



सत्यमेव जयते

**GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES**

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F.No. HRD/PMD/13/444/6/ID/2017-18/6524

Date: 27/02/2018

To,
All Principal Chief Commissioners of Income Tax (cadre Controlling Authorities)/
Principal Director General of Income Tax (Training), NADT, Nagpur.

Sub: Implementation of Identity Card Management Module of HRMS.

Madam / Sir

Kindly refer to the above cited subject.

1. The ID Card Management module of Human Resource Management System (HRMS) as part of ITBA (Income Tax business Application) had already been rolled out and is available for use.
2. In this regard, a Frequently Asked Questions (FAQs) of the module along with the flow chart of steps involved for making request for ID card in the module has also been enclosed for ready reference.
3. I have, therefore, been directed to request you that from April, 2018, the process of issuance of ID card for all cadre is to be through the ID card Module of HRMS only.
4. This issues with the approval of Pr. DGIT (HRD).

Yours faithfully,

Sd-

(Shashi Kajle)

JDIT(PMD & HRMS) (HRD)

Copy to :-

1. Web Manager, for www.irsofficeronline.gov.in to upload it on the website.

Shashikajle
27/02/18

JDIT(PMD & HRMS) (HRD)



i TBA

INCOME TAX BUSINESS APPLICATION

Income Tax Business Application (ITBA)

ID Card Management Module – Frequently Asked Questions (FAQs)

March 2016, Version 1

- ❖ I don't know my employee ID, to whom should I contact?

Please contact your RCC admin of your region for the employee id.

- ❖ I know my employee ID, how will I login in the HRMS / ESS/ID Card Management?

The employee ID pre fixed by U becomes your user id, like 123456 is your employee ID then your user ID will be 'U123456'. Click on the below mentioned linked and you will be asked to enter your login details like user id and password details. Once you have successfully entered your credentials than you will be login inside the HRMS/ ESS /ID Card Management.

URL LINK: <https://itba.incometax.gov.in>

- ❖ I forget or don't remember my password, how will I recover it?

There is forget password option on the in the login screen, once you have reset the password the new password will sent to your income tax email id.

- ❖ How do I access the ID Card Management in ITBA HRMS and what is the navigation?

With your login credentials you can login to ITBA HRMS and then click on the Employee self service module. Now open the folder of ID Card Management.

Navigation: Go to HRMS Application → Employee Self Service → ID Card Management

- ❖ How can I raise an ID Card request?

With your login credentials you can login to ITBA HRMS and then click on the employee self service to open the link of ID Card Management. You can apply for ID Card for different reasons i.e. Change of Address, Expiry, Lost, Mutilated, New Joinee, Promotion, and Transfer.

Navigation: Go to HRMS Application → Employee Self Service → ID Card Management → Request for ID Card

- ❖ Who can I access the ID Card reports?

In the ITBA HRMS application open the folder of workflow administration. Now click on the ID Card Management Module to open the folder of ID Card Report Generation.
The ID Card administrator belonging to the particular region can access ID Card reports.

Navigation: Go to HRMS application → Workflow Administration → ID Card Management → ID Card Report Generation

❖ **What are the types of ID Card reports?**

There are three types ID Card Report to which Administrator has access to, namely,

- 1) Vendor Report.
- 2) ID Card Status.
- 3) ID Card Expiry.

❖ **I wish to make changes in the setup of ID Card Approvers and the roles assigned to them. From where do I do that?**

In the HRMS application inside the Workflow Administration folder, click on ID Card Management link and you get your option of ID Card Approver Setup. You can make changes as per requirement in particular CCA Region, location or office.

Navigation: Go to **HRMS Application** → **Workflow Administration** → **ID Card Management** → **Approver setup**

❖ **Do I need the RSA token to access the ID Card Management module in ITBA-HRMS?**

RSA token is not required to access the ID Card Management module in ITBA-HRMS for ESS part only whereas for ADMIN part RSA token is required.

❖ **I am not able to access the ITBA application on my PC. How do I gain access?**

User 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. If the problem still persists you may contact the helpdesk.

