



आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEMS)
ए आर ए सेन्टर, भूमि-तल, ई-2, झण्डेवालान एक्सटेंशन,
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
नई दिल्ली / **New Delhi-110055**

F. No. DIT(S)-3/HRMS/2017-18

Dated: 25-01-2018

To

The Principal Chief Commissioners of Income-tax/CCsIT (By Name)

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneshwar/
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 Principal Commissioner of Income-tax/CsIT/CsIT(CO)(By Name)

Agra/ Bikaner/ Calicut/ Dhanbad/ Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/
Kolhapur/ Muzzaffarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/
Vijaywada/ Delhi(CO)/ Mumbai(CO)/ Chennai(CO)/ Ahmedabad(CO)/ Bangalore(CO)/
Bhopal(CO)/ Bhubaneshwar(CO)/ Kolkata(CO)/ Cochin(CO)/ Chandigarh(CO)/
Hyderabad(CO)/ Jaipur(CO)/ Kanpur(CO)/ Patna(CO)/ Pune(CO)/ Guwahati(CO)/
Nagpur(CO)/ Lucknow(CO).

Sir/Madam,

Sub: Launch of ITBA HRMS Select Modules over Internet through SSL VPN –reg.

Kindly refer to the above subject.

ITBA select modules HRMS, Employee Self Service (including IPR), APAR and Officer Self Service related links and its corresponding functionalities **are being made available over Internet using SSL VPN**. All the Group-‘A’ & Group-‘B’ officers will be able to access ITBA select modules over Internet using SSL VPN. To access all Officers have to use ITBA User ID as U-Employee ID, ITBA password and RSA token for authentication into ITBA VPN portal.

2. This document is intended for the user's to understand as to how they will be able to access the above mentioned modules available using SSL VPN over internet. Two level of authentication has been enabled.

- 1) VPN level access: Once user logged into ITBA VPN portal, user gets URL for ITBA Internet portal.

ITBA-Internet Instruction No.1

- 2) Application level access: ITBA select modules (at present only HRMS) will be accessible using application level credentials required at respective module.
3. All the Group-‘A’ & Group-‘B’ officers will be able to access the ITBA VPN portal using URL:

<https://vpn.incometax.gov.in>

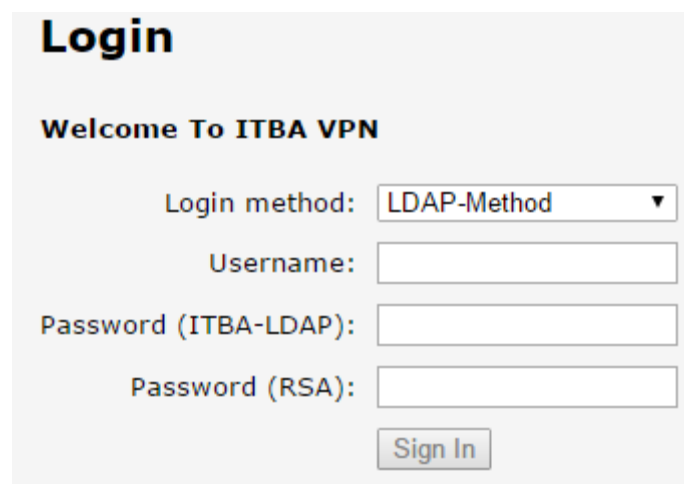
Login details are as under:-

Login method: LDAP-Method (this option should be selected)

Username: U+Emp ID

Password (ITBA-LDAP): ITBA Password

Password (RSA): RSA Pin + RSA Passcode



4. ITBA VPN services will be available all days in only between 6:00 AM to 10:00 PM.
5. Description of functionalities and its authentication requirement for each of the available module link have been explained as below:

HRMS:

HRMS link redirects Home page for the HRMS application different functionalities as per user's roles. To access this link the user will require User Id, ITBA password, HRMS password and RSA.

Employee Self Service (ESS-IPR):

The Employee Self Service link redirects to the screen where user can access all employee related modules request page, request status and its history etc. for modules like Leave, ID Card, Medical, Asset, loans & Advances, DSC, GPF, Payroll- Pay slip, Travel Allowance, Examination, **IPR**, DSC, Deputation, NPS, Separation, Training, Nominations and many such modules and functionalities etc. To access this link the user will require User Id, ITBA password and Captcha code from screen (to digitally sign IPR, user should download and install E-Lock driver software- see pre-requisites below).

APAR:

The link named APAR redirects to the screen for the Submission of Employee's Self Basic Info, Self-appraisal and Scanned APAR. To access this link the user will require User Id, ITBA password, HRMS password and RSA.

Officer Self Service (OSS):

The Link Officer's Self Service is for **performing appraisals of Subordinates** as reporting and reviewing officers. To access this link the user will require User Id, ITBA password, HRMS password and RSA (to digitally sign IPR, user should download and install E-Lock driver software- see pre-requisites below).

5. Pre-requisites:

- The desktop / laptop OS must be Windows 7 or higher version with updated browser versions.
- Officers are advised to use only one laptop/Desktop as the same will be hardware/MAC binded and user can access ITBA over internet using same computer.
- AV must be installed and must be up to date with latest signatures.
- It is recommended to have 1 Mbps broadband internet connectivity or dongle having 3G/4G (having transfer rate of 128 Kbps) connectivity for smooth accessibility.
- E-lock digital signing utility is available for download under **download DSC** and patch option.

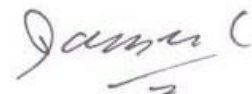
6. Users are advised to contact ITBA Helpdesk in the case of any issues in respect of the ITBA.

- (a) URL of helpdesk - <http://itbahelpdesk.incometax.net>
- (b) Help desk number – 0120-2811200
- (c) Email ID – itba.helpdesk@incometax.gov.in
- (d) Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

7. The above may kindly be brought to the notice of all relevant users working under your charge and for any clarification/difficulties in this regard, user may be advised to contact ITBA Helpdesk.

8. This issues with the approval of Pr. DGIT(S)

Yours faithfully



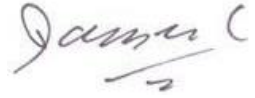
**(Ramesh Krishnamurthi)
ADG(S)-3, New Delhi**

Copy to:-

1. The P.P.S. to Chairperson, Member(L&C), Member(Inv.), Member(IT), Member(Rev.), Member(A&J) & Member(P&V), CBDT for information.

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2. The P.S. to Pr. DGIT(S) for information.
3. The Web Manager to Database cell, CBDT with a request to upload in irsofficersonline.gov.in website.
4. The ITBA Publisher with a request to upload in ITBA Portal.



(Ramesh Krishnamurthi)
ADG(S)-3, New Delhi