



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/444/4/14-15/2016-17/7321

Dated: 18th 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) – New Pension Scheme
Module in HRMS– Reg.**

Sir/Madam,

Kindly refer to the above subject. New Pension Scheme (NPS) module and related functionalities is available in ITBA HRMS Application w.e.f. 18.11.2016.

2. New Pension Scheme Module is a part of the ITBA-HRMS Application. The main objective of this module is to facilitate the employee's nominations, Tier I and Tier II Contribution process in ITBA-HRMS. Employees can manage Tier II Contribution, can apply / update nominations for their dependents along with the amount of share payable. Work flows are triggered on the HRMS system itself for the approvals required in case of NPS Nomination Change Request and Employee Dependent Information. An approver has the authority to verify and approve the request submitted by the employees.
3. Following functionalities are available through ITBA HRMS – NPS (New Pension Scheme) module:
 - A. **Nominations:** Employee can apply / update for nominations for their dependents and their amount of share payable.
 - B. **Register PRAN Details:** Admin can register the employee into New Pension Scheme by entering the PRAN Number for the corresponding employee.

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- C. **NPS Forms:** Employee can download all the relevant forms available in the NPS Forms Page. Admin has been given the right to upload new Forms required for future purpose.
 - D. **NPS Account Summary:** Employee can see his/her monthly deductions for the Tier I and Tier II Contribution respectively. Admin can also see the monthly deduction for the corresponding employee.
 - E. **Manage Tier II:** Employee can enter their contribution details for Tier II. The Employee can change the Tier II contribution two times in a fiscal year. The amount of contribution for the entire fiscal year monthly should not exceed Rs.60,000.
4. New Pension Scheme 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 → New Pension Scheme.
5. RSA Token is not required to access the New Pension Scheme module in ITBA-HRMS for ESS part only whereas for ADMIN part RSA Token is required. Relevant users will need their individual name based departmental 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 Taxnet nodes. Users are advised to contact their respective RCC Admin for name based departmental email ID.
6. 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.
7. 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 New Pension Scheme module functions in case of any problem.


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8. 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
- D. Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

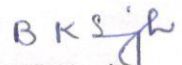
Yours sincerely,


(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.irsofficeronline.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)

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