F.No. HRD/PMD/13/444/6/PIS/2017-18/ 309   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: Linking of Tarang Mobile Numbers and name based email I.D's of employees on HRMS-reg.**

Kindly refer to the above cited subject.

2. Personal Information System (PIS) module of HRMS as part ITBA has already been rolled out which contains various profile of all employees i.e. personal particulars, family details, nominations, educational qualifications, health records, service details like recruitment, passing of dept. exams, confirmation, postings, promotions, deputations, details of loan and advances, Leave records, APAR grading, Vigilance status, Intimation/IPRs, training profile, pay and provident fund details, date of superannuation, etc.

3. The process of sending sms/mail regarding the filling of APAR, IPR, etc. has already been started. However, it has been observed that some of the employees' email I.D's and Tarang Mobile Numbers have not been linked with HRMS as a result of which the task remains incomplete. The Region-wise list of employees whose email I.D's and Tarang Mobile Numbers have not been linked on HRMS is enclosed as Annexure-A.

4. I have, therefore, been directed to request you to kindly direct the RCC to link the email I.D's and Tarang Mobile numbers of all the employees on HRMS by 30th April, 2018 to update PIS module as well as to enable to alert the employees on various issues of filing APAR, IPR, etc through HRMS.

5. This issues with the approval of Pr. DGIT (HRD), New Delhi.

Yours faithfully,

Sd/-
(Shashi Kajle)
JDIT(PMD & HRMS) (HRD)

Encls : As above

Copy to :-

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

Shashikajle
JDIT(PMD & HRMS) (HRD) 11/04/18