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DIRECTORATE OF INCOME TAX (SYSTEM)
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F.No. DIT(S)-3/ITBA/HRMS/2016-17/

Dated: 30 .06.2017

To

All Principal Chief Commissioners of Income-tax/ CCsIT,
All Principal Commissioner of Income-tax/CsIT/CsIT (Admin&TPS)
All Commissioner of Income-Tax

Sir,

Subject: Launch of Income Tax Business Application (ITBA) – Budgeting Process Module in HRMS– Regarding.

Kindly refer to the above subject; Budgeting Process Module and related functionalities are now available in ITBA HRMS Application w.e.f. 04.07.2017.

Budgeting Process Module is a part of the ITBA-HRMS Application. Budgeting Process module allows the Expenditure Budget department users to estimate the budget at various levels and also view the allocated budget using the HRMS application.

1. Following functionalities are available through ITBA HRMS – Budgeting module :

- Budget Setup to identify the approval levels
- Minor Head Set up for creation of minor head.
- Chart of Account could be define in for budget
- Budget Estimation to fill up the budget estimates (B.E.) for next financial year.
- Budget allocation to fill up the budget to be allocated with detail view at various levels.
- Re-estimation for the current financial year for next revision cycle can also be done.
- Re-allocation for current financial year can also be done for new revision cycle.

2. Budgeting module can be accessed by entering the following URL in the browser:
<https://itba.incometax.gov.in>

The path to access this module is: ITBA Portal → HRMS → Menu → Budgeting Management

3. Once the Budgeting link is clicked, an DIT /BCA will see following options on the screen

- Option 1: Allocated Fund
- Option 2: Allocated Funds
- Option 3: Allocation Order Template
- Option 4: Approve Allocation Order
- Option 5: Budget Allocation Transactions
- Option 6: Budget Reports
- Option 7: Financial Year Set Up
- Option 8: Grant Transaction
- Option 9: Hierarchy
- Option 10: Object Head Setup
- Option 11: Reserve funds
- Option 12: Set Up Screens
- Option 13: Expenses
- Option 14: View Expense Details
- Option 15: View Expense Details DIT

- (i) **Allocated Funds:** This functionality is applicable for BCA and DIT only. In this functionality, an individual user can view his/her subordinate's allocated amount along with their balance funds left. DIT allocates the amount to subordinate according to the given section (i.e. Loans & Advances/ Capital Section/ Revenue Section).
- (ii) **Allocation Order Template:** DIT level can view the reports of their subordinates.
- (iii) **Approve Allocation Order:** User need to choose the financial year from the look up table and then choose from the output based on their requirement. User in this functionality would be able to see its subordinates' whose request is pending for approval along with their sequence no of request, allocation type and section. User can also view the details of the approved allocation orders approved by him.
- (iv) **Budget Allocation Transaction:** In the budget allocation transactions screen, authorised user can allocate the approved budget to its subordinates in different object head for a financial year. Since the allocation has to be done

according to subordinate wise in different object head the user needs to click on search button. When the user clicks on search button its subordinates are listed below along with their position number and description.

- (v) **Budget Reports:** In Budgeting reports following budgeting reports have been created at various levels: At DIT-EB Levels reports for Subordinates, object heads, revenue grant, capital grant and loans & advances grant are captured whereas at other levels report for subordinate and object head are generated.

In subordinates report, following reports are covered:

- BCA wise B.E. Allocation
- BCA wise R.E. Allocation
- BCA wise F.R. Allocation
- BCA wise Allocation as of date
- Date wise Allocation Report

In object head reports, following reports are covered:

- Head wise B.E. Allocation
- Head wise R.E. Allocation
- Head wise Consolidated Report
- Head wise Allocation as of date
- Object Head wise Allocation Report

In revenue grant reports, following reports are covered:

- Budget Estimate Grant
- Revised Estimate Grant
- Final Requirement Grant
- Re-Appropriation Grant
- Supplementary Grant
- Budget Estimate & Revised Estimate Grant
- Budget Estimate, Revised Estimate & Final Requirement Grant

- (vi) **Financial Year Set Up:** The user can create a new financial year or search for an existing year. When user click on add a new value following screen appears.

In this user can set up demand number. And according set this financial year active as and when require.

- (vii) **Grant Transaction:** In this functionality DIT can either find an existing grant transaction or add a new grant for allocation. When user add a new grant transaction he needs to select a grant type and as of date for a given financial year and for a particular section. In grant transaction functionality authorized user can allocate grant to concern authority under major, minor and object heads linked to user.
- (viii) **Hierarchy:** The concerned authority can add its hierarchy in this set up functionality. Also user could search for previous created hierarchy of its own. The user needs to map position number of its subordinate against a role and a minor code (In case of DIT (E.B.)). When user wants to add a new subordinate he/she has to click on 'Add a New Subordinate' button.
- (ix) **Object Head Setup:** In the object head set up screen, user can define the approved object head for the budget process.
- (x) **Reserve Funds:** To Reserve a new amount user can click on "Add a new Value". When the user wish to reserve a new amount he needs to specify the financial year for which he wishes to block the amount and he could choose active financial year from the look up and also needs to specify what action user wishes to perform.
- (xi) **Set Up Screen:** Set up screen is used to describe chart of account. Here concern authority set up major code for a particular section. In defined major code, authority tag related minor code, detailed code and object code. Along with this, competent authority defines whether object code has parent object head or not.
- (xii) **Expenses:** In expense functionality, user (DDO) could either find an existing expense done by him or can make a new expense. User can enter the expense incurred by him against various major code in various object head by selecting section under which specific codes are held.
- (xiii) **View Expense Details:** View expense details functionality is used by BCA only. In this functionality BCA can view expenses incurred by its subordinate. Along with expense amount user can view allocated amount and balance funds with subordinates.
- (xiv) **View Expense Details DIT:** DIT can view the expenses of the subordinates through their Position No. and can also view the allocated fund, balance of the subordinates.

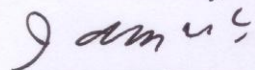
4. The username and passwords will be communicated on their respective email ID. The log in to the system will be through the username and password (sent on individual email ID) over the Taxnet nodes. Users are advised to contact their respective RCC Admin for name based department email ID.
5. Users 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.
6. Training material including user manual, help content and Frequently Asked Questions (FAQs) are available on the **ITBA Portal → Online Training on ITBA**. Or alternatively at below mentioned link.

HRMS→ Menu →Budgeting Management.

Users can refer to these online training material in this regard to understand how to use the Budgeting Process module functions, in case of any problem.

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 Timing s - 8.30 A.M. - 7.30 P.M. (Monday to Friday)


Yours sincerely,


(Ramesh Krishnamurthi)
Addl. DGIT(S)-3

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.

Yours sincerely,


(Ramesh Krishnamurthi)
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