

ITBA Payroll Module Instruction No.1 – DDO Registration



आयकर निदेशालय (पद्धति)

DIRECTORATE OF INCOME TAX (SYSTEMS)

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F.No. System/ITBA/Instruction/HRMS/2017-18/6369

Dated: 21/04/2017

To

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

The Pr Commissioner of Income-tax/Pr DsIT/CsIT/DsIT/CsIT (CO) (By Name)

Attention: All Drawing & Disbursing Officers (DDOs) in Income Tax Department

Sir/Madam,

Subject: Launch of DDO Registration for Payroll Module – Reg.

This is in reference to the subject mentioned above. The functionality of DDO Registration for Payroll processing will come into effect from 19th April, 2017 in the Income Tax Business Application (ITBA) through the HRMS module.

In the HRMS system, the DDO will have a key Role in facilitating all Employees for Payroll, APAR verification, Budgeting, Maintenance of Service Book etc. Hence the accurate enlistment and registration of the DDO and linking to the appropriate Head of Department is extremely crucial. Accordingly, it is requested that all HODs may review this Instruction carefully and ensure that this activity is completed by 28th April 2017.

Instructions for DDOs:

1. In order to view DDO Registration functionality of Payroll Processing module , user can access ITBA by entering the following URL in the browser: <https://itba.incometax.gov.in>
The navigation of Payroll processing module is ITBA Portal → Login → HRMS → Workforce Administration → Payroll
2. On Clicking, 'Payroll' link following option will display on the screen
'DDO Registration'
 - i. DDO Registration screen will contain auto populated fields - DDO Employee ID, DDO Name and DDO Post. In case of any error in the above fields, RCC officer may be

ITBA Payroll Module Instruction No.1 – DDO Registration

immediately asked to make suitable corrections. Instructions for the DDO also appear on the right side top of the screen.

- ii. DDO needs to enter DDO Code as allotted by IFU/ZAO, Effective Date of getting charge of DDO by HOD, Employee ID of Head of Department (HOD), Budget Authority Code and Sub Budget Authority Code (if any) in DDO Section.
 - iii. Name of Head of Department (HOD), Post of Head of Department (HOD) and Rank of Head of Department (HOD) will be auto populated on selecting the HOD Employee ID. In case of any error in the above fields, RCC officer may be immediately asked to make suitable corrections.
 - iv. If DDO is handling multiple DDO charges (additional charge linked to multiple HOD) for Payroll then click "+" Button that appears on screen at the end of row, to enter DDO details of additional Charge(if any) and fill the relevant details for that charge.
 - v. Click **Save** button to save the data entered in DDO Details Screen and '**Generate Letter**' and '**Upload Attachment**' buttons will be enabled.
 - vi. Click '**Generate Letter**' button to generate Letter and take a printout which has to be signed by the respective Head of Department (HOD).
 - vii. Upload this signed copy of Head of Department (HOD) by clicking '**Upload Attachment**' button so that the same can be approved by Payroll Administrator to assign the DDO role in the system.
 - viii. Once data is approved by the Payroll Administrator (by RCC/Systems/HRD), details of the DDO charge will not be editable.
3. After assignment of role, DDOs would be able to perform the following (separate instructions would be/have been issued) :-
- i. Generation of payroll through ITBA
 - ii. Certify the APAR details of the officers/officials linked to the respective HOD.
 - iii. Updation of Service book
 - iv. Budgeting
 - v. Leave Management
 - vi. All financial matters such as loans & Advances, reimbursement of employee.
4. 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.


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5. Training material including user manual, help content and frequently asked questions (FAQs) w.r.t functionality is available on ITBA Portal → Online Training on ITBA. Users can refer these in case of any clarification or contact Sh Harvinder Kumar AD(S), 9891270688; harvinder.kumar@incometax.gov.in. Users are advised to contact helpdesk in case of any problem in respect of the ITBA.

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


This issues with the approval of the Pr. Director General of Income Tax(Systems), New Delhi

Yours sincerely,


(Ramesh Krishnamurthi)
Addl.DG(S)-3, New Delhi

Copy to:

1. The P.P.S to Chairman, Member(L&C), Member(Inv.), Member(IT), Member(Rev.), Member(A&J)& Member(P&V),CBDT for information.
2. The P.S. to Pr.DGIT(S) for information.
3. The Web Manager, for www.irsofficersonline.gov.in website.
4. ITBA Publisher, for <https://itba.incometax.gov.in> portal.


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