



GOVERNMENT OF INDIA
 DIRECTORATE OF INCOME TAX
 HUMAN RESOURCE DEVELOPMENT
 CENTRAL BOARD OF DIRECT TAXES

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F.No. HRD/PMD/RMM/2018-19/ 4864

Date: 20/11/2018

To

**All Principal Chief Commissioners of Income-tax/ CCsIT,
 All Principal Commissioners of Income-tax/CsIT/CsIT (Admn. & TPS, CO)
 All Commissioner of Income-tax**

Sir/Madam,

Sub: Launch of Income Tax Business Application (ITBA) – Recruitment Module functionality of "Sanctioned and Working Strength" in HRMS – Reg.

Kindly refer to the above subject, Recruitment Module related functionalities of "Sanctioned and Working Strength" is available in ITBA HRMS Application w.e.f. 16.11.2018.

The Recruitment module related functionalities of "Sanctioned and Working Strength" is launched to capture the Sanctioned and Working strength data CCA Region wise on monthly basis for various type of functionalities / scenarios as mentioned below.

1. Following functionalities are available through ITBA HRMS – Recruitment Module functionalities of "**Sanctioned and Working Strength data capture screen**" against which data has to be captured for all the CCA Regions:

Sanctioned Strength

- Sanctioned Strength of the Pr.CCIT (CCA) Region concerned.

Working Strength

- Working Strength category wise data of the Pr.CCIT (CCA) Region concerned.

Increase in Working Strength during the Month of (Category-wise):-

- Direct Recruitment data
- Promotion data
- Transfer-in from Other Charge /ICT/Others etc. data.

Decrease in Working Strength during the Month on Account of(Category-wise):-

- Retirement/ Resignation/VRS/Deceased/Others etc. data
- Transfer-out to Other Charges data

Net Working Strength:

- Net Working Strength category-wise data on the Last Day of the Month

Admin-I, Role in Pr. CCIT Office : This role has been assigned to the CIT (Admn. & TPS) of the CCA region with functionality to delegate the work to any authority under his charge. User having the Admin-I role in the Pr. CCIT office of a CCA Region can fill the data for above mentioned columns on monthly basis and save it. He can also Preview and Submit it. Once the filled information has been submitted, it cannot be further edited. However, a request for correction of any error may be made to Admin-II, i.e. DDIT (CMD-1), O/o the ADG-2, HRD.

Admin-II, Role in CMD-1 Office of ADG-2 Charge HRD: This role has been assigned to DDIT (CMD-I), O/o ADG-2 (HRD). User having the Admin-II role in the CMD-1 office of HRD region can fill the data for above mentioned columns for any CCA Region. Admin-II has been given the right to edit the information submitted by the CCA regions on request basis in case of any error in uploading the data by CCA region concerned. He can also Preview and Submit it.

Admin-III, Role in Office of ADG-3 Charge HRD & Systems: User having the Admin-III role can only view the CCA Region wise monthly MIS report for all CCA regions.

2. Recruitment module functionalities of "**Sanctioned and Working Strength**" can be accessed by entering the following URL in the browser: <https://itba.incometax.gov.in> over the Taxnet_Nodes as well as over the Internet through <https://vpn.incometax.gov.in> using an RSA Token.


The path for this module is:

ITBA Portal →HRMS →Workforce Administration→Recruitment → Sanctioned and Working Strength

3. The username and passwords will be communicated on their respective email ID. The log in to the system will be through the username and password (sent on individual email ID) over the Taxnet nodes and over internet through <https://vpn.incometax.gov.in> using an RSA Token. Users are advised to contact their respective RCC Admin for name based department email ID.

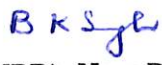
4. Users on Windows XP system are advised to download the Chrome (version 43) or Firefox (version 36) browser (if unavailable) from **ITBA Portal** → **Download Pre-Requisites** to access the new ITBA application.
5. Users are advised to contact helpdesk in case of any issues in respect of the ITBA.
 - A. URL of helpdesk - <http://itbahelpdesk.incometax.net>
 - B. Help desk number - 0120-2811200
 - C. Email ID - helpdesk_messaging@incometax.gov.in
 - D. Help desk Timings - 8.30 A.M. - 7.30 P.M. (Monday to Friday)

Yours sincerely,


(B.K. Singh),
ADG-3 (HRD),
New Delhi.

Copy for kind information to:

1. PPS to Chairman, CBDT for information.
2. PPS to Member(Inv.)/ Member (Admin)/ Member(R)/ Member(IT&C)/ Member(L)/ Member(A&J) CBDT for information.
3. The Web Manager, for www.irsofficersonline.gov.in website with request to upload the instruction on the website.
4. ITBA Publisher for <https://itba.incometax.gov.in> portal with request to upload the instruction on the ITBA Portal.


ADG -3 (HRD), New Delhi.