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/444/4/14-15/2016-17/7322   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) – Medical Management Module in HRMS– Reg.

Sir/Madam,

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

2. Medical Management module is a part of the ITBA-HRMS Application. The main objective of this module is to facilitate the medical advance/claim and credit facility process in ITBA. Employees can submit the Seek Permission, Medical Advance, Medical credit Facility and Medical Reimbursement request for the self and dependents. The users also have a provision to check the status of their Seek Permission, Medical Advance, Medical credit Facility and Medical Reimbursement request as 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 – Medical Management module:

   A. **Seek Permission:** Employee requests for medical treatment permission in system and it is approved by relevant approvers (DDO --> ITO --> DCIT -->CIT) and permission sanction order is generated. Access for permission sanction order generation may be given to DDO/Dealing clerk.

B. **Medical Advance:** Employee requests for medical advance in system and it is approved by relevant approvers (DDO --> ITO --> DCIT --> CIT) and medical advance sanction order is generated. Access for medical advance sanction order generation may be given to DDO/Dealing clerk. In case, Medical Advance amount is greater than Rs. 2 lakhs, then after CIT final approval is obtained from CBDT.

C. **Avail Credit facility:** Employee requests for credit facility in system and it is approved by relevant approvers (DDO-->ITO --> DCIT --> CIT) and credit facility sanction order is generated. Access to credit facility sanction order generation may be given to DDO/Dealing clerk.

D. **Medical Reimbursement:** Employee requests for medical reimbursement in the system and it is approved by relevant approvers (DDO --> ITO --> DCIT --> CIT) and medical reimbursement sanction order is generated. Access to Medical reimbursement sanction order generation may be given to DDO/Dealing clerk.

5. Medical Management 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 →Medical Management.

6. RSA Token is not required to access the Medical Management 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 Taxnet nodes. Users are advised to contact their respective RCC Admin for their name based departmental 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 Medical Management 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
    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.irsofficersonline.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.

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