



**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/PIS/2017-18/270

Date: 11/04/2018

To,
All Principal Chief Commissioners of Income Tax(Cadre Controlling Authorities)/
All Principal Director Generals of Income Tax of Attached Directorates of CBDT and
Principal Director General of Income Tax(Training), NADT, Nagpur.

Madam/Sir,

Sub: Updation of Part-I of First Page of Service Book through "View Service Book First Page and Update" functionality of PIS Module of HRMS.

Kindly refer to the above subject.

2. The Personal Information System(PIS) module on HRMS is live and ready to be implemented. As a first step to populate the authentic data of all employees, the first page of service book is being updated by providing a dedicated screen to that effect.
3. "View Service Book First Page and Update" is part of the PIS module of HRMS Application and its related functionalities is available w.e.f. 06/03/2018 which has been designed to allow the employees to view their Service Book and update the relevant data fields which can be further authenticated by the DDO concerned.
4. View Service Book functionality of HRMS can be accessed by entering the following URL: <https://itba.incometax.gov.in> and for Internet users: <https://vpn.incometax.gov.in>

The path for this module is: ITBA Portal Home Page→ESS→Login with user name and Password→Personal Information System → View Service Book

To begin with it is proposed that first page of service book of employees may be entered by following the steps given below :

- i) **The 'View service Book' screen appears.**
 - ii) **In case users data missing or incorrect, the "edit" mode option can be used to update the data .**
 - iii) **Select the DDO and submit'**
 - iv) **Concerned DDO shall receive the Service Book update request in her/his work list for approval. After due verification from Service Book of the user, DDO has to approve**
 - v) **Once approved by the DDO, the updated information in "View Service Book First Page and update" will be available.**
5. "The Service Book First Page" screen and steps to edit the data authentication from DDOs is available on home page of ITBA-HRMS. The user can update the personnel

information except Name and Date of Birth. The user has to click "Edit Information" button and update, save and submit after selecting the concerned DDO. Once submitted by the user, SMS on registered Tarang Mobile Number and email on name based email I.D. of the concerned DDO shall trigger. The DDO concerned will receive the request the "Work list". The DDO has to verify the updated data of the concerned employee from the Service Book and give approval. Once approved, the user can view the updated data in the "Service Book First Page and Update".

6. RSA Token is not required to access the View Service Book functionality in ITBA-HRMS. However, RSA token is required for the DDO to update through this functionality. The users will need their name based email Ids of the Department. Users are advised to contact their respective RCC Admin for name based department email ID.
7. 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- 2811200
 - C. Email ID - helpdesk_messaging@incometax.gov.in
 - D. Help desk Timings - 8.30 A.M. - 7.30 P.M. (Monday to Friday)
8. This issued with the approval of Pr. DGIT(HRD), New Delhi.

Yours sincerely,

Shashikajle
11/04/18

(Shashi Kajle)

JDIT (PMD & HRMS) (HRD)

Copy to :-

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

Shashikajle
11/04/18

JDIT(PMD & HRMS) (HRD)