



आयकर निदेशालय (पद्धति)  
**DIRECTORATE OF INCOME TAX (SYSTEM)**  
 ए आर ए सेंटर, भू-तल, ई-2 झंडेवालान एक्स  
**ARA Center, Ground Floor, E-2, Jhandewalan Extension,**  
**नई दिल्ली - 110055, New Delhi - 110055**

F.No. DGIT(S)/ADG(S)-1/HRMS/Instructions/0020/2015

Dated: 2/7/2015

To

**The Principal Chief Commissioners of Income-tax/ CCsIT**

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneswar/ Bareilly/ Chandigarh/ Chennai/ Cochin/ Coimbatore/ Dehradun/ Delhi/ Durgapur/ Guwahati/ Hubli/ Hyderabad/ Indore/ Jaipur/ Jalpaiguri/ Jodhpur/ Kanpur/ Kolkata/ Lucknow/ Ludhiana/ Madurai/ Meerut/ Mumbai/ Nagpur/ Nashik/ Panaji/ Panchkula/ Patna/ Pune/ Raipur/ Rajkot/ Ranchi/ Shimla/ Shillong/ Surat/ Thane/ Trichy/ Trivandrum/ Udaipur/ Vishakhapatnam; and

**The Commissioner of Income-tax(CO & Admn.)**

Delhi(CO)/ Mumbai(CO)/ Chennai(CO)/ Ahmedabad(CO)/ Bangalore(CO)/ Bhopal(CO)/ Bhubaneswar (CO)/ Kolkata(CO)/ Cochin(CO)/ Chandigarh(CO)/ Hyderabad(CO)/ Jaipur(CO)/ Kanpur(CO)/ Patna(CO)/ Pune(CO)/ Guwahati(CO)/ Nagpur(CO)/ Lucknow (CO).

**Subject: Launch of Income Tax Business Application (ITBA) – HRMS role dissemination process – Reg.**

Sir/Madam,

This is in reference to the subject mentioned above. The functionality for hierarchy building using the HRMS system has been rolled out w.e.f. 22<sup>nd</sup> June, 2015.

2. Function and Role mapping have been redesigned for HRMS. Following table lists the function and role mapping in HRMS:-

S. No.	Function in HRMS module	HRMS Role	Role meant for
1	Creation and Maintenance of Post	GOV_POST_ADMIN	Technical officer of RCC
2	Jurisdiction mapping with Post	GOV_POST_ADMIN	Technical officer of RCC
3	Position role setup	GOV_POST_ADMIN	Technical officer of RCC
4	Assign Employee Roles	GOV_POST_ADMIN	Technical officer of RCC
5	View Hierarchy	GOV_POST_ADMIN	Technical officer of RCC
6	RCC User Validation	GOV_POST_ADMIN	Technical officer of RCC
7	User Data Permission	GOV_POST_ADMIN	Technical officer of RCC

**ITBA-HRMS Instruction No.1**

8	Add/Maintain Employee Personal details (Creation of Employee)	GOV_PERSONAL	HQ officer of CCA, Region
9	Tagging Main Charge (POST) with Employee	GOV_DDO	Officers assigned DDO work
10	Tag Additional Charge (POST) with Employee	GOV_DDO	Officers assigned DDO work
11	Employee Self Verification	GOV_BASIC_EMPLOYEE	All employees.

All assignment will be done using Employee user id. GOV\_POST\_ADMIN role is to be assigned by the Directorate centrally to technical officer working as RCC Managers, GOV\_PERSONAL role is to be assigned to ACIT/DCIT posted in HQ of CCA, Region and GOV\_BASIC\_EMPLOYEE is a default role assigned to each employee automatically when it is created.

3. Following table lists the Users of Sr. Most Technical Officer in each CCA Region who have already been assigned the GOV\_POST\_ADMIN role in HRMS.

S. No.	User Id	Name(Ms./Sh.)	CCA Region
1	U112273	Anita Verma	Delhi
2	U103727	Om Prakash Gond	Mumbai
3	U102414	G Mannan	Chennai
4	U109611	Chitra N. Ravikumar	Bangalore
5	U109905	Nur Shaik	Hyderabad
6	U109994	S Renganathan	Pune
7	U109650	S. K. Kundu	Kolkata
8	U109925	Milind V. Kulkarni	Ahmedabad
9	U109565	Asit Kumar	Jaipur
10	U109853	Vineet	Kanpur
11	U118472	D. Pugazhendhi	Bhopal
12	U114175	Rajdeep Singh	Chandigarh
13	U110865	Rajnish Kumar	Lucknow
14	U102323	Mrinmay Bal	Nagpur
15	U122835	Sarvesh C. Katiyar	Patna
16	U114141	Anil Pradhan	Bhubaneswar
17	U166719	E. Sankar	Shillong(Guwahati)
18	U120877	T. Haridas Kumar	Cochin

4. Assignment of data permission to the user on respective position and hierarchy under it is a pre-requisite to enable that user to do assigned work (GOV\_POST\_ADMIN, GOV\_DDO and GOV\_PERSONAL) for that hierarchy.

**ITBA-HRMS Instruction No.1**

5. Above 18 users have been given required data permission by the Directorate centrally so that these users further assign GOV\_DDO & GOV\_PERSONAL application role and Data Permissions on position and hierarchy under it to users under their respective CCA Region.

6. For initial phase of implementation of ITABA-HRMS application, GOV\_DDO and GOV\_PERSONAL role can be assigned to technical officers posted in CCA, Region. Where only one technical officer is posted in RCC, GOV\_POST\_ADMIN, GOV\_DDO & GOV\_PERSONAL roles can be assigned to the same officer. Where more than one technical officers are posted in a RCC, GOV\_POST\_ADMIN and GOV\_DDO & GOV\_PERSONAL roles can be assigned to different technical officers to distribute work load evenly. This interim measure should be withdrawn on release of further functionality of DDOs under ITBA-HRMS application wherein GOV\_DDO role should be assigned to actual DDOs working in the field formations and GOV\_PERSONAL role should be assigned to ACIT/DCIT or higher officers posted in HQ of CCA, Region.

7. Instructions for assignment & deletion of application roles and User Data permission are provided in Annexure A below. For any clarifications/difficulties user may be advised to contact helpdesk of ITBA.

Yours faithfully,



(K.K. Srivastava)  
Addl. DG(S)-I, C.B.D.T.,  
New Delhi

Copy to:

1. The P.P.S to Member(L&C), Member(Inv.), Member(IT), Member(Rev.), Member(A&J) & Member(P&V), C.B.D.T for information.
2. The P.S. to Pr.DGIT(S) for information.
3. The Web Manager, for [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) website.



(K.K. Srivastava)  
Addl. DG(S)-I, C.B.D.T.,  
New Delhi

Annexure-AInstructions to Assign New employee Roles/ Delete Existing employee roles**Introduction:-**

A role is used to authorize an employee to access the relevant features of the software application. Hence, it is necessary to give the required roles to an employee, which is done using employee roles screen.

**Authorized Users:** RCC Admin having GOV\_POST\_ADMIN application role.

Steps to assign/delete employee roles:Step 1

On the Login screen, enter the User ID and password.

Step 2

Once the user logs in, Main Menu tab is visible on the top left corner. Click the main menu tab. Navigate to Employee Roles screen using the following navigation –

**Main Menu → Workforce Administration → Employee Roles → Employee Roles**

Step 3

Search for the employee by entering employee's User Id<sup>(1)</sup> in the User ID lookup and press Search

Step 4

The screen to assign employee roles will be displayed. The screen is divided into 3 grids/tables:-

Table1: **Employee Details**

Table2: **Current Roles**

Table3: **New roles to be assigned**

In the bottom table under the heading “New roles to be assigned, user can see two columns named “**Role Type**” and “**Role Name**”

Step 5

Click on the first row below the “Role Type” heading and select whether the role is to be assigned to access ITD, ITBA or HRMS application

Step 6

In the same row, click on the lookup<sup>(2)</sup> corresponding to Role Name and select the appropriate role to be assigned.

Step 7

To assign multiple roles to the employee, click the + sign (on extreme right) and repeat above two steps.

**Step 8**

Click “Assign **New Role**” button. Verify that the new role appears in ‘**Current Roles**’ table.

**Step 9**

To delete existing roles:

1. Go to current roles table
2. Click the checkbox (under the select column) of the row that you want to delete
3. After selecting the rows that you want to delete, press “Delete Current Roles” button
4. The rows and the corresponding roles will be deleted.

**Step 10**

Assign data permission to users:

Navigate to Employee Data permission screen using the following navigation –

**Main Menu → Workforce Administration → Employee Roles → User Data permission.**

1. Go to data permission screen using the navigation above.
2. Enter the Employee id for whom data permission is to be given.
3. The resulting screen will show employee name position and office details.
4. On the data permission field the assigned data permission will appear.
5. Click on search icon and select required data permission.

**NOTE:**

In case of issues, please connect with helpdesk on the following:-

**ITBA Helpdesk URL** - <http://itbahelpdesk.incometax.net>

**ITBA Helpdesk Number** – 01202772828

**Glossary**

1.	Employee's User ID	‘U’ followed by “Employee ID”. If employee ID is 332197 user ID is U332197
2.	Lookup	Functionality in the application to search using multiple inputs. The Lookup button looks like a balloon