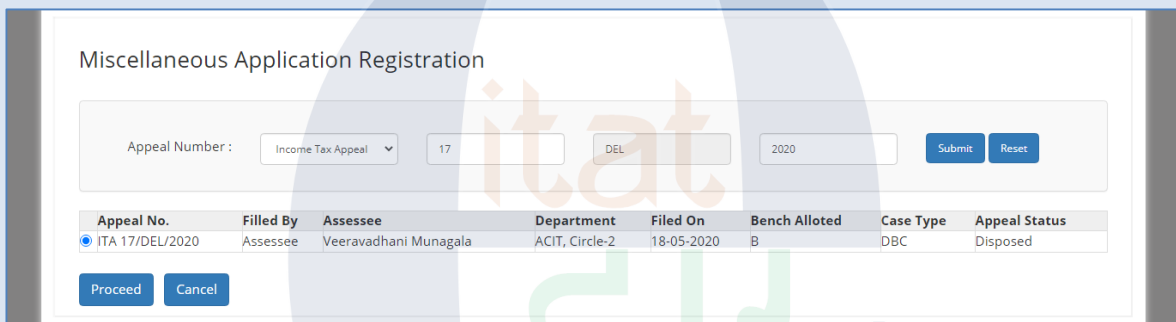
e-Filing of Miscellaneous Application

To file a Miscellaneous Application before the Income Tax Appellate Tribunal, select 'Miscellaneous Application' option on 'What do you want to file?' page. Click 'Continue' to proceed. Please note that you can file a Miscellaneous Application only against an appeal already disposed of by the Tribunal.



The screenshot shows the 'e-Filing Registration' page. It has a dropdown menu titled 'What do you want to file?' with 'Miscellaneous Application(MA)' selected. Below it, a 'Please Select' section lists 'Appeal', 'Cross Objection(CO)', and 'Miscellaneous Application(MA)', with the latter being highlighted in blue.

On the next page, please input the Appeal Type, Appeal Number, Bench Code and Year of filing of the appeal against which you wish to file the Miscellaneous Application and click 'Submit'. Details of appeals matching with the given appeal number (also matching the PAN number) will be listed.



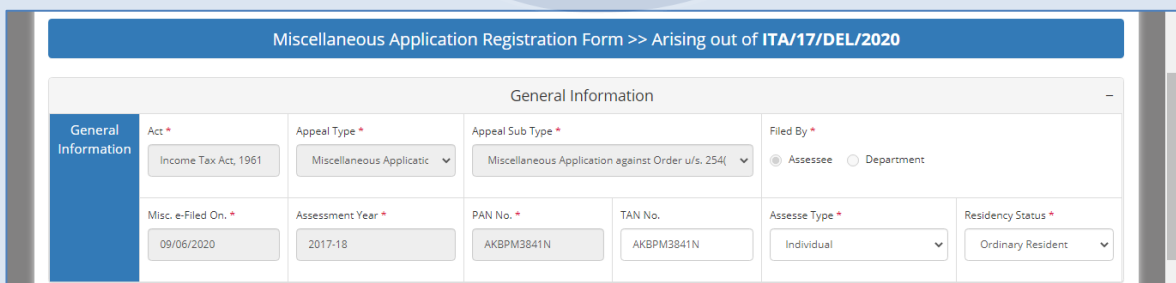
The screenshot shows the 'Miscellaneous Application Registration' page. It features a form with 'Appeal Number' (Income Tax Appeal), a text input '17', a dropdown 'DEL', and a year input '2020'. There are 'Submit' and 'Reset' buttons. Below the form is a table of search results:

Appeal No.	Filed By	Assessee	Department	Filed On	Bench Alloted	Case Type	Appeal Status
<input checked="" type="radio"/> ITA 17/DEL/2020	Assessee	Veeravadhani Munagala	ACIT, Circle-2	18-05-2020	B	DBC	Disposed

There are 'Proceed' and 'Cancel' buttons at the bottom left.

Please Select (click on the radio button on the left side of the record) and click 'Proceed' button to continue to next page.

On this page, please input the particulars of Miscellaneous Application. In the General Appeal Information block, Act, Appeal Type, Appeal Sub-Type and other fields are prefilled.



The screenshot shows the 'Miscellaneous Application Registration Form >> Arising out of ITA/17/DEL/2020'. The 'General Information' section is prefilled with the following details:

Act *	Income Tax Act, 1961	Appeal Type *	Miscellaneous Applicatic	Appeal Sub Type *	Miscellaneous Application against Order u/s. 254(Filed By *	<input checked="" type="radio"/> Assessee <input type="radio"/> Department				
Misc. e-Filed On, *	09/06/2020	Assessment Year *	2017-18	PAN No. *	AKBPM3841N	TAN No.	AKBPM3841N	Assesse Type *	Individual	Residency Status *	Ordinary Resident

Assessee and Department details are prefilled based on the data given in the appeal arising out of which the present Miscellaneous Application is being e-Filed.



However, the applicant can make changes in the address, etc. wherever necessary.

Assessee Details					
Assessee Details	Name *	Assessee Location: *	Complete address * (Maximum 232 Character)		
	Veeravadhani Munagala	Delhi	Sector-3, MB Road,		
State *	City *	Pin Code	Mobile No.	Email Address	
Delhi	New Delhi	110072	7738816806	veeravadhanimn@gmail.com	

Department Details (Assigning Officer/ CIT/Income Tax Officer)					
Department Details (Assigning Officer/ CIT/Income Tax Officer)	Designation *	Department Location: *	Complete address * (Maximum 232 Character)		
	ACIT, Circle-2	Delhi	Ayakar Bhawan, ITO		
State *	City *	Pin Code	Mobile No.	Email Address (if available)	
Delhi	New Delhi	110054	7738816806	veeravadhanimn@gmail.com	

In the Miscellaneous Application Details block, details of the appeal against which the Miscellaneous Application is being filed, etc. are prefilled. Please input the Date of the Tribunal Order against which the Miscellaneous Application is filed.

Miscellaneous Application Details					
Miscellaneous Application Details	Arising out of an appeal before: *	Main Appeal No. before ITAT: *	Date of Tribunal Order: *	Assessed in (State): *	Assessed in (District): *
	ITAT, Delhi	ITA/17/DEL/2020		Delhi	North Delhi

Back Submit

With this, data collection for e-Filing a Miscellaneous Application is complete. Ensure that all data is entered fully and correctly and press 'Submit' button to continue. Also confirm to the system alert 'Are you sure to proceed and continue?'

Save

Are you sure to proceed and continue?

Yes No

Since no format is prescribed for a Miscellaneous Application, the application shall be manually prepared & signed and kept ready for uploading in the next screen.

In the next screen, upload all the enclosures of the Miscellaneous Applications. Enclosures are bifurcated in two groups: 'Mandatory' and 'Optional'. Not uploading mandatory documents will make the Miscellaneous Application defective.

All documents shall be in PDF format scanned in 150-200 DPI in Black and White. Maximum file size allowed is 10 Mb. Filename shall not contain any special characters.




Registration of Miscellaneous >> Miscellaneous Enclosures

ACIT, Circle-2 vs. Veeravadhani Munagala PAN/TAN: AKBPM3841N Assessment Year: 2017-18

Please upload the required documents in PDF format (Black & White) scanned in 150-200 DPI. Document size cannot be more than 10 MB.

Mandatory	
Limitation Certificate and Letter of Authority	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Application	<input type="button" value="Choose File"/> No file chosen
Tribunal Order u/s. 254(1)	<input type="button" value="Choose File"/> No file chosen

Optional	
Covering Letter before ITAT	<input type="button" value="Choose File"/> No file chosen
Petition for condonation of delay	<input type="button" value="Choose File"/> No file chosen
Affidavit in support of Condonation Petition	<input type="button" value="Choose File"/> No file chosen

Captcha * 

Upon uploading the mandatory and optional documents, input the Captcha code and click continue to proceed further. Before proceeding further, ensure that all enclosures are scanned properly as per prescribed specifications and uploaded without fail, as this is the last step in e-Filing of your Miscellaneous Application.

Click 'Continue' to complete the e-Filing. Once the e-Filing is successfully completed, an Acknowledgement is generated.

Income Tax Appellate Tribunal, Delhi Bench, Delhi
Acknowledgement of E-Filing of Miscellaneous Application before the Tribunal

Acknowledgement No. 1591698395

Act: Income Tax Act, 1961 Appeal Type: Miscellaneous Application (Arising out of ITA 17/DEL/2020)

Appeal Sub Type: Miscellaneous Application against Order u/s. 254(1)

Filed on: 09-06-2020 PAN / TAN: AKBPM3841N Assessment Year : 2017-18

Applicant		Respondent		
ACIT, Circle-2 Delhi		Veeravadhani Munagala Delhi		
Address Details		Respondent Address		
Applicant Address		Respondent Address		
Ayakar Bhawan, ITO, New Delhi , Delhi , 110054		Sector-3, MB Road., New Delhi , Delhi , 110072		
E-Mail	department@gmail.com	E-Mail	veeravadhanimn@gmail.com	
Mobile No	7738816806	Mobile No	7738816806	
Miscellaneous Application Details				
Arising out of an appeal before	Main Appeal No. before ITAT	Tribunal Order Receipt Date	Assessed in (State)	Assessed in (District)
ITAT, Delhi	ITA 17/DEL/2020	05/01/2020	Delhi	North Delhi
Enclosures				
Limitation Certificate and Letter of Authority*	Miscellaneous Application*	Tribunal Order u/s. 254(1)*		

Print the Acknowledgement and submit the same before the respective Bench of the Tribunal along with all physical documents of the Miscellaneous Application within the time limit prescribed under Rules. After verification of the documents vis-à-vis the e-Filing details, the Registration officials of ITAT will accept the e-Filing and generate the Miscellaneous Application number. A SMS containing the e-Filing Username for the Miscellaneous Application will also be sent to the registered mobile number.



e-Filing of Stay Application

To file a Stay Application before the Tribunal, select 'Stay Application' option in 'What do you want to file?' page. Click 'Continue' to proceed. Please note that you can file a Stay Application only against an appeal pending before the Tribunal.

On the next page, please input the Appeal Type, Number, Bench Code and Year of filing of the appeal against which you wish to file the Stay Application and click 'Submit'. Details of appeals matching with the given appeal number (also matching the PAN number) will be listed.

Appeal No.	Filed By	Assessee	Department	Filed On	Bench Alloted	Case Type	Appeal Status
<input checked="" type="radio"/> ITA 25/DEL/2020	Assessee	Veeravadhani Munagala	DCIT, Circle-1(3)	07-06-2020	D	DBC	Pending

Please Select (click on the radio button on the left side of the record) and click 'Proceed' button to continue to next page.

On this page, please input the particulars of Stay Application. In the General Appeal Information block, Act, Appeal Type, Appeal Sub-Type and other fields are prefilled.

General Stay Information				
Act *	Appeal Type *	Appeal Sub Type *	Stay e-Filed On. *	
Income Tax Act, 1961	Stay Application	Stay Application filed u/s. 254 of the Income Tax Act, 1961	09/06/2020	
Assessment Year *	PAN No. *	TAN No.	Assessee Type *	Residency Status *
2018-19	AKBPM3841N	AKBPM3841N	Individual	Ordinary Resident

Assessee and Department details are prefilled based on the data given in the appeal arising out of which the present Stay Application is being e-Filed. However, the appellant / cross objector can make changes in the address, etc. wherever necessary.

Department Details (Assigning Officer/ CIT/Income Tax Officer)				
Department Details (Assigning Officer/ CIT/Income Tax Officer)	Designation *	Department Location: *	Complete address * (Maximum 232 Character)	
	DCIT, Circle-1(3)	New Delhi	Department Address	
	State *	City *	Pin Code	Mobile No.
	Delhi	New Delhi	e.g. 123456	e.g. 1234567890
				Email Address (if available)
				e.g. youremail@example.com

In the Break Up of Demand block, input the details of the amounts of Tax, Interest, Penalty, Fine, etc. Also input the details of Stay Applications made before the Revenue Authorities and results thereof in the respective fields.

Break up of Demand					
Tax *	Interest *	Penalty *	Fine *	Others *	Total Tax Demand *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
A) Amount already paid: *		B) Amount Outstanding* (B = Total Tax demand - A)		C) Amount not disputed out of (B): *	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

Details of Stay Applications before Revenue Authorities	
Stay Applications before Assessing Officer: *	Result *
<input type="text"/>	<input type="text"/>
Stay Applications before the Commissioner of Income Tax: *	Result *
<input type="text"/>	<input type="text"/>

In the Details of Stay Applications before the Tribunal, input the details of reasons, security offered, prayer, etc. relating to the stay sought by the applicant.

Details of Stay Application before the Tribunal	
Reasons for seeking stay *	<input type="text"/>
Whether the applicant is seeking to offer security: *	<input type="radio"/> Yes <input type="radio"/> No
Prayer stating exact amount sought to be stayed: *	<input type="text"/>
If stay is sought in relation to a matter pending before the High Court, give full particulars: *	<input type="text"/>

In the last block, i.e. 'Stay Application Fee Details', give the details of fee paid, etc. In case the fee paid is less than the fee payable for the Stay Application, system will alert.

Stay filing and Fee details				
Fee Details :				
BSR Code *	Payment Date *	TR No./Challan Serial No.	Amount *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Payment Type *	Payment Sub-Head *	Payment Category *	Date of Submission *	<input type="button" value="Add More"/>
Select		Select	09/06/2020	
Fee Payable: *	<input type="text"/>	Fee Paid: *	<input type="text"/>	

With this, data collection for e-Filing a Stay Application is complete. Ensure that all data is entered fully and correctly and press 'Submit' button to continue. Also confirm to the system alert 'Are you sure to proceed and continue?'

On the next page, based on the details provided by you, Stay Application in prescribed format is automatically generated by the Portal. Click on 'Click here' to download the same.



Sign the Stay Application and scan it back for uploading in the next screen. Click 'Continue' to proceed further.

In the next screen, upload all the enclosures of the Stay Applications. Enclosures are bifurcated in two groups: mandatory and optional. Not uploading of mandatory documents will make the Stay Application defective.

All documents shall be in PDF format scanned in 150-200 DPI in Black and White. Maximum file size allowed is 10 Mb. Filename shall not contain any special characters.

Upon uploading the mandatory and optional documents, input the Captcha code and click continue to proceed further. Before proceeding further, ensure that all enclosures are scanned properly as per prescribed specifications and uploaded without fail, as this is the last step in e-Filing of your Stay Application.

Click 'Continue' to complete the e-Filing. Once the e-Filing is successfully completed, an Acknowledgement is generated.

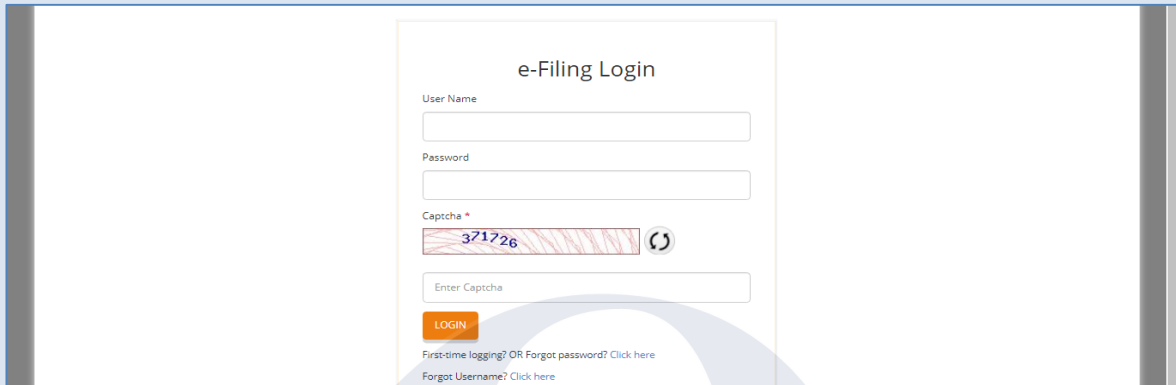
Income Tax Appellate Tribunal, Delhi Bench, Delhi			
Acknowledgement of E-Filing of Stay Application before the Tribunal			
Acknowledgement No. 1591696237			
Act: Income Tax Act, 1961 Appeal Type: Stay Application (Arising out of ITA 25/DEL/2020)			
Appeal Sub Type: Stay Application filed u/s. 254 of the Income Tax Act, 1961			
Filed on: 09-06-2020 PAN / TAN: AKBPM3841N Assessment Year : 2018-19			
Applicant		Respondent	
Veeravadhani Munagala New Delhi		DCIT, Circle-1(3) New Delhi	
Address Details		Respondent Address	
Applicant Address		Department Address, New Delhi , Delhi	
Assessee Address, New Delhi , Delhi			
E-Mail	veeravadhanimn@gmail.com	E-Mail	
Mobile No	7738816806	Mobile No	
Stay Details			

Print the Acknowledgement and submit the same before the respective Bench of the Tribunal along with all physical documents of the Stay Application within the time limit prescribed under Rules. After verification of the documents vis-à-vis the e-Filing details, the Registration officials of ITAT will accept the e-Filing and generate the Stay Application number. A SMS containing the e-Filing Username for the Stay Application will also be sent to the registered mobile number.

e-Filing Portal Dashboard Login

In addition to e-Filing appeals and applications, e-Filing Portal can also be used to view detailed information pertaining to the appeal or application and also to file petitions and documents electronically.

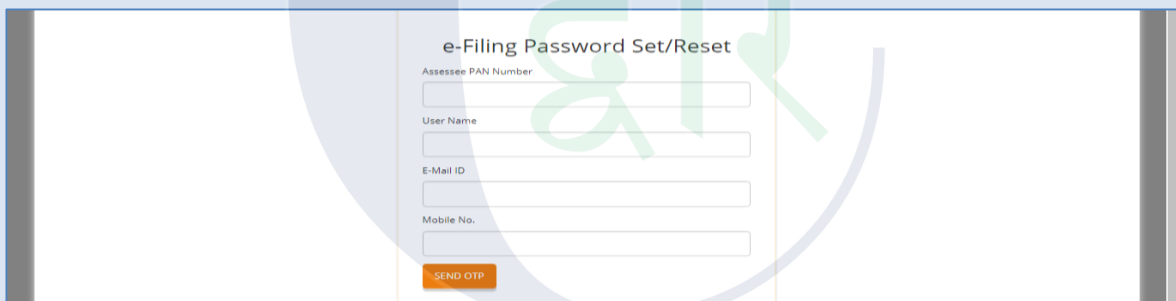
To login to e-Filing, click 'Login' on the menu.



The screenshot shows the 'e-Filing Login' form. It includes fields for 'User Name', 'Password', and 'Captcha'. The captcha image displays the numbers '371726'. Below the captcha is an 'Enter Captcha' input field and a 'LOGIN' button. At the bottom, there are two links: 'First-time logging? OR Forgot password? Click here' and 'Forgot Username? Click here'.

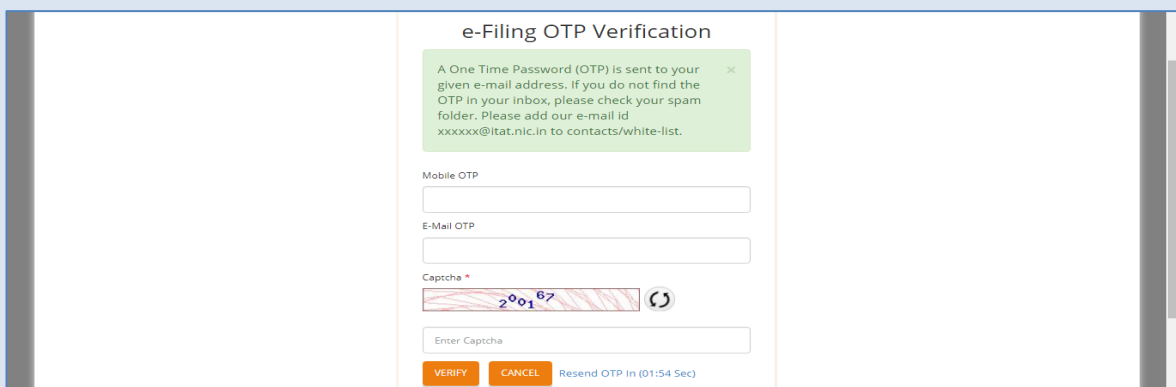
Whenever an e-Filing is accepted by the Tribunal, an Username is sent to the registered mobile number. Use the same username to login here.

If you are logging in for the first time, you have to set the Password yourself. To set / reset the e-Filing password, click on 'First time logging? Or Forgot Password? Click here' link. Then, the following screen appears. Input the Assessee PAN, Username, e-Mail ID and Mobile Number and click on 'Send OTP'.



The screenshot shows the 'e-Filing Password Set/Reset' form. It includes fields for 'Assessee PAN Number', 'User Name', 'E-Mail ID', and 'Mobile No.'. Below these fields is a 'SEND OTP' button.

Two separate OTPs will be sent to the registered e-Mail Id and Mobile Number. If you do not receive the OTPs in 2 minutes, you can request for resending the OTPs again. Input those OTPs in the next screen, input the Captcha and click 'Verify'.



The screenshot shows the 'e-Filing OTP Verification' form. At the top, there is a green notification box stating: 'A One Time Password (OTP) is sent to your given e-mail address. If you do not find the OTP in your inbox, please check your spam folder. Please add our e-mail id xxxxxx@itai.nic.in to contacts/white-list.' Below this are fields for 'Mobile OTP' and 'E-Mail OTP'. The 'Captcha' field shows the numbers '200187'. There is an 'Enter Captcha' input field and a 'VERIFY' button. A 'CANCEL' button and a 'Resend OTP in (01:54 Sec)' link are also present.



In the next screen, input password you want to set and click 'Submit' to save the Passwords. On successful updation of the Passwords, system will inform you. Now you can use the Password to login to the e-Filing Portal Dashboard.

On successful Login, you will land in the e-Filing Dashboard. From the Dashboard, you can go through various details like Appeal Summary and also access Appeal Enclosures uploaded by you at the time of e-Filing. If you missed uploading any enclosures at the time of e-Filing, you can upload them now.

Welcome Veeravadhani Munagala, (veeravadhanimn@gmail.com) to e-Filing Portal Dashboard | Menu | Change Password | Sign Out

e-Filing User Dash Board

E-Filing User Name	AKBPM3841N676906	Assessee PAN Number	AKBPM3841N	Assessee TAN Number	AKBPM3841N
CASE DETAILS					
Appeal Number	Filed On	Assessment Year	Bench Allotted	Case Type	Case Status
ITA 2 / DEL / 2020	24/04/2020	2017-18	SMC 1	SMC	Pending
Appellant			Respondent		
Veeravadhani Munagala Delhi			ACIT, Circle-23 Delhi		

Welcome Veeravadhani Munagala, (veeravadhanimn@gmail.com) to e-Filing Portal Dashboard | Menu | Change Password | Sign Out

e-Filing User Dash Board

E-Filing User Name	AKBPM3841N676906	Assessee PAN Number	AKBPM3841N	Assessee TAN Number	AKBPM3841N
CASE DETAILS					
Appeal Number	Filed On	Assessment Year	Bench Allotted	Case Type	Case Status
ITA 2 / DEL / 2020	24/04/2020	2017-18	SMC 1	SMC	Pending
Appellant			Respondent		
Veeravadhani Munagala Delhi			ACIT, Circle-23 Delhi		

- Appeal Summary
- Appeal Enclosures
- e-Submissions of Petitions
- e-Submission of Documents

Welcome Veeravadhani Munagala, (veeravadhanimn@gmail.com) to e-Filing Portal Dashboard | Menu | Change Password | Sign Out

E-Filing User Name	AKBPM3841N676906	Assessee PAN Number	AKBPM3841N	Assessee TAN Number	AKBPM3841N
CASE DETAILS					
Appeal Number	Filed On	Assessment Year	Bench Allotted	Case Type	Case Status
ITA 2 / DEL / 2020	24/04/2020	2017-18	SMC 1	SMC	Pending
Appellant			Respondent		
Veeravadhani Munagala Delhi			ACIT, Circle-23 Delhi		

Acknowledgement
Short Summary
Defects
Hearings
Orders
Connected Appeal

Address Details	
Appellant Address Mayur Vihar, Phase-2, Delhi, Delhi, 500092	Respondent Address Bandhra Kurla Complex, Bandra East, Delhi, Delhi, 500002
Primary E-Mail veeravadhanimn@gmail.com	Primary E-Mail
Primary Mobile No 7738816806	Primary Mobile No

Appealed order & Assessment Details Update	
Authority passing the order appealed against : CIT(A)-12, Delhi	Date of service or communication of the order : 11/12/2019
Section and sub-section under which the order is passed : 250	Assessed in (State): Delhi
Section and sub-section under which the original order is passed : 143(3)/147	Assessed in (District): North Delhi

Income Fee & Payment Details						
Appeal Relates to:	Income Return:	Income Assessed:	Disputed Amount:	Fee Payable:	Fee Paid:	Tax Effect:



Appeal Enclosures		
Mandatory		
Document(s)	Actions	Upload On
Form 36	Download	24-04-2020
Grounds of Appeal before ITAT	<input type="button" value="Choose File"/> No file chosen	
Order of CIT(A) u/s. 250	Download	24-04-2020
Grounds of Appeal before CIT(A)	Download	24-04-2020
Order u/s. 143(3)/147	<input type="button" value="Choose File"/> No file chosen	
Tribunal Fee Challan	<input type="button" value="Choose File"/> No file chosen	
Optional		
Document(s)	Actions	Upload On
Form 35	<input type="button" value="Choose File"/> No file chosen	

You can also e-File Petitions and Documents for the current appeal / application.

e-Filing of Petitions

Petitions like Early Hearing Petition, Adjournment Petition, Clubbing Petition, Withdrawal Petition, etc. can be filed electronically through e-Filing Portal. For e-Filing of Petitions, go to Menu – e-Submission of Petitions.

Click on the 'Add New' button on the right side. 'New e-Petition upload' page opens up. Please select the Petition Type, date of the Petition, Date of hearing (if available) and remarks. Upload the scanned document of the Petition. Document shall be scanned in 150-200 DPI Black & White PDF (Maximum file size allowed is 10Mb). Then click 'Submit' button to continue.

E-Petitions						
						Add New
Petition Type	Date of Petition	Date of Hearing	Submission Status	Petition Link	Uploaded On	Action
No record found						
Note: e-Submission of Petitions will be valid only if accepted by the Bench.						

New E-Petitions			
Petition Type *	<input type="text" value="Select"/>	Date of Petition *	<input type="text" value="eg. 12/06/2020"/>
Upload Petition *	<ul style="list-style-type: none">SelectClubbing PetitionAdjournment PetitionEarly Hearing PetitionWithdrawal petition	Date of Hearing (if available)	<input type="text" value="eg. 12/06/2020"/>
Remarks		<input type="text"/>	
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
Note: e-Submission of Petitions will be valid only if accepted by the Bench.			

Once successfully updated, the petition will be listed in the e-Petitions Page. Please note that e-Submission of Petitions will be valid only if accepted by the Bench. If the Bench accepts the petition, then the Submission Status will be changed to 'Accepted' from 'Submitted'.

E-Petitions						
						Add New
Petition Type	Date of Petition	Date of Hearing	Submission Status	Petition Link	Uploaded On	Action
Early Hearing Petition	10/06/2020		Submitted	Petition Link	12/06/2020	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Note: e-Submission of Petitions will be valid only if accepted by the Bench.						



e-Filing of Documents

Documents like Paper Books, Synopsis, Case Laws, etc. can also be filed electronically through e-Filing Portal. For e-Filing of Documents, go to Menu – e-Submission of Documents.

E-Documents						
Document Type	Date of Document	Date of Hearing	Submission Status	Document Link	Uploaded On	Action
Paper Book	10/06/2020	12/07/2020	Accepted	Document Link	12/06/2020	Edit Delete

Note: e-Submission of Petitions will be valid only if accepted by the Bench.

Click on the 'Add New' button on the right side. New e-Document upload page opens up. Please select the Document Type, date of the Document, Date of hearing (if available) and remarks. Upload the scanned document of the Document. Document shall be scanned in 150-200 DPI Black & White PDF (Maximum file size allowed is 10Mb). Then click 'Submit' button to continue.

Once successfully updated, the Document will be listed in the e-Documents Page. Please note that e-Documents are for the reference of the Bench therefore no specific acceptance of the same is needed.

New E-Documents

Document Type *

Upload Document *

Date of Document *

Date of Hearing (If Available)

Remarks:

Note: e-Submission of Petitions will be valid only if accepted by the Bench.

Changing e-Filing Password

You can also change your e-Filing Password using Menu – Change Password option. Input your registered e-Mail ID and Mobile Number and click 'Submit'. Two separate OTPs will be sent to you. Input the OTPs in the next screen and click 'Continue' button.

e-Filing OTP Verification

Changing e-Filing Password

E-Filing User Name	AKBPM3841N676906	Assessee PAN Number	AKBPM3841N	Assessee TAN Number	AKBPM3841N
CASE DETAILS					
Appeal Number	Filed On	Assessment Year	Bench Allotted	Case Type	Case Status
ITA 2 / DEL / 2020	24/04/2020	2017-18	SMC 1		Pending
Appellant			Respondent		
Veeravadhani Munagala Delhi			ACIT, Circle-23 Delhi		

A One Time Password (OTP) is sent to your given e-mail address and Mobile number. If you do not find the OTP in your inbox, please check your spam folder. Please add our e-mail id xxxxxx@itad.nic.in to contacts/white-list.

Mobile OTP

E-Mail OTP

[Resend OTP In \(01:48 Sec\)](#)

In the next screen, input your old Password, New Password and Confirm Password and click 'Update' button to continue.

After validation, system will update the new Password and inform the user onscreen.

Lost e-Filing Username?

If you forgot your e-Filing Username or lost the SMS intimation of the Username, do not worry. You can know your Username using 'Forgot Username, Click here' link. Input the Appeal Number, PAN, registered Mobile Number and E-Mail Id and click 'Send OTP' button to continue.

In the next screen, input the OTPs received by you and click 'Verify' button.

Once the OTPs are successfully validated, an SMS containing the e-Filing Username will be sent to the registered Mobile Number.