GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES
ICADR Building, Plot No. 6, VasantKunj Institutional Area Phase-II,
New Delhi – 110070. Ph. 26130594, Fax 26130594.

F.No. HRD/PMD/13/444/6/ID/2017-18/197   Date: 09/04/2018

To,
All Principal Chief Commissioners of Income Tax(cadre Controlling Authorities)/
Principal Director General of Income Tax(Training), NADT, Nagpur.

Sub: Implementation of Identity Card Management Module of HRMS.

Madam / Sir

    Kindly refer to the above cited subject.

1. In continuation to this office letter dated 27/02/2018 on the above subject, during the meeting and presentation on I.D. Card Management Module at C.R. Building, New Delhi some minor changes were suggested.

2. In view of the above, the ID Card Manual, Flow of chart of steps involved and FAQ has been revised.

3. I have been directed to forward a copy of the revised ID Card Manual, Flow of chart of steps involved and FAQ for kind information and necessary compliance with effect from 01/04/2018 onwards.

4. I have further been directed to request you that from 1st April, 2018, the process of issuance of ID card for all cadre is to be done through the ID card Module of HRMS only.

5. This issue with the approval of Pr. DGIT(HRD)

                                                        Yours faithfully,

Encl. As above.
                                                        Shashi Kajle
                                                        09/04/18
                                                        (ShashiKajle)
                                                        JDIT(PMD & HRMS) (HRD)

Copy to :-

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

                                                        JDIT(PMD & HRMS) (HRD)

APPLY ID Card BY EMPLOYEE IN HRMS SYSTEM

Itba.gov.in

⇩

Enter User Name and Password

⇩

Go to ESS

⇩

Go to ID Card Management

⇩

Go to Request for ID Card

⇩

Select Reason and Type of ID Card

⇩

Edit Father's Name, Designation, Office Address, Address and Blood Group

⇩

Click on Submit Button

Income Tax Department
Department of Revenue, Ministry of Finance, Government of India

íTBA

INCOME TAX BUSINESS APPLICATION

HRMS ID Card Module Instruction Set

1.   ID Card Employee

1.1   Requests for ID Card

Navigation: Main Menu > Employee Self Service > ID Card Management > Request for ID Card

Reasons for ID Card Request:

Request for ID Card

Employee ID 110071   Name DEORAJ SINGH

Designation ASSISTANT DIRECTOR OF IT   Location CENTRAL REVENUE BUILDING

ID Card Details

*Reason [▼]   Request Date 23/03/2018   *ID Type [▼]

Procee	Change of Address
	Expiry
	Lost
	Mutilated
	New Joinee
	Promotion
	Transfer

General
Investigation

Figure: 1

The Employee can add his Photograph and Signature through Requesting Page and can also Edit his/her Father's Name / Husband's Name, Address and Blood Group.

Following is the screen after adding Photo and Signature:

ID Card Application

Request Detail

Request ID   New   ID Card Number New

Employee Details

Employee ID	110071			Photograph
Name	DEORAJ SINGH			
Father's Name	NEW KUMAR		☑ Edit Name	
Designation	ASSISTANT DIRECTOR OF IT		☑ Edit Designation	
Office Address	CENTRAL REVENUE BUILDING		☑ Edit Office Address	
Residential Address	New1,New2,New3,New4		☑ Edit Address	
City	Jaipur			
Country	India			
Date of Birth	10/03/1965			Edit
Blood Type	AB+		▼ ☑ Edit Blood Group	Image should be in .jpg or jpeg format and
Date of Joining	30/12/1997			size should not be more than 256KB

Image size should be 3.5cm x 4.5cm

Residential Address Details   Signature

Address Line 1		Address Line 2	
Address Line 3		Address Line 4	
Postal Code		City	
State		Country	ind

OK

Image should be in .jpg or jpeg format and size should not be more than 256KB

Figure: 2

After Adding Photograph and signature employee needs to click on Submit button. After clicking on Submit button a window will pop up with message: Do you want to submit request? On clicking Yes request will be submitted.

Request will go for two level of Approver.

1) First approver is DDO.

2) Second approver is ID Card Admin.

As request gets saved, request will go to first approver (DDO) for approval. DDO can approve request from his worklist. Similarly second Approver can approve the request from his/her worklist.

Approvers can access worklist by following Navigation. Worklist is present at Top of screen at right hand side.

2. ID Card Admin
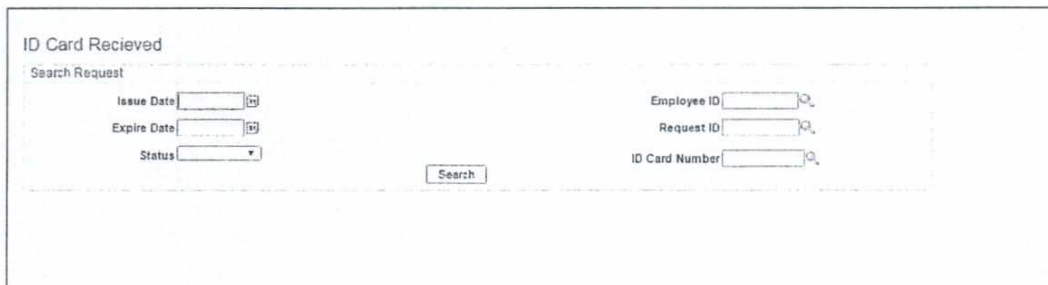
2.1 Dispatch ID Card by Admin.

Admin can dispatch ID card to employees whose requests are approved from the screen displayed below:

Admin can select the employees to whom ID card needs to be dispatched by using following search criteria:

1) Issue Date: Date on which ID Card was issued by Admin.

2) Expire Date: Date of Expiry of ID Card.

3) Status   : There are two statuses for ID Card

    1) Approved (By ID Card Admin), and

    2) Dispatched

4) Employee Id: Employee ID of Employee whose ID card needs to be dispatched.

5) Request Id: Request Id of request of ID Card.

6) ID card Number: ID Card Number is generated when request is submitted. Admin can also search employee on basis of ID card Number.

Navigation: Main Menu> Workforce Administration > ID Card Management > ID Card Received

Figure: 3

2.2 ID Card Request by Admin on behalf of Employee

Admin can also request for ID Card on behalf of Employee, if user don't have access to system.

Navigation: Main Menu > Workforce Administration > ID Card Management > Request for ID Card
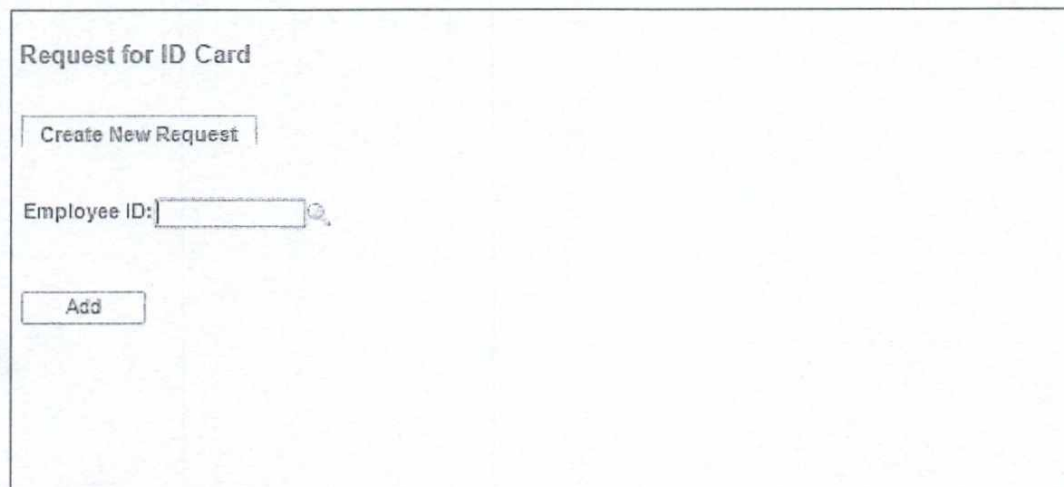

Request for ID Card

| Create New Request |

Employee ID: [_____] 🔍

| Add |

Figure: 4

2.3 ID Card Report Generation

Navigation: Main Menu> Workforce Administration>ID Card Management > ID Card Report Generation

ID Card Reports: These reports can only be generated by Admin.

Favorites ▾   Main Menu ▾ ▸ Workforce Administration ▸ ID Card Management ▸ ID Card Report Generation

iTBA ~ HRMS-ST Mr. NITIN KUMAR, INCOME TAX INSPECTOR OF IT RANGE 12(1)
INCOME TAX BUSINESS APPLICATION

Vendor Report ‖ ID Card Status ‖ ID Card Expiry

Month [_____ ▾]   Year [____] 🔍

| Generate Report |

Figure: 5

2.4 ID Card Request history

Navigation: Main Menu > Workforce Administration > ID Card Management > ID Card Request

Admin can view ID Card Request Status by using search criteria:

1) Employee ID

2) Request ID

The employees in the look up will only be employees from CCA Region of Admin.

Figure: 6

ITBA
INCOME TAX BUSINESS APPLICATION

Income Tax Business Application (ITBA)

ID Card Management Module– Frequently Asked Questions (FAQs)

March 2018, Version 1.1

❖ **I don't know my employee ID, to whom should I contact?**

Please contact your RCC admin of your region for the employee id.

❖ **I know my employee ID, how will I login in the HRMS / ESS/ID Card Management?**

The employee ID pre fixed by U becomes your user id, like 123456 is your employee ID than your user ID will be 'U123456'. Click on the below mentioned linked and you will be asked to enter your login details like user id and password details. Once you have successfully entered your credentials than you will be login inside the HRMS/ ESS /ID Card Management.
URL LINK: **https://itba.incometax.gov.in**

❖ **I forget or don't remember my password, how will I recover it?**

There is forget password option on the in the login screen, once you have reset the password the new password will sent to your income tax email id.

❖ **How do I access the ID Card Management in ITBA HRMS and what is the navigation?**

With your login credentials you can login to ITBA HRMS and then click on the Employee self service module. Now open the folder of ID Card Management.

Navigation: Go toHRMS Application → **Employee Self Service** →**ID Card Management**

❖ **How can I raise an ID Card request?**

With your login credentials you can login to ITBA HRMS and then click on the employee self service to open the link of ID Card Management. You can apply for ID Card for different reasons i.e. Change of Address, Expiry, Lost, Mutilated, New Joinee, Promotion, and Transfer.

Navigation: Go to HRMS Application →**Employee Self Service** →**ID Card Management** → **Request for ID Card**

❖ **Who can I access the ID Card reports?**

In the ITBA HRMS application open the folder of workflow administration. Now click on the ID Card Management Module to open the folder of ID Card Report Generation.
The ID Card administrator belonging to the particular region can access ID Card reports.

Navigation: Go to HRMS application → **Workflow Administration** → **ID Card Management** → **ID Card Report Generation**

❖ What are the types of ID Card reports?

There are three types ID Card Report to which Administrator has access to, namely,
1) Vendor Report.
2) ID Card Status.
3) ID Card Expiry.

❖ I wish to make changes in ID Card Approvers. From where do I do that?

In HRMS ID Card Module when the user creates a request , he/she gets an option to dynamically choose the ID Card First Approve i.e. DDO and the ID Card Second Approver i.e. ID Card Admin.

Navigation: Go to**HRMS Application** → **Workflow Administration**→**ID Card Management** → **Approver setup**

❖ Do I need the RSA token to access the ID Card Management module in ITBA-HRMS?

RSA token is not required to access the ID Card Management module in ITBA-HRMS for ESS part only whereas for ADMIN part RSA token is required.

❖ I am not able to access the ITBA application on my PC. How do I gain access?

User 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. If the problem still persists you may contact the helpdesk.