



Government of India

Central Board of Direct Taxes

Directorate General of Income Tax (HRD)

ICADR Building, Plot No-6, Vasant Kunj Institutional Area, Phase-II

New Delhi -110070, Phone & Fax: 26898805

F.No HRD/PM/444/4/14-15/2016-17/7320

Dated: 18<sup>th</sup> Nov, 2016

To

All Principal Chief Commissioners of Income-Tax/ CCsIT/PrDGsIT/DGsIT (By Name),  
All Principal Commissioner of Income-Tax/CsIT/Pr.DsIT/DsIT/CsIT (Admin &TPS, CO) (By Name),

**Subject: Launch of Income Tax Business Application (ITBA) – Travelling Allowance Module in HRMS– Reg.**

Sir/Madam,

Kindly refer to the above subject. Travelling Allowance module and related functionalities is available in ITBA HRMS Application w.e.f. 18.11.2016.

2. Travelling Allowance module is a part of the ITBA-HRMS Application. It supports full range of business activities associated with the employee Travel and the administrators involved in the process. In addition to this, the employees can submit the Tour Request, Travel Advance and Travel Claim Request on the basis of Order no. / Tour Request ID. The users also have a provision to check the status of the Tour requests, Travel Advance Request and Travel claim request raised on the system.
3. Automated workflows are triggered on the HRMS system itself for the approvals required in case of sanction process. An approver has the authority to verify and approve the request submitted by the employees.
4. Following functionalities are available through ITBA HRMS – Travelling Allowance module:
  - A. **Tour Request:** Employees can submit a Tour Request of Deputation, Retirement, Temporary Transfer, Tour Domestic, Tour Foreign, Training and others. Their Request will be forwarded to Dealing Clerk (DC). Dealing Clerk will forward the request to Deputy Commissioner (ADC) and Deputy Commissioner will forward the request to Commissioner of Income Tax (CIT). CIT will approve the Tour Request.

Contd..2...

:2:

Dealing Clerk, Deputy Commissioner and CIT can also do the Raise Query to Previous in channel and can also deny the Request.

Dealing Clerk, Deputy Commissioner and CIT can access the Request through the Link present in their work list.

- B. **Travel Advance Request:** Employees can submit a Travel Advance Request of Deputation, Local Journey, Permanent Transfer, Tour Domestic, Tour Foreign, Training and others. Their Request will be forwarded to the Drawing and Disbursing Officer (DDO). DDO will approve the Travel Advance Request.

DDO can also do the Raise Query to Previous in channel and can also deny the Request.

DDO can access the Request through the Link present in their work list.

- C. **Travel Claim Request:** Employees can submit a Travel Claim Request of Deputation, Family of Deceased Employee, Local journey, Others, Permanent Transfer, Retirement, Temporary Transfer, Tour Domestic, Tour Foreign, Training and Voluntary Retirement. Their Request will be forwarded to Dealing Clerk (DC), Dealing Clerk will forward the request to Deputy Commissioner (ADC) and Deputy Commissioner will forward the request to Commissioner of Income Tax (CIT). CIT will forward the request to Drawing and Disbursing Officer (DDO). DDO will approve the Travel Claim Request.

Dealing Clerk, Deputy Commissioner and CIT, DDO can also do the Raise Query to Previous in channel and can also deny the Request.

Dealing Clerk, Deputy Commissioner, CIT and DDO can access the Request through the Link present in their work list.

- D. **Reports:** The Administrator belonging to the particular region can access MIS Reports based on the year of Travel Advance.

5. Travelling Allowance module can be accessed by entering the following URL in the browser:  
<https://itba.incometax.gov.in>

The path for this module is: ITBA Portal → ESS → Login → Travelling Allowance.

Contd..3..



:3:

6. RSA Token is not required to access the Travelling Allowance module in ITBA-HRMS. Relevant users will need their individual name based department email IDs. The username and passwords will be communicated on their respective email ID. The log in to the system will be through the username and password (sent on individual email ID) over the Tax net nodes. Users are advised to contact their respective RCC Admin for name based department email ID.
7. Users on Windows XP system are advised to download the Chrome (version 43) or Firefox (version 36) browser (if unavailable) from **ITBA Portal → Download Pre-Requisites** to access the new ITBA application.
8. Training material including user manual, help content and frequently asked questions are available on the **ITBA Portal → Online Training on ITBA**. Users can refer to these online resources to understand how to use the Travelling Allowance module functions in case of any problem.
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 – 0120-2772828 - 42
  - C. Email ID – [helpdesk\\_messaging@incometax.gov.in](mailto:helpdesk_messaging@incometax.gov.in)
  - D. Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

Yours sincerely,

*Sd/-*  
(B. K. Singh)

ADG- 3, DGIT (HRD), New Delhi

Copy to:

1. PPS to Chairperson CBDT for information.
2. PPS to Member(Inv.)/ Member(P&V)/ Member(R)/ Member(IT)/ Member(L&C)/ Member(A&J) CBDT for information.
3. The Web Manager, for [www.irsolicersonline.gov.in](http://www.irsolicersonline.gov.in) website with request to upload the instruction on the website.
4. ITBA Publisher for <https://itba.incometax.gov.in> portal with request to upload the instruction on the ITBA Portal.

*B K Singh*  
(B. K. Singh)

ADG- 3, DGIT (HRD), New Delhi