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/444/4/14-15/2016-17/7319   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) – Separation
Management Module in HRMS– Reg.

Sir/Madam,

Kindly refer to the above subject. Separation Management module and related functionalities is available in ITBA HRMS Application w.e.f. 16.11.2016.

2.   Separation Management Module is a part of the ITBA-HRMS Application. It supports the full range of business activities associated with employee and the administrators involved in the process. The users can submit the Separation Request through the system. The users also have a provision to check the status of the Separation Requests raised on the system.

Automated workflows are triggered on the HRMS system itself for the approvals required in case of Separation Process. An approver has the authority to verify and approve the request submitted by the employees.

3.   Following functionalities are available through ITBA HRMS –Separation Management module:

A.   **Separation Request:** Employee can raise their Separation Request for different types of separation i.e. Resignation, Voluntary Retirement, and Retirement on Medical Grounds etc. Admin has been given the rights to raise the request for separation on behalf of Employee reason being as Termination, Demise and others. Their Request will be forwarded to DDO for the verification of vigilance status and then to the 'Reports To' for the approval. On getting the approval of vigilance, the employee can fill all the nomination forms and thus the request will be forwarded again to the DDO for the verification of various attributes present in the

Administrator check list. Approver can access the request through the Link present in their work list.

B. **Run Separation Processes:** Admin can run the Processes for Mailing Employees used for multiple purposes. There are four Processes:

  i)   The 'Separation Process Completion' process is for mailing and informing the employee about their Separation two days before, in order to contact their system administrator to get their separation process completed on time.

  ii)   The 'Separation Form Submit Alert' process is for mailing and informing that, the employee form submission request is pending with them and hence they have to submit all the forms mentioned in the separation request and forward the request to Admin.

  iii) The 'Send Vacant Positions Alert' process is for mailing and informing the employee that the position is vacant, hence Admin can delegate the charge to someone.

  iv)   The 'Separation Alert' process is for mailing and informing the employee about their Separation eight months before, in order to initiate request for separation process for reason as superannuation.

C. **Separation Reports:** The Administrator belonging to the particular region can access Separation Report. There are four types of Separation Reports.

  i.   Administrator can view the list of all the Employee's who are about to retire in next eight months from the current date.

  ii.   Administrator can view the list of all the Employee's who are about to retire after eight months exactly from the current date.

  iii. Administrator can view the list of all the Employee's who are about to retire in the current month.

  iv.   Administrator can view the list of the entire Employee's who are eligible for Voluntary Retirement.

4. Separation 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 →Separation Management.

5. RSA Token is not required to access the Separation 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 Tax net nodes. Users are advised to contact their respective RCC Admin for name based department 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 Separation Management module functions in case of any problem.

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,

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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