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# USER MANUAL

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Indian Revenue Service (IRS) Website: IO officer



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RV SOLUTIONS PVT. LTD.  
D-72, Sector 2, Noida

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## **1. Objective:-**

This document will help the user (Individual Officer) to understand the complete process of Indian Revenue Service (IRS) Website.

## **2. Description:-**

This Document contains the complete process of Indian Revenue Service (IRS) Website for Individual Officers.

- How to use “official Communique”.
- How to use “Profile & CMS (Cadre Management System)”.
- How to use “IRS offers on Deputations”.
- How to use “IPR”.
- How to use “IRS Community”
- Other Functionality of CBDT website.

## **3. Users:-**

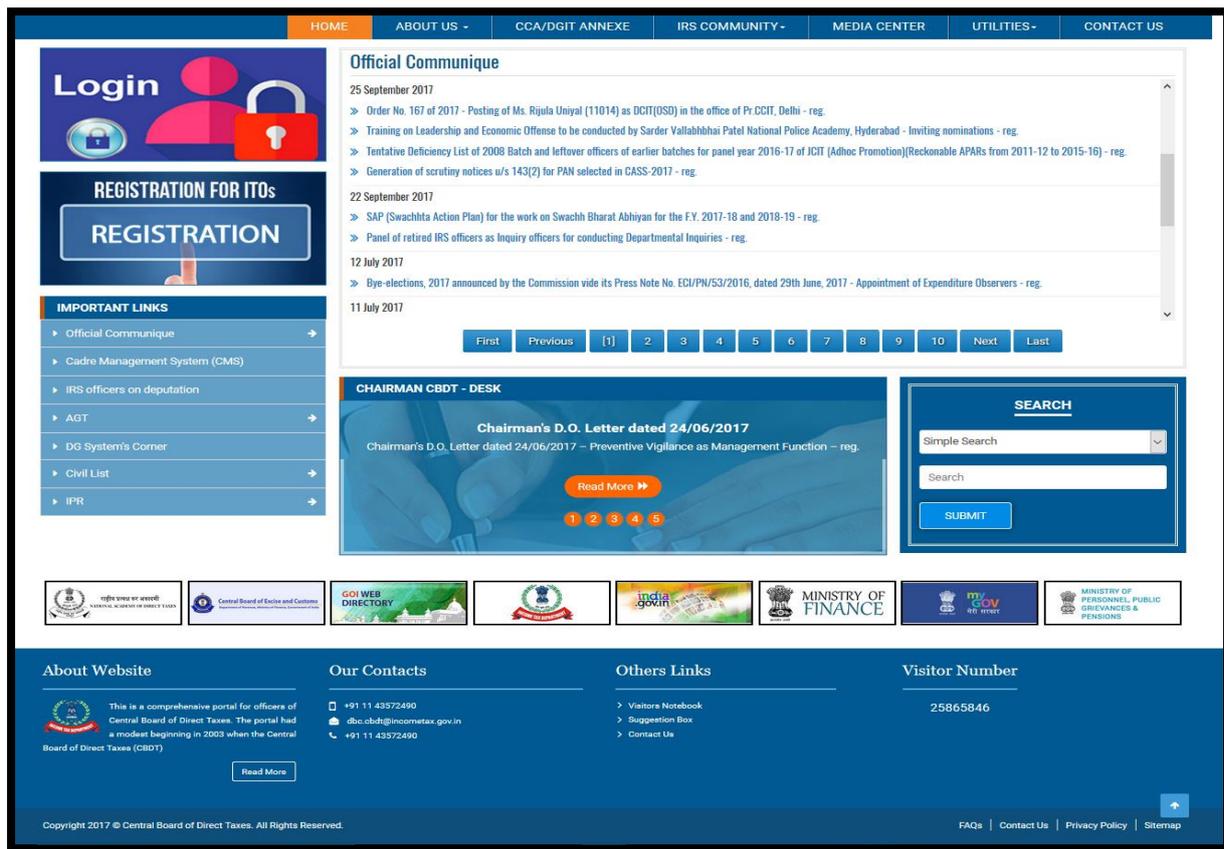
- Individual Officer
- CCA (Cadre Controlling Authority)
- ITO
- Super Admin
- Public

These are all the users who is going to use this Website, however the present document is intended for Individual Officers.

## **4. Home page of the website:-**

User can access the Website with the URL: - <https://irsofficersonline.gov.in/>

After entering the URL user will redirect to the Home Page of the site. User can register them Self (ITO) or Existing User can login to the site with valid credential.



## 5. Website Login:-

Users can login in the Website by using below given URL and login credentials provided to them. (Username and Password)

### 5.1. Steps for Login

- Enter the URL of the website: - <https://irsofficersonline.gov.in/>
- Click on the Login link given on the website home page.
- Enter Username and Password and captcha provided in the image.
- Click on the login button.

**LOGIN TO WEB PORTAL**

✉

🔑

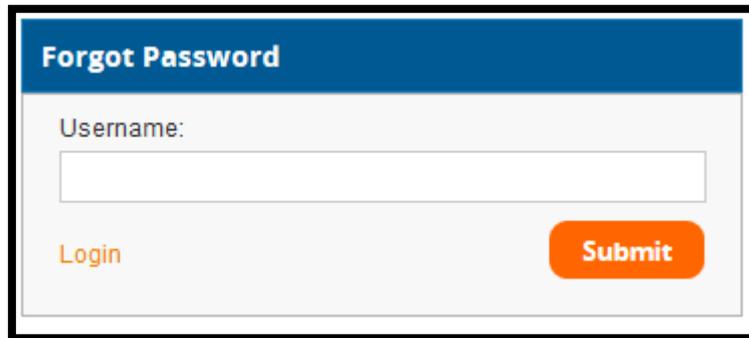
🔒

48376
Try a New Code

Login
Forgot Password

## 5.2. Steps to Retrieve Password:-

- Click on forgot password Link.
- Enter User name in the Fjorgot password window
- Link for Reset the Password will received on the Registered Mail id.
- Click on the Link Received on the mail.
- Enter the new Password and Submit.

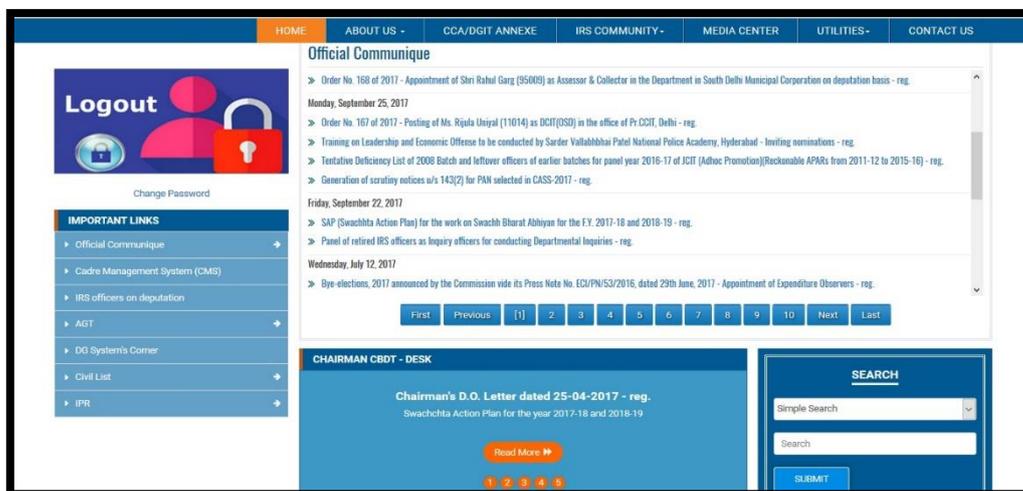


## 6. Welcome Page for Individual Officer:-

On the Welcome, IO user can get the links to view the profiles of the officers. They can search for any of the officers in IRS, can search order, notification and Files using search functionality, also they can check official communiqué.

### Key features:

- Change Password
- Official communiqué.
- Cadre management System
- IRS office on deputation
- Civil List
- IPR
- IRS community
- Media Centre
- Utilities

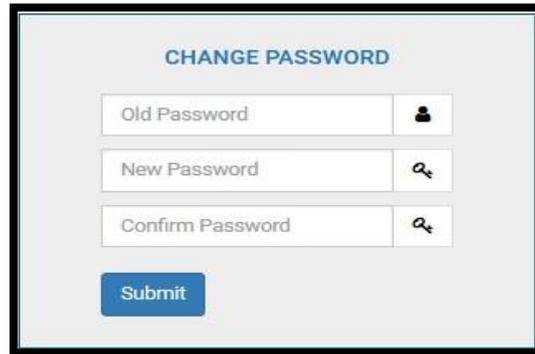


## 7. Change Password:-

User can change his/her password using the Change Password Window.

### 7.1. Steps for change password:-

- Click on Change password link Present on the Home Page.
- In Change Password window enter the New Password.



CHANGE PASSWORD

Old Password 

New Password 

Confirm Password 

Submit

## 8. Official Communique:

In Official Communique Officer can view the orders, Notification and Policies Uploaded by the admin.

**Path:-**User can navigate to this page by clicking on the link "Official communique" Present under "Important links".

IMPORTANT LINKS	OFFICIAL COMMUNIQUE
<a href="#">▶ Official Communique</a>	<a href="#">&gt; AGT-2017</a>
<a href="#">▶ Cadre Management System (CMS)</a>	<a href="#">&gt; Transfer Policy</a>
<a href="#">▶ IRS officers on deputation</a>	<a href="#">&gt; Transfer, Posting &amp; Promotion</a>
<a href="#">▶ AGT</a>	<a href="#">&gt; DPC/ACR Matters</a>
<a href="#">▶ DG System's Corner</a>	<a href="#">&gt; Vacancy / Deputation Circular</a>
<a href="#">▶ Civil List</a>	<a href="#">&gt; Training Opportunities</a>
<a href="#">▶ IPR</a>	<a href="#">&gt; Communication to CCITs/DGITs</a>
	<a href="#">&gt; Useful Circulars / Notifications</a>
	<a href="#">&gt; CBDT Initiatives</a>
	<a href="#">&gt; Restricted Communications</a>
	<a href="#">&gt; Cadre Review Matters</a>
	<a href="#">&gt; Press Release &amp; Misc. Notifications</a>
	<a href="#">&gt; Old website Archive</a>
	<a href="#">&gt; Fixation of Seniority</a>

Under Official Communique following Links are present, User can click on Links like AGT, Transfer and other orders.

- AGT-2017
- Transfer Policy
- Transfer, Posting & Promotion
- DPC/ACR Matters
- Vacancy / Deputation Circular
- Training Opportunities

- Communication to CCITs/DGITs
- Useful Circulars / Notifications
- CBDT Initiatives
- Restricted Communications
- Cadre Review Matters
- Press Release & Misc. Notifications
- Old website Archive
- Fixation of Seniority

User can download the document by clicking on the download link Present on the page.



## 9. Cadre Management System (CMS):

Officer can Login to CMS by Clicking on this link, or can search Officers profile and can check the reports Uploaded by the admin.

**Path:-** User can navigate to this page by clicking on the link “Cadre Management System (CMS)” Present under “Important links”.

Officer can directly login to CMS by Clicking on the button “**Login To CMS**” present on the top of the page.

### 9.1. View Public profile:

Once officer come on the Cadre Management System page officer get to see two options for searching IRS officers. Officer can search for fellow officer’s profile by typing in their civil code. If you do not know their civil code, officer can also search for them by entering their name or by whatever detail you have with you.

This search will provide Officer with the entire public profile of the officer i.e., officer will have access to their entire history with regard to the IRS officers’ cadre.

#### a. View Public profile by civil code:

Officer can View any officer’s Profile if He knows the civil code of his/her fellow officer by entering the civil code and Click on View Profile button.

VIEW PUBLIC PROFILE BY CIVIL CODE 🔍

Enter Civil Code

[View Profile](#)

User will redirect to following screen (if the civil code is valid)

**a. Search Public profile:**

Officer can Search his fellow officer by his/her name or other details if he don't have the civil code for his fellow officer:

SEARCH PUBLIC PROFILE 🔍

Civil Code

Name  Start Batch Year  End Batch Year

Rank -- Select -- Status ALL Location -- Select --

[Search](#) [Reset](#)

After searching the Record user will redirect to following screen where he can view the profile of the officer by clicking on view profile.

**PROFILE & CADRE MANAGEMENT GATEWAY**

Total Results Found: 1

Civil Code	Name	Current Post	Batch	Location	Date of birth	Date of Joining	Status	
00002	VINAY SINHA	Addl./JCIT	2000	Delhi	03-02-1976	25-07-2017	Serving	<a href="#">View Profile</a>

**9.2. Format and Reports:**

Officer can download the Performa, Fill the form and submit it to dbc for creating new profile or update the current profile.

Officer can access Report uploaded by the Admin, under Report Section.

PERFORMA FOR NEW PROFILE & CORRECTION REQUEST

- > FORMAT FOR REQUEST FOR CREATION New Appointed/Promoted ACITs
- > FORMAT FOR REQUEST FOR CORRECTION

REPORT

- > AGT-2017- Final Review List as on 13.02.2017
- > AGT-2017- Final Mandatory Transfer List as on 13.02.2017
- > AGT 2017 - Revised Mandatory Transfer List in all grades dated 18.01.2017 - reg.
- > AGT 2017 - Tentative Mandatory Transfer List in all grades - reg.
- > AGT 2017 - Review Transfer List in all grades - reg.

[View More](#)

### 10. IRS officers on Deputation:

User can check the list of the officer who are on deputation, can search the officer on the bases of civil code, name, batch, Rank, Region and other parameters.

User will redirect to following Screen after clicking on the link IRS officers on Deputation.

**Reports > Deputation**

**Officers On Deputation Report**

Civil Code Comma Separated:

Batch:

Region:

Name:

Rank:

Grade:

Station:

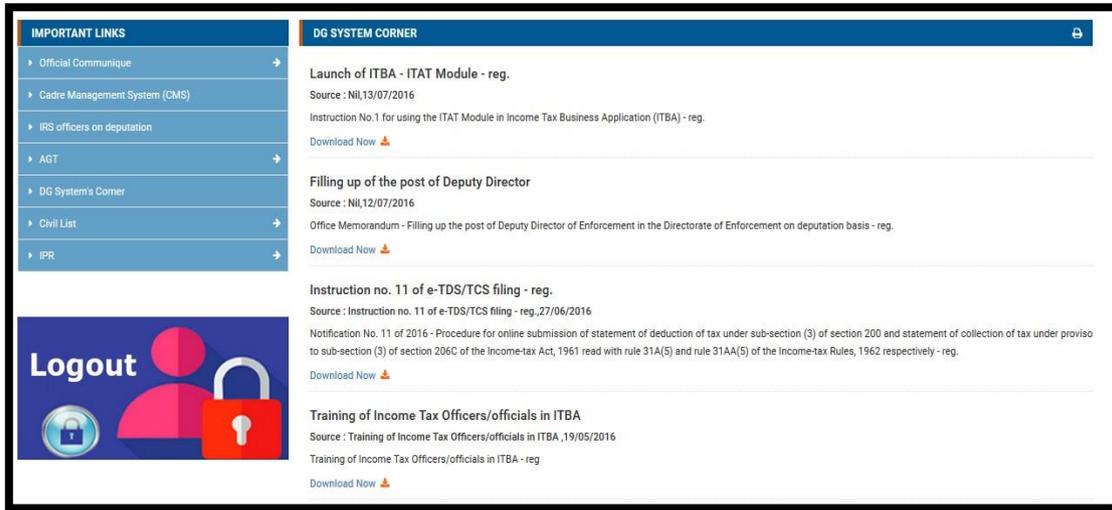
[Search](#) [Reset](#) [Cancel](#)

User will get following Record on the bases on the search Parameters.

S. No.	Name	Civil Code	Batch	Post Desc.	Post Type	Station	Region	Date of Joining	Date of Birth	Date of Retirement	Contact	Email	
GUJARAT													
A.Ahmedabad													
1	BHUVNESH KULSHRESTHA	94023	1994	On deputation	Deputation	Ahmedabad	GUJARAT	17-02-2015	22-08-1969	31-08-2029	9408791001	bkulshrestha@gmail.com	
2				On Deputation	Deputation	Ahmedabad	GUJARAT	-	-	-			
B.Gandhinagar													
3	SANDIP PRADHAN	90075	1990	On deputation	Deputation	Gandhinagar	GUJARAT	06-06-2013	17-01-1967	31-01-2027	9960544400	pradhansandip1999@yahoo.com	
C.Surat													
4	ANJANI KUMAR PANDEY	10047	2010	On deputation	Deputation	Surat	GUJARAT	29-08-2017	07-08-1979	31-08-2039	07588180646	anjani.k.pandey@incometax.gov.in	
KARNATAKA & GOA													
A.Bangalore													

## 11. DG System's Corner:

Under DG System's Corner user can view the DG system's Updates. User can download the Uploaded document.



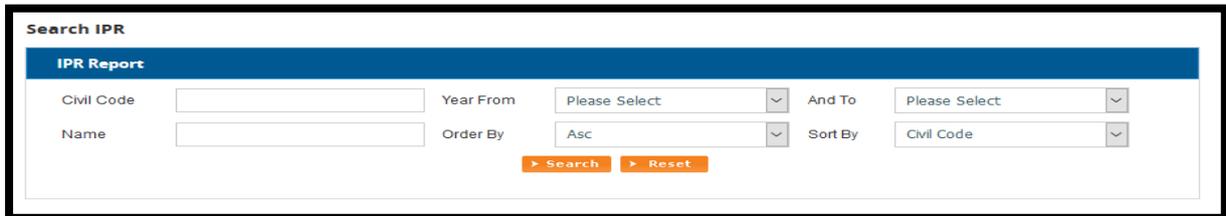
User can download the document by clicking on “Download now” Link for the document.

## 12. IPR:

User can View and Upload IPR to their profile.

### 12.1. View IPR:

User can Search the IPR for fellow officers by clicking on the link “View IPR” under “IPR”



User can search on the bases of civil code and name and Year of IPR, after clicking on search user will redirect to following screen:

**Search IPR**

**IPR Report**

Civil Code:  Year From:  And To:   
 Name:  Order By:  Sort By:

[Search](#) [Reset](#)

Records 1 to 3 from 3

Civil Code	Name	Year	IPR File
21525	S. RAVI SHANKAR NARAYAN	2010	<a href="#">View</a>
21525	S. RAVI SHANKAR NARAYAN	2012	<a href="#">View</a>
21525	S. RAVI SHANKAR NARAYAN	2015	<a href="#">View</a>

## 12.2. Upload IPR:

User can upload the IPR for His profile by clicking on “**Upload IPR**” under “**IPR**”

MY ACCOUNT ▾ OPTION WINDOW ▾ IPR ▾ AMCTP ▾ JOINING/RELIEVING ▾

**Salient Features**

> Welcome to the Cadre Management System. Please click on the appropriate links on the left to view your profile, print in the doc format, save it on the machine in doc format. Other features include viewing the profile of other officers, searching for a particular officer or adding Option Form  
 > The status of your profile is Approved. [UserManual](#) | [IPR User Instructions](#)

**My Account**

- > [View My Profile](#)
- > [Edit My Profile](#)
- > [Upload Profile Picture](#)
- > [Profile Vault](#)
- > [Print My Profile](#)
- > [Download My Profile](#)

**Option Window**

- > [History of Option Window](#)

User will click on **upload IPR** present Under **IPR** link.

**Add IPR**

IPR for the Year :

Upload IPR File :  
 (IPR should be in pdf format maximum file size 2 MB)  
 No file selected.

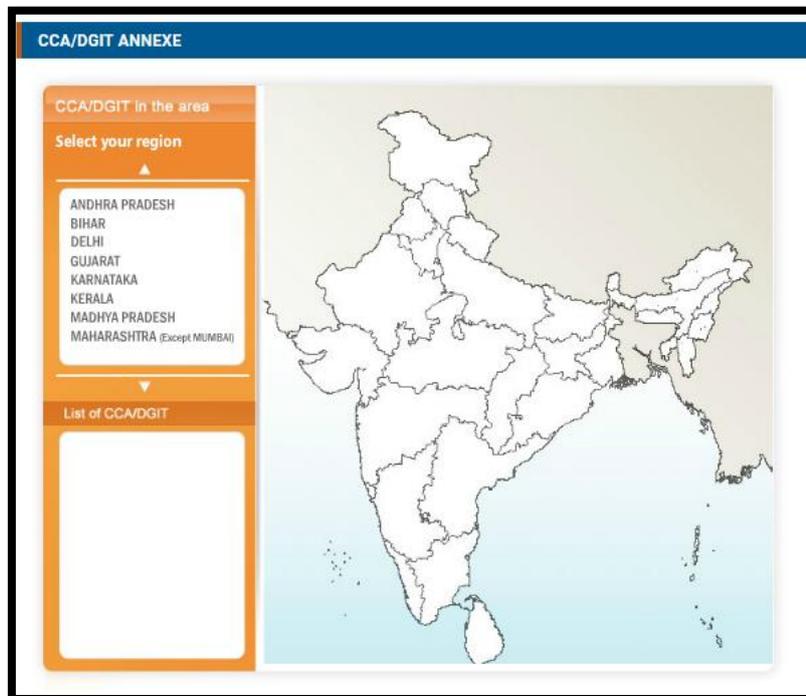
Remark, if any :

[Save](#) [Cancel](#)

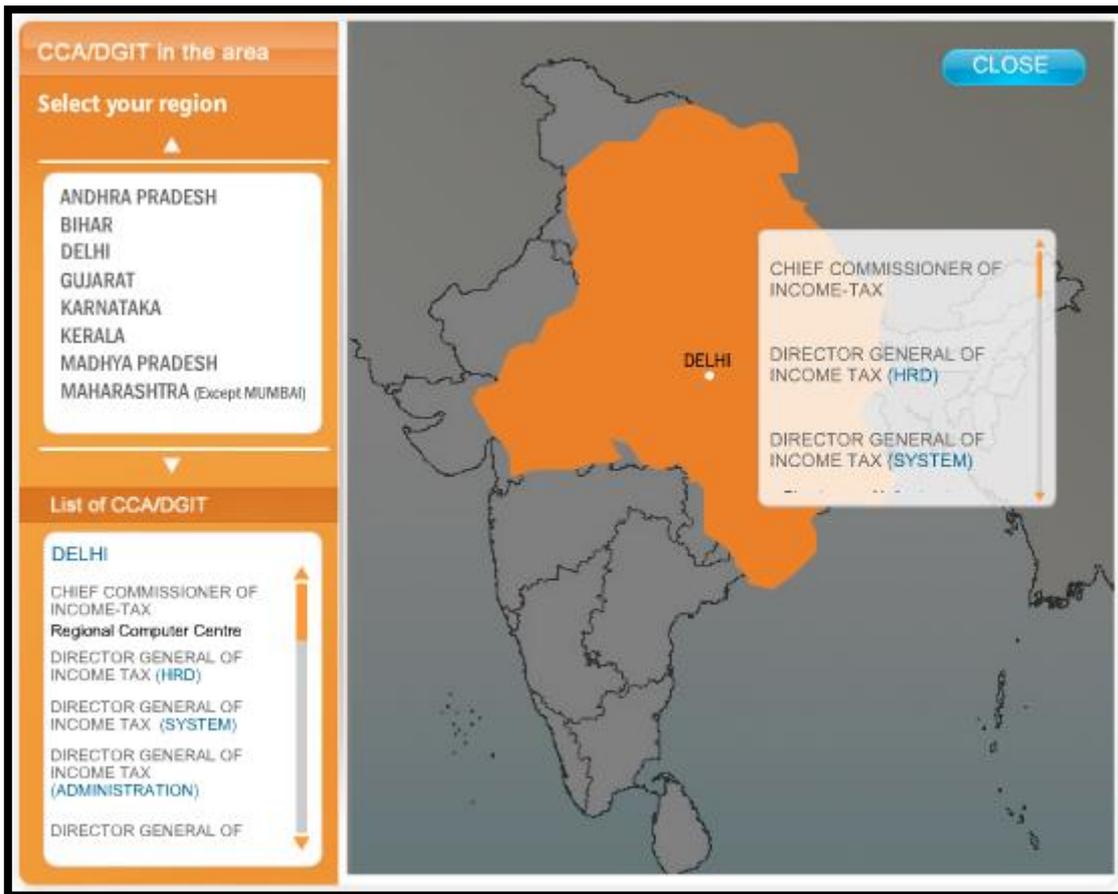
User will select the Year, File and enter the remark and click on save to upload.

### 13. CCA/DGIT Annexe:

User can select a region from the panel on the left. When a user clicks on any region that part of the country shows on the map.



User can also choose from the list of CCA/DGIT specific to your area. Clicking on the same will take to their respective detail page. Also when a user takes a mouse on the selected region then the list of CCA/DGIT appears in a white box. User can also choose the CCA/DGIT from the list appearing in the white box to view the details. To select a new region and close the existing one, click on CLOSE button on the top right.



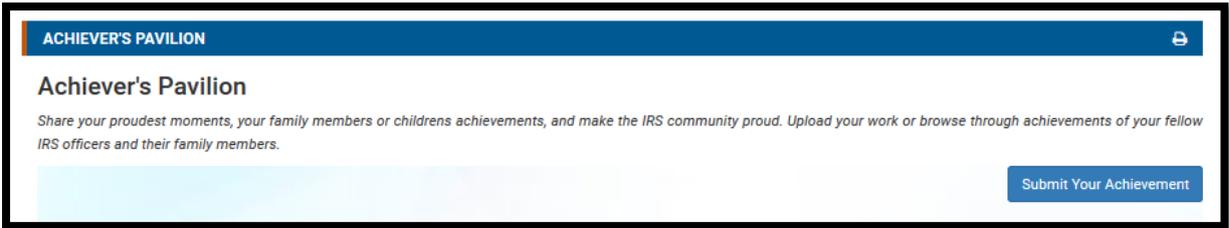
## 14. IRS Community:

This section is specially for IRS officer, under this section there are multiple links, where IRS officer can upload their achievements, Idea, personal announcement and many other.

- Achiever's Pavilion
- Case study foyer
- Idea lounge
- Creative Courtyard
- Magazine kiosk
- Personal Announcement Notice Board
- Retired IRS officer's Portico

### 14.1. Achiever's Pavilion:

User can Share their proudest moments, Officer's family members or children's achievements, and make the IRS community proud. User can upload work or browse through achievements of Officers fellow IRS officers and their family members.



Officer can Share their achievement, by clicking on “**Submit Your Achievement**”

User will redirect to following screen where he/she can upload an achievement.

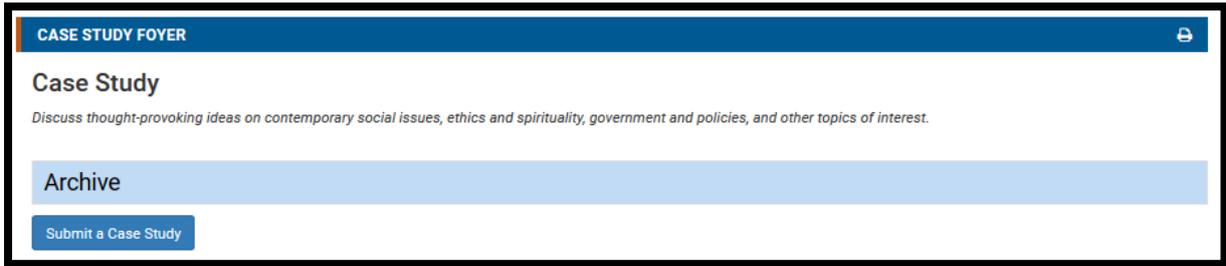
Now user will fill all the details (All fields are Mandatory), officer will select one category for achievement and click on “**Submit**”.

User can also upload a photo and document for the achievement.

#### **14.2. Case Study Foyer:**

Here officer can Submit their case study, Discuss thought-provoking ideas on contemporary social issues, ethics and spirituality, government and policies, and other topics of interest.

After clicking on Case Study Foyer link present under IRS community user will redirect to following screen.



Officer can submit their Case study, by clicking on **“Submit a Case Study”**

User will redirect to following screen where he/she can upload a Case Study.

Now user will fill all the details (All fields are Mandatory except Contact No), Upload a document and click on **“Submit”**.

### 14.3. Idea Lounge:

Officer can Discuss thought-provoking ideas on contemporary social issues, ethics and spirituality, government and policies, and other topics of interest. Like any community we believe in Ideas and discussions.

After clicking on idea lounge link present under IRS community user will redirect to following screen.

S.No.	Topic	Author	View	Replies
1	Should the new APAR (ACR) forms be made objective type? By : Sanjay Bahadur (View Profile) Dated : 16/06/2009		10845	1

Officer can submit their Idea Lounge, by clicking on **“Submit your ideas”**

User will redirect to following screen where he/she can upload an Idea.

The screenshot shows a form titled "IDEAS LOUNGE" with the following fields: Name, Civil Code, Designation (a dropdown menu with "-- Select --"), Address, Contact No, Email, Title, and Description. Below the description field is an "Upload Thumbnail" section with a "Browse..." button and the text "No file selected." At the bottom of the form is a blue "Submit" button.

Now user will fill all the details (All fields are Mandatory except Contact No), Upload a document and click on **"Submit"**.

User can also add a reply on an idea uploaded by fellow officers.

After clicking on idea lounge link present under IRS community user will redirect to following screen.

The screenshot shows the "IDEAS LOUNGE" main page. It has a header with the title "Ideas Lounge" and a subtitle: "Discuss thought-provoking ideas on contemporary social issues, ethics and spirituality, government and policies, and other topics of interest." There is a "Submit Your Ideas" button in the top right. Below the header is a table with the following data:

S.No.	Topic	Author	View	Replies
1	Should the new APAR (ACR) forms be made objective type? By : Sanjay Bahadur (View Profile) Dated : 16/06/2009		10845	1

Here by clicking on the title of the idea (Topic) User will redirect to following screen where he/she can add a comment on the idea.

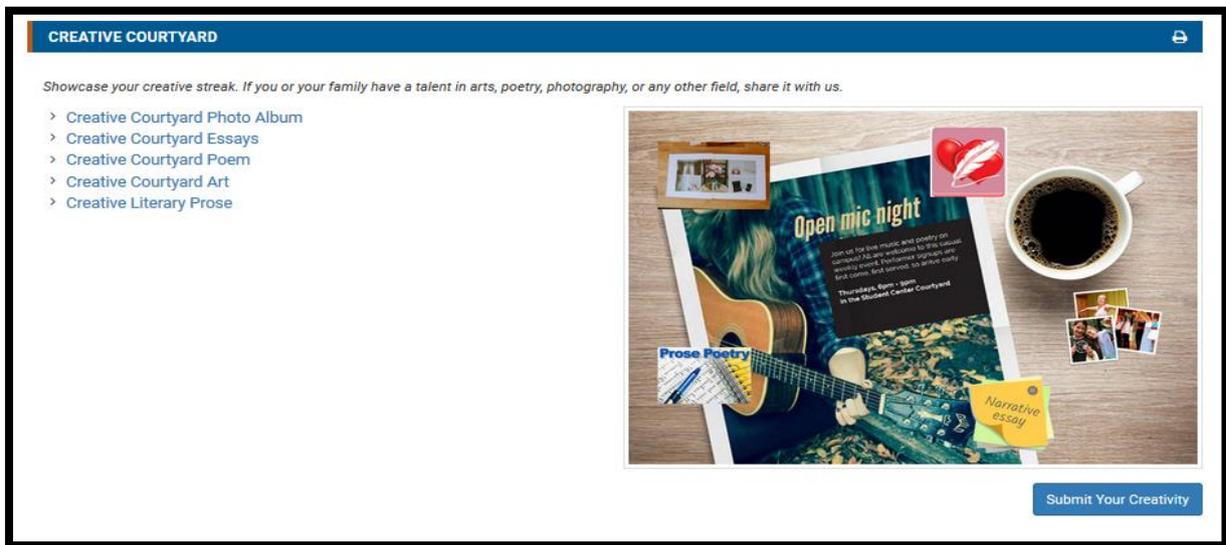
The screenshot shows the "IDEAS LOUNGE DETAILS" page for the idea "Should the new APAR (ACR) forms be made objective type? - 16/06/2009" by Sanjay Bahadur. The page features a profile picture of the author and the following text: "Recently DOPT has issued a notification that ACRs (henceforth to be called APAR) would be shown to officers within 15 days. An officer can raise objections on any remarks. Under these changed circumstances, will it not be better to create a format that is completely objective in terms of Reporting / Review? For example, 'Punctuality' should be rated either as 'Commendable', 'Acceptable' or 'Needs improvements'. Similarly, overall grading by Reporting / Reviewing officer may only have 'Fit for promotion' or 'Not fit for promotion'. These could be check-boxes to be ticked. There is great need to make the gradings very objective in view of the increased transparency. Maybe the HRD directorate can think about this."

Below this is a reply from "satyajit mandal (View Profile)" dated "07/07/2009" with the text: "format for field and non-field should also be as per the nature of the job an officer / official is performing in that office." At the bottom right is a blue "Reply to Thread" button.

## 14.4. Creative Courtyard

User can add their poem, art and painting and other creative streak.

After clicking on Creative courtyard link present under IRS community user will redirect to following screen.



Officer can submit their Creativity, by clicking on “Submit your Creativity”

User will redirect to following screen where he/she can upload a Creative Courtyard.

The screenshot shows the 'CREATIVE COURTYARD ENTRY' form. The form has a blue header with the text 'CREATIVE COURTYARD ENTRY' and a lock icon. The form contains the following fields:

- Name\*
- Civil List\*
- Batch(if retired)
- Contact No\*
- Email\*
- Place of Posting\*
- Author's Name\*
- Relation with author\* (dropdown menu with "-- Select --")
- Author's Contact No.\*
- Author's Age (e.g. 25)\*
- Category\* (dropdown menu with "-- Select --")
- Submission Title\*
- Brief Introduction\* (text area with a character count of 1000)
- Upload Photo (Browse... No file selected.)

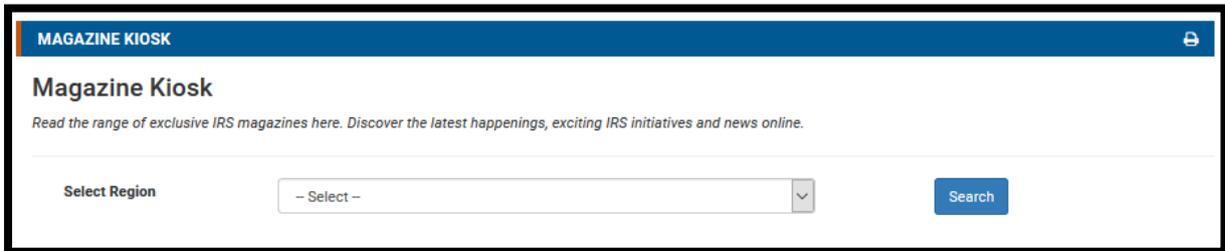
A blue 'Submit' button is located at the bottom of the form.

Now user will fill all the details (All fields are Mandatory), Upload a document and click on “Submit”.

#### 14.5. MAGAZINE KIOSKS:

User can Read the range of exclusive IRS magazines here. Discover the latest happenings, exciting IRS initiatives and news online. Read through various magazines by just clicking on them. You can also search for online magazines from our rich archives.

User will redirect to following screen by clicking on the link **"MAGAZINE KIOSKS"** Present under IRS community.

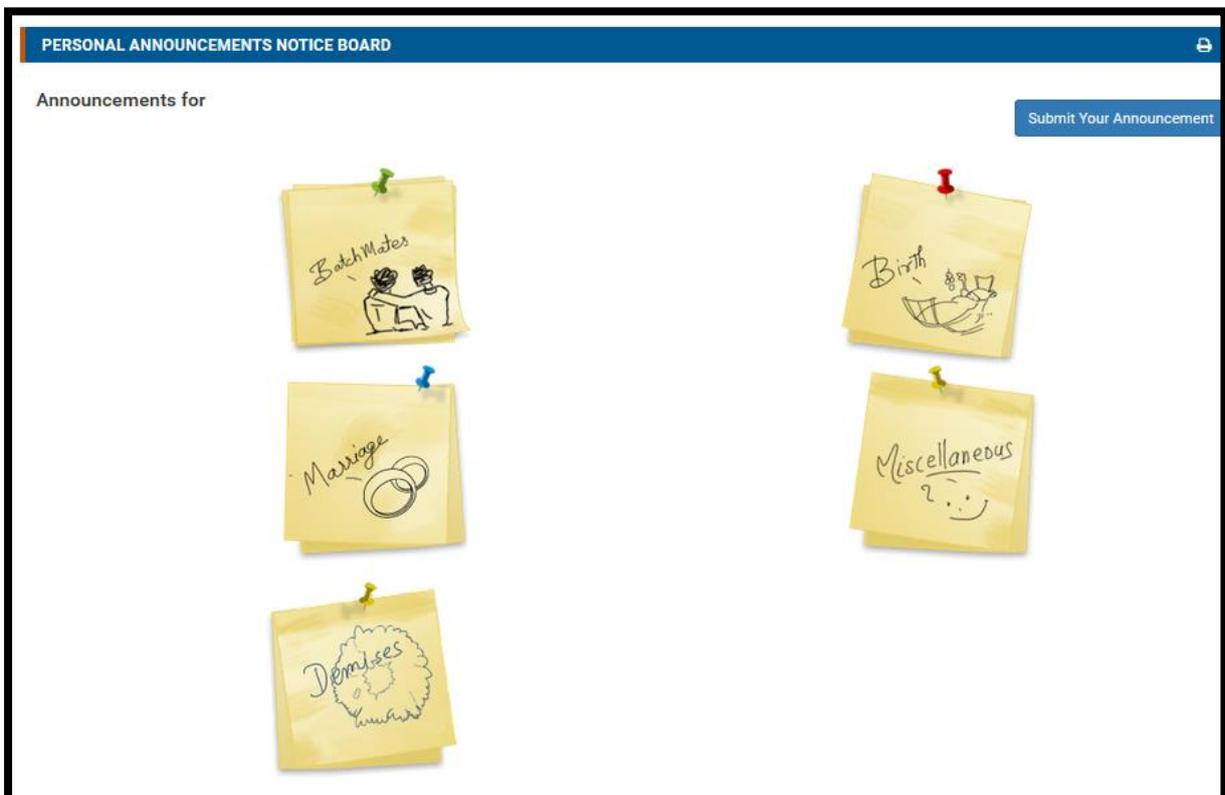


User can search the magazine by region.

#### 14.6. Personal announcement and Notice Board:

User can add their Personal announcement and Notice on this screen.

After clicking on Personal announcement and Notice link present under IRS community user will redirect to following screen.



Officer can submit their Announcement and notice, by clicking on **"Submit your Announcement"**

User will redirect to following screen where he/she can upload an Announcement.

PERSONAL ANNOUNCEMENT ENTRY

Name\*

Civil List\*

Batch(if retired)

Contact No\*

Email\*

Place of Posting\*

Category\* -- Select --

Message\*

Upload Photo  No file selected.

Now user will fill all the details (All fields are Mandatory), Upload a document and click on **“Submit”**.

#### **14.7. Retired Officer Portico:**

Officer can Search his fellow officer by his/her name or other details if he don't have the civil code for his fellow officer:

##### **b. View Public profile by civil code:**

Officer can View any officer's Profile if He knows the civil code of his/her fellow officer by entering the civil code and Click on View Profile button.

VIEW PUBLIC PROFILE BY CIVIL CODE

Enter Civil Code

User will get the Record according to the civil code (IF civil code is valid)

##### **b. Search Public profile:**

Officer can Search his fellow officer by his/her name or other details if he don't have the civil code for his fellow officer:

SEARCH PUBLIC PROFILE

Name:

Start Batch: Year

End Batch: Year

Rank: -- Select --

Status: ALL

Location: -- Select --

Search Reset

## 15. Media:

User can create a photo album and share that album in IRS website Picture gallery.

User will redirect to following screen by clicking on Media link present on the Menu.

PICTURE GALLERY

Create Album

User can create an album by clicking on “Create Album” Button present on the page.

User will redirect to bellow screen after clicking on the link.

CREATE ALBUM

Name\*

Civil Code:\*

Batch(if retired)

Contact No\*

Email\*

Place of Posting\*

Album Title\*

ImageTitle\*

Brief Introduction\*

Upload\*

Browse... No file selected.

Add more image

Submit

Now user will fill all the details (All fields are Mandatory), Upload a document and click on “Submit”.

## 16. Directory:

User can check the contact no for the Offices of CBDT, by clicking on directory link present under utility, user will redirect to following screen.

The screenshot displays a web interface for searching contact details. It is divided into four main sections:

- OFFICERS SEARCH:** Features a search bar and several dropdown menus for filtering results. The fields are: Name (text input), Start Batch (Year), End Batch (Year), Rank (-- Select --), Status (ALL), and Location (-- Select --). A blue Submit button is located below the filters.
- OFFICE SEARCH:** Similar to the Officers Search, it includes dropdown menus for Location (-- Select --), Rank (-- Select --), and Post (ALL). A blue Submit button is also present.
- TELEPHONE DIRECTORY OF CCIT:** A list of categories with expandable arrows, including: CCA Bhubaneshwar, DGIT (Inv) Mumbai, DGIT (Inv.) Chandigarh, Pune, CCA NAGPUR, CCA CHANDIGARH, DGIT (INT) (DELHI), and DGIT (L&R) (DELHI).
- STATION DIRECTORY:** Includes a dropdown for State (-- Select --), a dropdown for City (-- Select --), and a text input for STD Code. A blue Submit button is located to the right of the STD Code field.

**OFFICER SEARCH:** User can search officer's contact detail by searching in "OFFICER SEARCH", by name or other details user can search fellow officers contact details.

**OFFICE SEARCH:** User can search office contact on the bases of Location rank and post.

**TELEPHONE DIRECTORY OF CCIT:** User can check the contact details of CCA and DGIT from the list.

**STATION DIRECTORY:** User can search station contact details by using STATION DIRECTIORY.

## 17. Search:

User can simply search order, Notification, date, file and civil code with keywords, it will search entire website for the particular keyword.

**SEARCH**

Simple Search

Search

SUBMIT

After click on submit user will get the search result as bellow screen,

**SEARCH FORM**

Search Criteria: Order

Search Keyword: order

Sort By: Date

Search

**1591 records found for 'order'**

[Order No. 169 of 2017 - Transfer & Posting of Shri Anil Kumar \(88039\) as Pr.CIT-35, Mumbai - reg.](#)  
Order No. 169 of 2017  
Dated : 26/09/2017

[Order No. 168 of 2017 - Appointment of Shri Rahul Garg \(95009\) as Assessor & Collector in the Department in South Delhi Municipal Corporation on deputation basis - reg.](#)  
Order No. 168 of 2017  
Dated : 26/09/2017

[Order No. 117 of 2017 - Transfer and posting of Shri Dilip Singh Kothari \(93047\) as CIT\(Audit\), Jaipur - reg.](#)  
Order No. 117 of 2017  
Dated : 11/07/2017

[Order No. 116 of 2017 - Transfer and posting of Shri O.P. Mehra \(85010\) as PCIT-1, Rajkot - reg.](#)  
Order No. 116 of 2017  
Dated : 11/07/2017