F.No HRD/PM/410/2/2010-11/Part-1/ 6130   Dated: 20th Oct, 2015

To,

All the Principal Chief Commissioners (CCA)/Pr. Director Generals of Income Tax (of attached Directorates), CIT (CO) of all Regions.
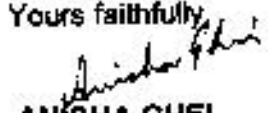
Sub: Hierarchy building and roll out of HRMS – reg.

Madam/Sir,

On 16th October, 2015 a video conference was conducted for Pr. CCIT (CCA), CIT (CO) & Addl. CIT (Hqrs.)/HQ(Pers.) of all regions with the agenda - "Updation for hierarchy using post creation excel utility" . For implementation of HRMS (Human Resource Management System) correct and complete building of hierarchy from the post of Pr.CCIT till the post of MTS is essential. In order to facilitate hierarchy building in the department, following steps are proposed which are enumerated as under:

- There will be freeze on transfer & postings for two weeks i.e. from 26th Oct to 6th Nov, 2015.
- CIT (Admin and CO) in each CCA would be the Nodal officer for this exercise.
- Pr. CIT/Pr. DIT/Addl.CIT (HQ) will update excel sheet and send it to CIT (CO) for uploading by 6th Nov, 2015.
- All excel soft copies will be emailed to support.htms@incometax.gov.in
- Attested Hardcopy of the excel sheet are to be sent to ADG-3 HRD.
- All transfer posting orders will be made in HRMS post 6th Nov, 2015.

In this connection, instructions (in 6 pages) to fill the template are enclosed. Further, a soft copy of the hierarchy building template in excel sheet for each Pr. CIT (CCA) region(18 in number) along with a sample file by the name 'example.xlsm' for easy understanding in soft copy is being mailed to CIT (Admin & CO) of each region by TCS Team (Project Manager: Kushal Bhardwaj, Mob: 08860406000).

Yours faithfully,

ANISHA GHEI
ADIT (PMD)
O/o the Pr. DGIT (HRD)

Copy to:-
1. The Web Manager, irsofficeronline.gov.in to upload it on the website.
2. The JDIT, DBC for information.
3. The US (Ad-VI) for information.

Position Creation Template Instructions

Post Creation template is an excel utility to create posts in batch rather than creating individual posts using "Add/Update Position Info" screen.

The user will create posts (such as TA, ITI, AO, HQ etc.) that are not available in template. The posts will be created by inserting the rows below the posts provided in template. The user should also assign appropriate Reports To id so that hierarchy can be created appropriately in system.

The user needs to specify the following fields relevant to each post being created:

1. **ID:** Unique ID to identify the post. This is populated for all existing posts in the respective region templates. This should be unique for each excel.
2. **Id Description:** Description of Post if 8 digit Id is populated. The description is the Position description in HRMS. This should not be specified for new posts. The system will generate this description.
3. **CCA Region**: Dropdown list to select the Cadre controlling authority for the relevant post. The region can only be selected from dropdown list provided
4. **Post:** Dropdown to select the level of the post (e.g. CIT, ADDL CIT, ACIT etc.). The value id the designated rank/cadre of the post to be selected from dropdown list.
5. **Post type:** Dropdown to select the type of post (e.g. ASMNT, ADMN etc.). This column represents type of post whether Assessment, Head Quarter, Appeals etc.
6. **Unit:** The number to be displayed in the post description (12 in CCIT 12, DELHI). For Example if there are 3 posts of inspector under a ITO then posts can be differentiated by number 1, and 3.
7. **Name:** Name of the officer posted at the specific post.
8. **Employee ID:** Employee ID of the officer who is posted on the specific post.
9. **Charge Type: Charge held by officer posted to the Post** Main or Additional.
10. **Office:** Dropdown to select the **o**ffice to which the post is attached.
11. **Reporting Officer ID**: ID of the post to which the post is reporting. This value is assigned using "ID" field(Field 1).
12. **Station**: Dropdown to select the station attached to the specific post
13. **Location:** Dropdown to select the building to which the post is attached (e.g. Aayakar Bhavan, Income tax office etc.)

NOTE:

- To create posts open the template supplied for your region.

*ID	ID Description	*CCA Region	*Post	*Post Type	Unit	Name	Employee ID	*Charge Type	*Office	Reporting Officer ID	Station	*Location
61100001	PCCIT BIHAR AND JHARKH	CCA Patna	PR.CCIT	OTHERS		SYED AHMAD	102442	Main Charge	Pr.CCIT.. Bihar	11020004	PATNA	PTN01_CENTRAL RE
61120002	CCIT-RANCHI	CCA Patna	CCIT	OTHERS		0	0		CCIT.. Ranchi	61100001	RANCHI	RCH01_CENTRAL RE
61200046	CIT RANCHI	CCA Patna	PR CIT	OTHERS		TAPAS DUTTA	138721	Main Charge	CIT RANCHI	61120002	RANCHI	RCH01_CENTRAL RE
61300059	RANGE 3 RANCHI	CCA Patna	JCIT	OTHERS		AWIJIT RAKSHIT	158896	Additional Cha	CCIT.. Ranchi	61200046	PATNA	PTN01_CENTRAL RE
61400175	ITO WARD W3(3), RANCHI	CCA Patna	ITO	ASMNT		. AJIT	155346	Main Charge	CCIT.. Ranchi	61300059	DALTONGANJ	DTG01_INCOME TA:
61400238	ITO WARD W3(2), RANCHI	CCA Patna	ITO	ASMNT		ANSELM KERKETTA	127687	Main Charge	CCIT.. Ranchi	61300059	RANCHI	RCH01_CENTRAL RE
61400276	ITO WARD W3(5),DALTON	CCA Patna	ITO	ASMNT		SUKDEB SINGH	123371	Main Charge	CCIT.. Ranchi	61300059	DALTONGANJ	DTG01_INCOME TA:
61400318	ITO WARD W3(1), RANCHI	CCA Patna	ITO	ASMNT		MANISH KUMAR	153404	Main Charge	CCIT.. Ranchi	61300059	RANCHI	RCH01_CENTRAL RE
61450074	DCIT/ACIT CIRCLE 3 RANCH	CCA Patna	ACIT	OTHERS		CHINMAYA AURANGABA	166851	Main Charge	CCIT.. Ranchi	61300059	RANCHI	RCH01_CENTRAL RE

Figure 1: Post Creation Template

Select the Row immediately below the Post for for which subordinate posts are to be created. Right click and select insert. This will create a new row under which hierarchy needs to be created.

Figure 2: Insert Row for new Post

Create posts by selecting the provided dropdown under each column as shown by rows coloured green below.

Figure 3: Post creation

- Column Unit is used to identify multiple posts with similar names. For instance, if two ADDL DIT's report to one DIT (INV) in Jaipur then their posts will be
    1. ADDL DIT(INV) 1 , JAIPUR
    2. ADDL DIT(INV) 2, JAIPUR

ID	*CCA Region	*Post	*Post Type	Unit	Name	Employee ID	*DG(INVESTIGATION)	Reporting Officer ID	*Station	*Location
1	CCA Kolkata	DGIT	INV				DGIT (INVESTIGATION), EAST CAL		KOLKATA	CAL01_AAYAKAR BHAWAN_P-7, CHOWRINGHEE SQUARE,_ _KOLKATA
2	CCA Guwahati	DIT	INV				DGIT (INVESTIGATION), EAST CAL	1	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
3	CCA Guwahati	ADL/JDIT	INV				DGIT (INVESTIGATION), EAST CAL	2	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
4	CCA Guwahati	ADL/JDIT	INV	1			DGIT (INVESTIGATION), EAST CAL	2	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
5	CCA Guwahati	ADL/JDIT	INV	1			DGIT (INVESTIGATION), EAST CAL	2	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
6	CCA Guwahati	ADL/JDIT	INV	2			DGIT (INVESTIGATION), EAST CAL	2	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
7	CCA Guwahati	DD/ADIT	INV	1			DGIT (INVESTIGATION), EAST CAL	3	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
8	CCA Guwahati	DD/ADIT	INV	2(1)			DGIT (INVESTIGATION), EAST CAL	3	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
9	CCA Guwahati	DD/ADIT	INV	2(2)			DGIT (INVESTIGATION), EAST CAL	3	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
10	CCA Guwahati	DD/ADIT	INV	2(3)			DGIT (INVESTIGATION), EAST CAL	3	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD
11	CCA Guwahati	ITO	INV				DGIT (INVESTIGATION), EAST CAL	7	GUWAHATI	LC16001_GUWAHATI-AYAKAR BHAWAN_CHRISTIAN BASTI_ _GS ROAD

Figure 4: Unit number

- Reporting Officer Id denotes the id of the supervisor for the new post being created. This should be the value in the Id field of the supervisor. This as shown in Figure 3 and 4 above.

CSV Generation and Upload

After the template has been filled for all posts the user should click on the Generate CSV button.

E

	K	L	M	N	O	P	Q	R	S	T	U	V
1	Reporting Officer ID	Station	*Location									
2	40120014	HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
3		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_		Generate CSV							
4		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
5		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
6		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
7		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
8	40300073	AMALAPURAM	AAP01_INCOME TAX OFFICE_COLLEGE ROAD_ _KONKAPALLI ROAD_									
9	40300073	AMALAPURAM	AAP01_INCOME TAX OFFICE_COLLEGE ROAD_ _KONKAPALLI ROAD_									
10	40300074	BHIMAVARAM	BVM01_INCOME TAX OFFICE_J P ROAD_ _SIVARAOPET_									
11		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
12	40200085	HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
13	40120003	HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
14		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
15		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
16	40200072	HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
17		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
18		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
19		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
20		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
21		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
22		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
23		HYDERABAD	HYD01_AAYKAR BHAWAN_BASHEER BAGH_BASHEERBAGH_HYDERABAD_									
24	40120002	VISHAKHAPA	VPN01_AAYAKAR BHAWAN_VISAKHAPATNAM_ _DABA GARDENS_									

A message displaying the name and location of the file. The file will be created in the same folder as that of the template. The fiel will be a .CSV file.
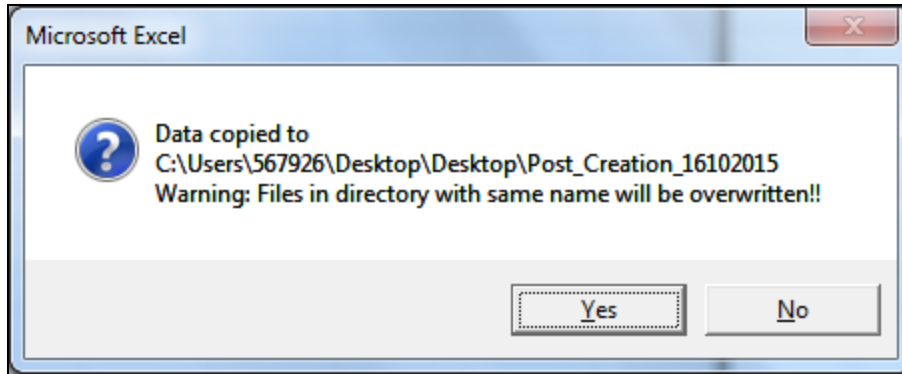
The screenshot displays the new file that has been created.
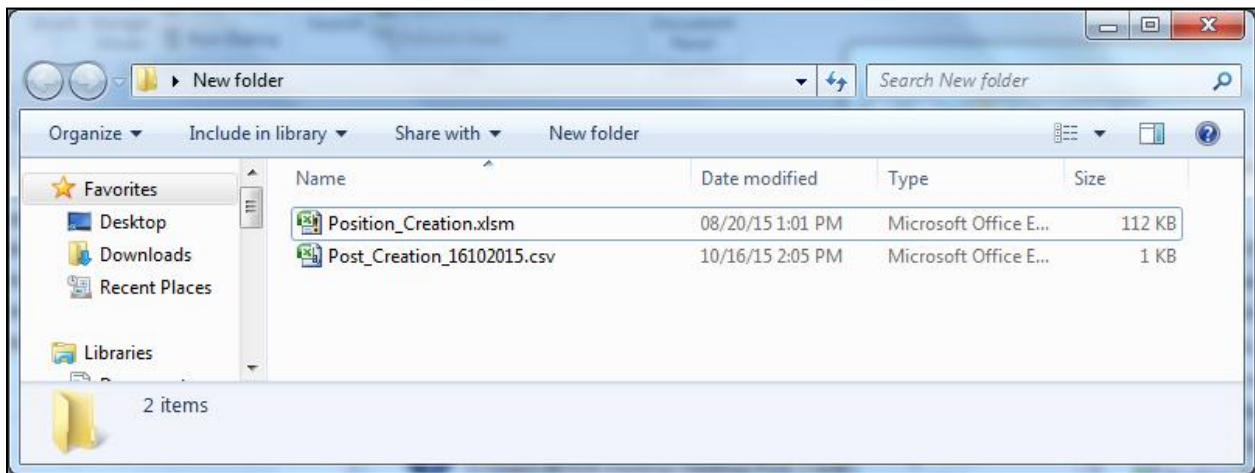
File Upload

**The file can be uploaded by RCC admins (CIT CO office) with GOV_POST_ADMIN role from the below navigation:**
Main Menu → Workforce Administration → Post Creation

The user should select the 'Add a New Value' tab. The user to click on 'Add' button.

The user will reach the Attachment screen as below. In order to upload the file user should click on 'Add Attachment' button and choose file resulting pop up.
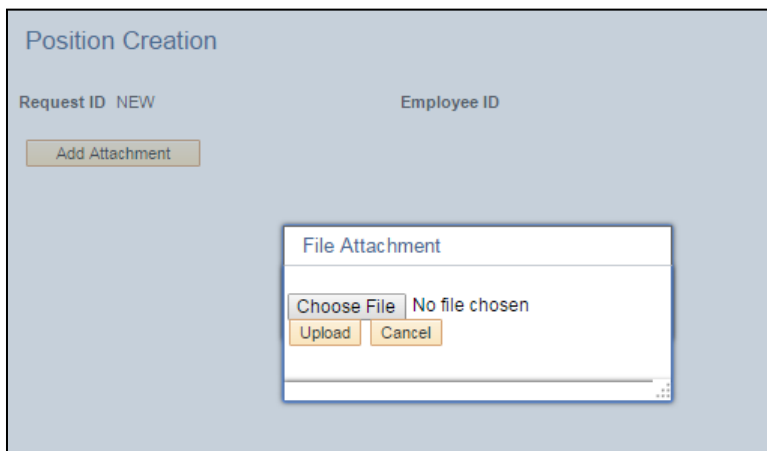
After the file is uploaded successfully a post creation id will be generated as shown below. This can be used to access the file in future.

Position Creation

Request ID PSC0000003   **Employee ID**

[Add Attachment]