



USER MANUAL

Indian Revenue Service (IRS) Website: IO officer



NOVEMBER 2, 2017

RV SOLUTIONS PVT. LTD.

D-72, Sector 2, Noida

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1. Objective:-

This document will help the user (Individual Officer) to understand the complete process of Indian Revenue Service (IRS) Website.

2. Description:-

This Document contains the complete process of Indian Revenue Service (IRS) Website for Individual Officers.

- How to use “official Communique”.
- How to use “Profile & CMS (Cadre Management System)”.
- How to use “IRS offers on Deputations”.
- How to use “IPR”.
- How to use “IRS Community”
- Other Functionality of CBDT website.

3. Users:-

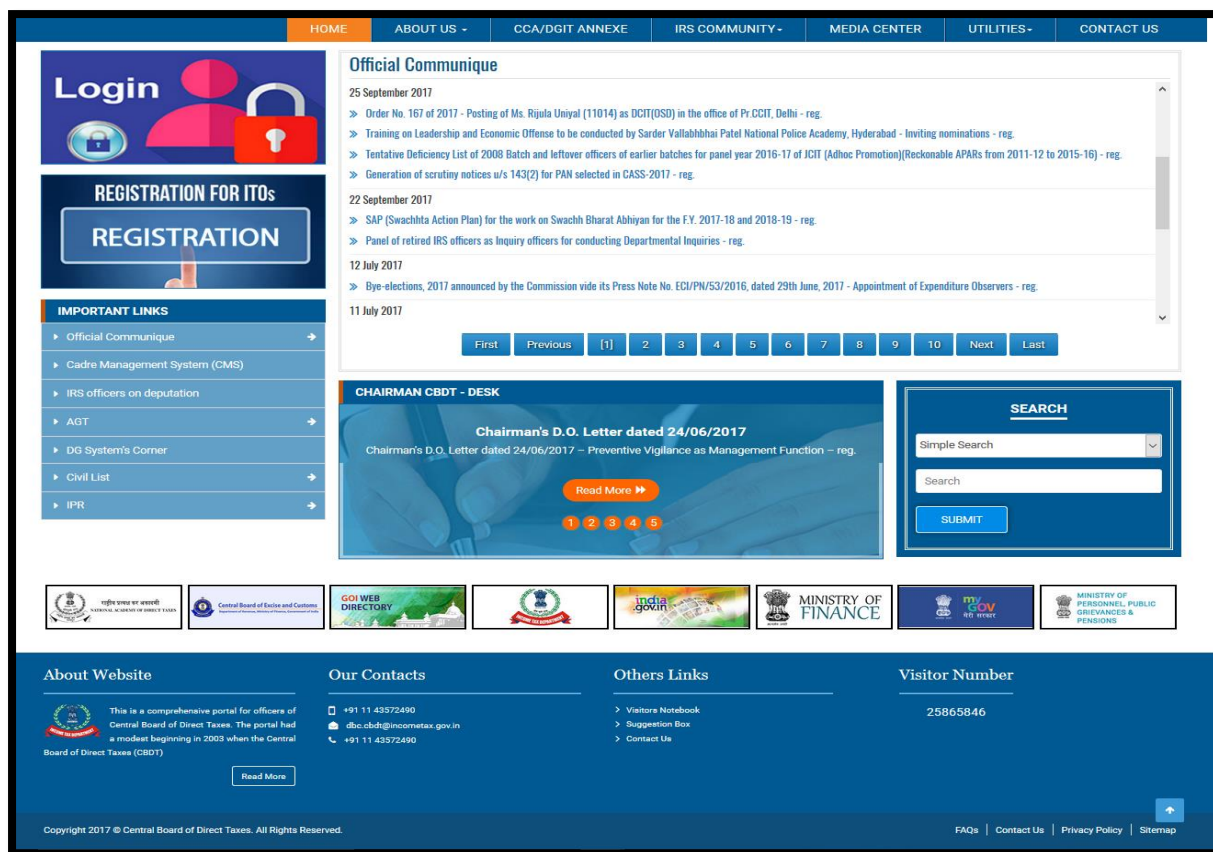
- Individual Officer
- CCA (Cadre Controlling Authority)
- ITO
- Super Admin
- Public

These are all the users who is going to use this Website, however the present document is intended for Individual Officers.

4. Home page of the website:-

User can access the Website with the URL: - <https://irsofficersonline.gov.in/>

After entering the URL user will redirect to the Home Page of the site. User can register them Self (ITO) or Existing User can login to the site with valid credential.



5. Website Login:-

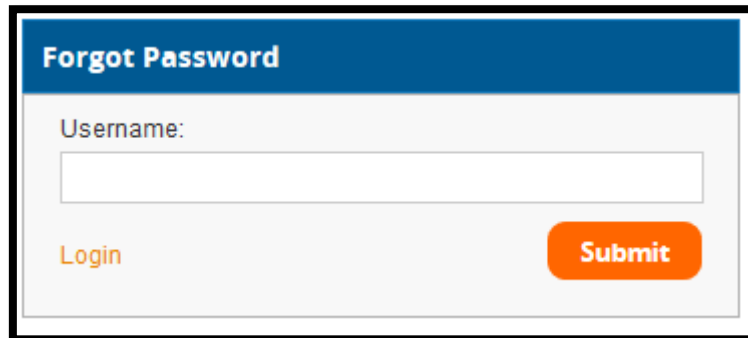
Users can login in the Website by using below given URL and login credentials provided to them. (Username and Password)

5.1. Steps for Login

- Enter the URL of the website: - <https://irsofficersonline.gov.in/>
- Click on the Login link given on the website home page.
- Enter Username and Password and captcha provided in the image.
- Click on the login button.

5.2. Steps to Retrieve Password:-

- Click on forgot password Link.
- Enter User name in the Fjorgot password window
- Link for Reset the Password will received on the Registered Mail id.
- Click on the Link Received on the mail.
- Enter the new Password and Submit.

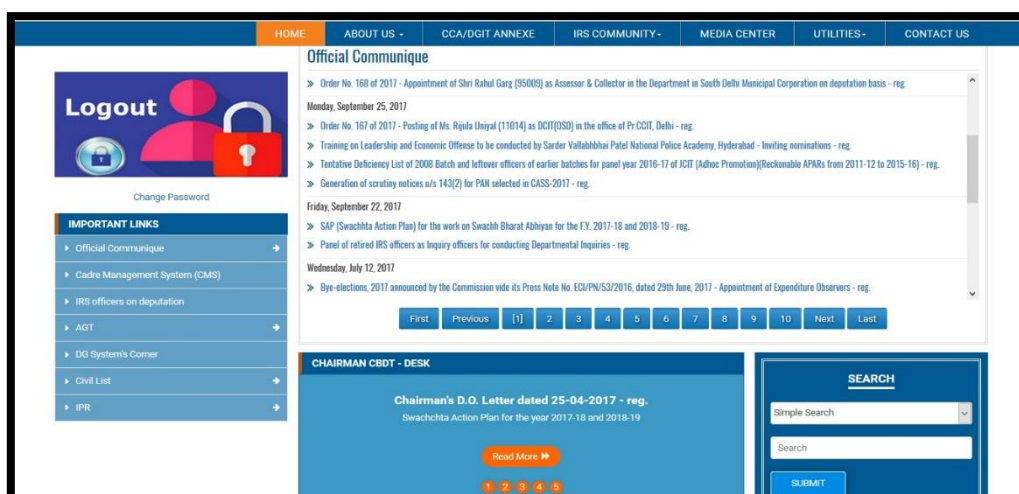
A screenshot of a web form titled "Forgot Password". It has a blue header with the title. Below the header, there is a label "Username:" followed by a text input field. At the bottom left, there is a "Login" link in orange. At the bottom right, there is a blue "Submit" button.

6. Welcome Page for Individual Officer:-

On the Welcome, IO user can get the links to view the profiles of the officers. They can search for any of the officers in IRS, can search order, notification and Files using search functionality, also they can check official communique.

Key features:

- Change Password
- Official communique.
- Cadre management System
- IRS office on deputation
- Civil List
- IPR
- IRS community
- Media Centre
- Utilities

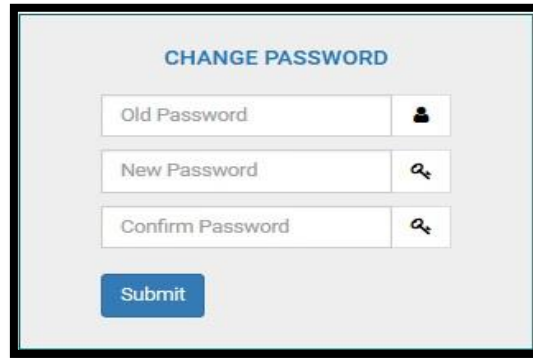
A screenshot of a web application's welcome page for an individual officer. The page has a blue header with navigation links: HOME, ABOUT US, CCA/DGIT ANNEKE, IRS COMMUNITY, MEDIA CENTER, UTILITIES, and CONTACT US. On the left, there is a "Logout" button with a padlock icon and a "Change Password" link. Below this is a section titled "IMPORTANT LINKS" with a list of links: Official Communiqué, Cadre Management System (CMS), IRS officers on deputation, AGT, DG System's Corner, Civil List, and IPR. The main content area is titled "Official Communiqué" and displays a list of recent orders and notifications, including dates like "Monday, September 25, 2017" and "Wednesday, July 12, 2017". At the bottom, there is a "CHAIRMAN CBDT - DESK" section with a "Chairman's D.O. Letter dated 25-04-2017" and a "SEARCH" box with a "Simple Search" dropdown and a "SUBMIT" button.

7. Change Password:-

User can change his/her password using the Change Password Window.

7.1. Steps for change password:-

- Click on Change password link Present on the Home Page.
- In Change Password window enter the New Password.



CHANGE PASSWORD

Old Password

New Password

Confirm Password

Submit

8. Official Communiqué:

In Official Communiqué Officer can view the orders, Notification and Policies Uploaded by the admin.

Path:-User can navigate to this page by clicking on the link “Official communiqué” Present under “Important links”.

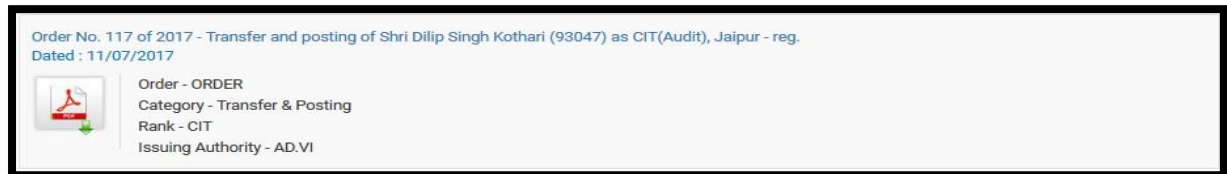
IMPORTANT LINKS	OFFICIAL COMMUNIQUE
▶ Official Communiqué	➤ AGT-2017
▶ Cadre Management System (CMS)	➤ Transfer Policy
▶ IRS officers on deputation	➤ Transfer, Posting & Promotion
▶ AGT	➤ DPC/ACR Matters
▶ DG System's Corner	➤ Vacancy / Deputation Circular
▶ Civil List	➤ Training Opportunities
▶ IPR	➤ Communication to CCITs/DGITs
	➤ Useful Circulars / Notifications
	➤ CBDT Initiatives
	➤ Restricted Communications
	➤ Cadre Review Matters
	➤ Press Release & Misc. Notifications
	➤ Old website Archive
	➤ Fixation of Seniority

Under Official Communiqué following Links are present, User can click on Links like AGT, Transfer and other orders.

- AGT-2017
- Transfer Policy
- Transfer, Posting & Promotion
- DPC/ACR Matters
- Vacancy / Deputation Circular
- Training Opportunities

- Communication to CCITs/DGITs
- Useful Circulars / Notifications
- CBDT Initiatives
- Restricted Communications
- Cadre Review Matters
- Press Release & Misc. Notifications
- Old website Archive
- Fixation of Seniority

User can download the document by clicking on the download link Present on the page.



9. Cadre Management System (CMS):

Officer can Login to CMS by Clicking on this link, or can search Officers profile and can check the reports Uploaded by the admin.

Path:- User can navigate to this page by clicking on the link “Cadre Management System (CMS)” Present under “Important links”.

CADRE MANAGEMENT SYSTEM (CMS)

Login To CMS

Login to edit, update, create executive profile of IRS officers and to create or view Cadre Management Reports.
Your Login will enable different levels of access.
This id for the use of Officers, Cadre Controlling Authority and CBDT.

VIEW PUBLIC PROFILE BY CIVIL CODE 🔍

Enter Civil Code **View Profile**

SEARCH PUBLIC PROFILE 🔍

Civil Code

Name

Start Batch Year End Batch Year

Rank -- Select -- Status ALL Location -- Select --

Search **Reset**

PERFORMA FOR NEW PROFILE & CORRECTION REQUEST

- > [FORMAT FOR REQUEST FOR CREATION New Appointed/Promoted ACITs](#)
- > [FORMAT FOR REQUEST FOR CORRECTION](#)

REPORT

- > [AGT-2017- Final Review List as on 13.02.2017](#)
- > [AGT-2017- Final Mandatory Transfer List as on 13.02.2017](#)
- > [AGT 2017 - Revised Mandatory Transfer List in all grades dated 18.01.2017 - reg.](#)
- > [AGT 2017 - Tentative Mandatory Transfer List in all grades - reg.](#)
- > [AGT 2017 - Review Transfer List in all grades - reg.](#)

Officer can directly login to CMS by Clicking on the button “**Login To CMS**” present on the top of the page.

9.1. View Public profile:

Once officer come on the Cadre Management System page officer get to see two options for searching IRS officers. Officer can search for fellow officer’s profile by typing in their civil code. If you do not know their civil code, officer can also search for them by entering their name or by whatever detail you have with you.

This search will provide Officer with the entire public profile of the officer i.e., officer will have access to their entire history with regard to the IRS officers’ cadre.

a. View Public profile by civil code:

Officer can View any officer’s Profile if He knows the civil code of his/her fellow officer by entering the civil code and Click on View Profile button.

VIEW PUBLIC PROFILE BY CIVIL CODE

Enter Civil Code

View Profile

User will redirect to following screen (if the civil code is valid)

a. Search Public profile:

Officer can Search his fellow officer by his/her name or other details if he don't have the civil code for his fellow officer:

SEARCH PUBLIC PROFILE

Civil Code

Name

Start Batch

Year

End Batch

Year

Rank

-- Select --

Status

ALL

Location

-- Select --

Search

Reset

After searching the Record user will redirect to following screen where he can view the profile of the officer by clicking on view profile.

PROFILE & CADRE MANAGEMENT GATEWAY								
Total Results Found: 1								
Civil Code	Name	Current Post	Batch	Location	Date of birth	Date of Joining	Status	
00002	VINAY SINHA	Addl./JCIT	2000	Delhi	03-02-1976	25-07-2017	Serving	View Profile

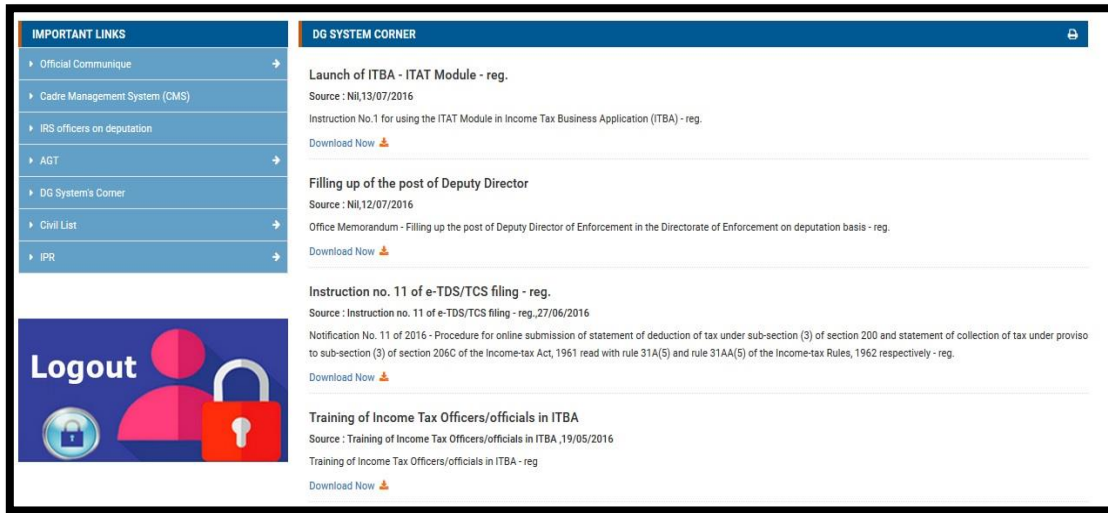
9.2. Format and Reports:

Officer can download the Performa, Fill the form and submit it to dbc for creating new profile or update the current profile.

Officer can access Report uploaded by the Admin, under Report Section.

11. DG System's Corner:

Under DG System's Corner user can view the DG system's Updates. User can download the Uploaded document.



User can download the document by clicking on “**Download now**” Link for the document.

12. IPR:

User can View and Upload IPR to their profile.

12.1. View IPR:

User can Search the IPR for fellow officers by clicking on the link “**View IPR**” under “**IPR**”

User can search on the bases of civil code and name and Year of IPR, after clicking on search user will redirect to following screen:

Search IPR

IPR Report

Civil Code

00019

Year From

2010

And To

2015

Name

Order By

Asc

Sort By

Civil Code

Search

Reset

Records 1 to 3 from 3

Civil Code	Name	Year	IPR File
21525	S. RAVI SHANKAR NARAYAN	2010	View
21525	S. RAVI SHANKAR NARAYAN	2012	View
21525	S. RAVI SHANKAR NARAYAN	2015	View

12.2. Upload IPR:

User can upload the IPR for His profile by clicking on “**Upload IPR**” under “**IPR**”

MY ACCOUNT

OPTION WINDOW

IPR

AMCTP

JOINING/RELIEVING

Salient Features

Welcome to the Cadre Management System. Please click on the appropriate links on the left to view your profile, print in the doc format, save it on the machine in doc format. Other features include viewing the profile of other officers, searching for a particular officer or adding Option Form

The status of your profile is Approved.

UserManual | IPR User Instructions

My Account

View My Profile

Edit My Profile

Upload Profile Picture

Profile Vault

Print My Profile

Download My Profile

Option Window

History of Option Window

User will click on **upload IPR** present Under **IPR** link.

Add IPR

IPR for the Year :

2016

Upload IPR File :

(IPR should be in pdf format maximum file size 2 MB)

Browse...

No file selected.

Remark, if any :

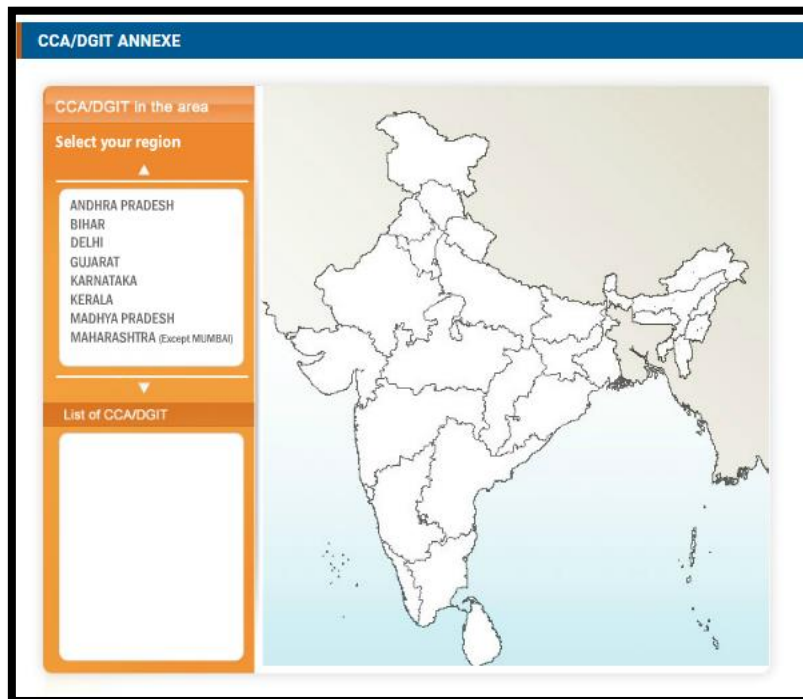
Save

Cancel

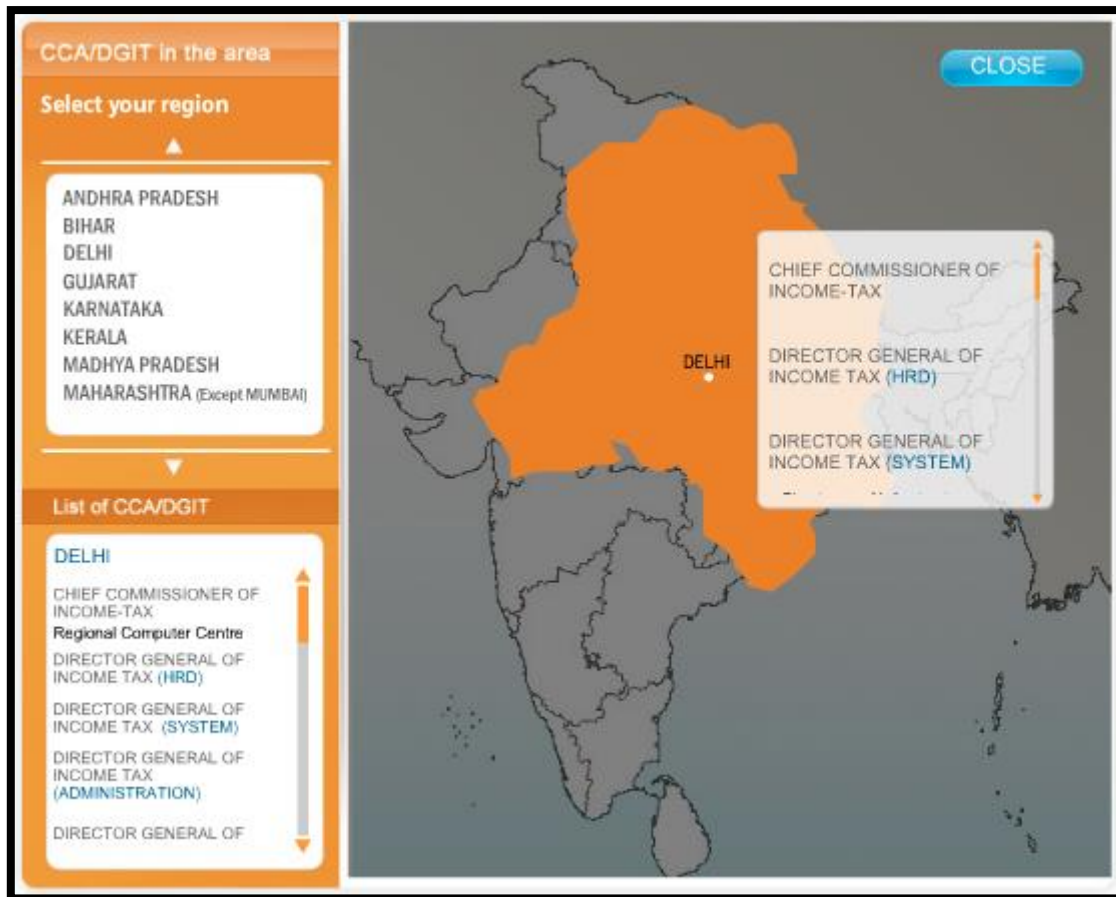
User will select the Year, File and enter the remark and click on save to upload.

13. CCA/DGIT Annexe:

User can select a region from the panel on the left. When a user clicks on any region that part of the country shows on the map.



User can also choose from the list of CCA/DGIT specific to your area. Clicking on the same will take to their respective detail page. Also when a user takes a mouse on the selected region then the list of CCA/DGIT appears in a white box. User can also choose the CCA/DGIT from the list appearing in the white box to view the details. To select a new region and close the existing one, click on CLOSE button on the top right.



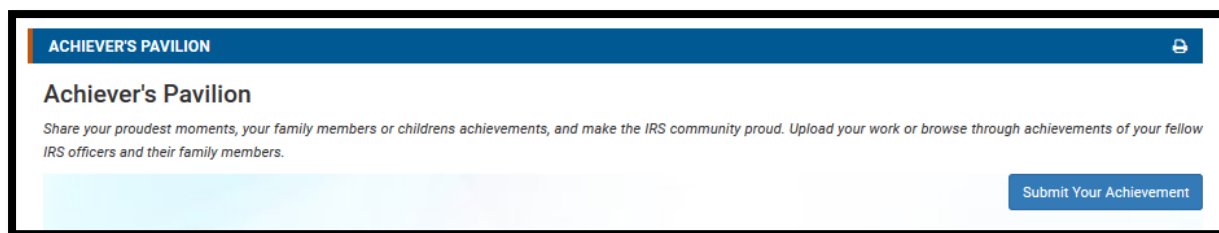
14. IRS Community:

This section is specially for IRS officer, under this section there are multiple links, where IRS officer can upload their achievements, Idea, personal announcement and many other.

- Achiever's Pavilion
- Case study foyer
- Idea lounge
- Creative Courtyard
- Magazine kiosk
- Personal Announcement Notice Board
- Retired IRS officer's Portico

14.1. Achiever's Pavilion:

User can Share their proudest moments, Officer's family members or children's achievements, and make the IRS community proud. User can upload work or browse through achievements of Officers fellow IRS officers and their family members.



Officer can Share their achievement, by clicking on “**Submit Your Achievement**”

User will redirect to following screen where he/she can upload an achievement.

The screenshot displays a form titled "ACHIEVER'S PAVILION" for submitting an achievement. The form contains several fields, all marked with an asterisk to indicate they are mandatory: "Name*", "Civil List*", "Designation*" (a dropdown menu with "-- Select --"), "Location*", "Email*", "Contact No*", "Category*" (a dropdown menu with "-- Select --"), "Relation with Achiever*" (a dropdown menu with "-- Select --"), "Name of Achiever*", "Title*", and "Description*" (a text area with a small icon at the bottom right). Below these fields are two upload sections: "Upload Photo" and "Upload Document", each with a "Browse..." button and the text "No file selected.". At the bottom of the form is a blue "Submit" button.

Now user will fill all the details (All fields are Mandatory), officer will select one category for achievement and click on “**Submit**”.

User can also upload a photo and document for the achievement.

14.2. Case Study Foyer:

Here officer can Submit their case study, Discuss thought-provoking ideas on contemporary social issues, ethics and spirituality, government and policies, and other topics of interest.

After clicking on Case Study Foyer link present under IRS community user will redirect to following screen.

CASE STUDY FOYER

Case Study

Discuss thought-provoking ideas on contemporary social issues, ethics and spirituality, government and policies, and other topics of interest.

Archive

Submit a Case Study

Officer can submit their Case study, by clicking on “**Submit a Case Study**”

User will redirect to following screen where he/she can upload a Case Study.

NEW CASE STUDY

Name:*

Civil Code:*

Designation:*

Location:*

Contact No

Email:*

Title:*

Subject:*

Syopsis

Upload

Browse....

No file selected.

Submit

Now user will fill all the details (All fields are Mandatory except Contact No), Upload a document and click on “**Submit**”.

14.3. Idea Lounge:

Officer can Discuss thought-provoking ideas on contemporary social issues, ethics and spirituality, government and policies, and other topics of interest. Like any community we believe in Ideas and discussions.


After clicking on idea lounge link present under IRS community user will redirect to following screen.

IDEAS LOUNGE

Ideas Lounge

Discuss thought-provoking ideas on contemporary social issues, ethics and spirituality, government and policies, and other topics of interest.

Submit Your Ideas

S.No.	Topic	Author	View	Replies
1	Should the new APAR (ACR) forms be made objective type? By : Sanjay Bahadur (View Profile) Dated : 16/06/2009		10845	1

Officer can submit their Idea Lounge, by clicking on “**Submit your ideas**”

User will redirect to following screen where he/she can upload an Idea.

The screenshot shows a web form titled "IDEAS LOUNGE". It contains several input fields: "Name:*" (text), "Civil Code:*" (text), "Designation:*" (dropdown menu with "-- Select --"), "Address:*" (text), "Contact No" (text), "Email:*" (text), "Title:*" (text), and "Description:" (text area). Below these fields is an "Upload Thumbnail:" section with a "Browse..." button and the text "No file selected.". At the bottom is a blue "Submit" button.

Now user will fill all the details (All fields are Mandatory except Contact No), Upload a document and click on **"Submit"**.

User can also add a reply on an idea uploaded by fellow officers.

After clicking on idea lounge link present under IRS community user will redirect to following screen.

The screenshot shows the "IDEAS LOUNGE" header with a lock icon. Below it is the title "Ideas Lounge" and a subtitle: "Discuss thought-provoking ideas on contemporary social issues, ethics and spirituality, government and policies, and other topics of interest." There is a blue button labeled "Submit Your Ideas". Below this is a table with 5 columns: "S.No.", "Topic", "Author", "View", and "Replies".

S.No.	Topic	Author	View	Replies
1	Should the new APAR (ACR) forms be made objective type? By : Sanjay Bahadur (View Profile) Dated : 16/06/2009		10845	1

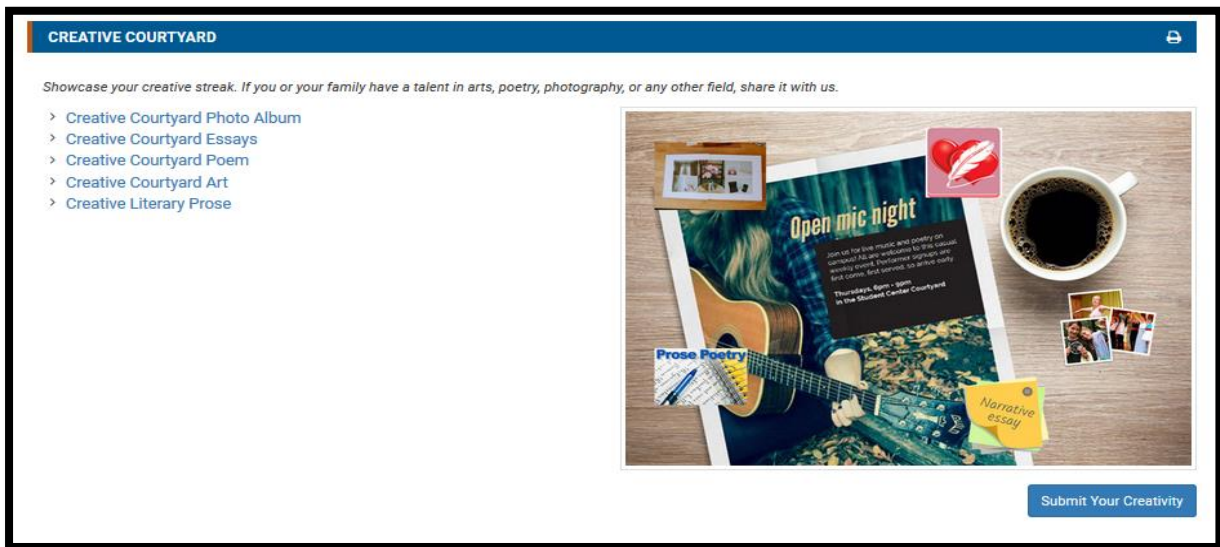
Here by clicking on the title of the idea (Topic) User will redirect to following screen where he/she can add a comment on the idea.

The screenshot shows the "IDEAS LOUNGE DETAILS" page. It features the title "Should the new APAR (ACR) forms be made objective type? - 16/06/2009" and the author "By : Sanjay Bahadur (View Profile)". On the left is a profile picture of Sanjay Bahadur. The main content area contains the text of the idea: "Recently DOPT has issued a notification that ACRs (henceforth to be called APAR) would be shown to officers within 15 days. An officer can raise objections on any remarks. Under these changed circumstances, will it not be better to create a format that is completely objective in terms of Reporting / Review? For example, 'Punctuality' should be rated either as 'Commendable', 'Acceptable' or 'Needs improvements'. Similarly, overall grading by Reporting / Reviewing officer may only have 'Fit for promotion' or 'Not fit for promotion'. These could be check-boxes to be ticked. There is great need to make the gradings very objective in view of the increased transparency. Maybe the HRD directorate can think about this." Below this is a reply by "By : satyajit mandal (View Profile)" dated "07/07/2009" with the text: "format for field and non-field should also be as per the nature of the job an officer / official is performing in that office." At the bottom right is a blue button labeled "Reply to Thread".

14.4. Creative Courtyard

User can add their poem, art and painting and other creative streak.

After clicking on Creative courtyard link present under IRS community user will redirect to following screen.



Officer can submit their Creativity, by clicking on “Submit your Creativity”

User will redirect to following screen where he/she can upload a Creative Courtyard.

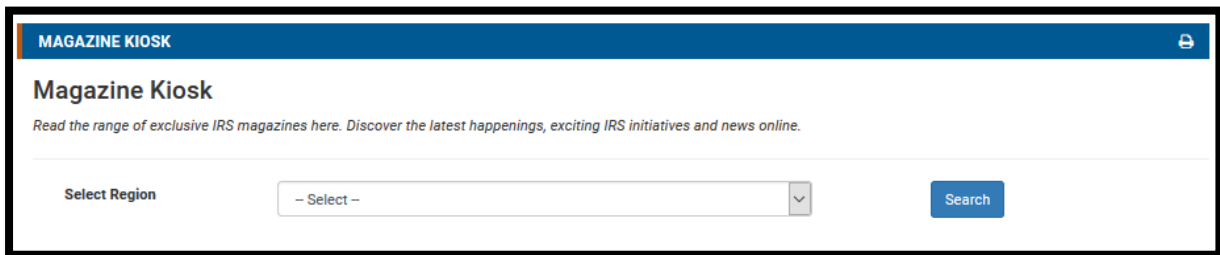
The screenshot shows a web page titled "CREATIVE COURTYARD ENTRY" with a blue header. Below the header, there is a form with the following fields: "Name*", "Civil List*", "Batch(if retired)", "Contact No*", "Email*", "Place of Posting*", "Author's Name*", "Relation with author*" (a dropdown menu with "-- Select --"), "Author's Contact No.*", "Author's Age (e.g. 25)*", "Category*" (a dropdown menu with "-- Select --"), "Submission Title*", "Brief Introduction*", and "Upload Photo" (a button labeled "Browse..." and the text "No file selected."). At the bottom of the form, there is a "Submit" button.

Now user will fill all the details (All fields are Mandatory), Upload a document and click on “Submit”.

14.5. MAGAZINE KIOSKS:

User can Read the range of exclusive IRS magazines here. Discover the latest happenings, exciting IRS initiatives and news online. Read through various magazines by just clicking on them. You can also search for online magazines from our rich archives.

User will redirect to following screen by clicking on the link **"MAGAZINE KIOSKS"** Present under IRS community.



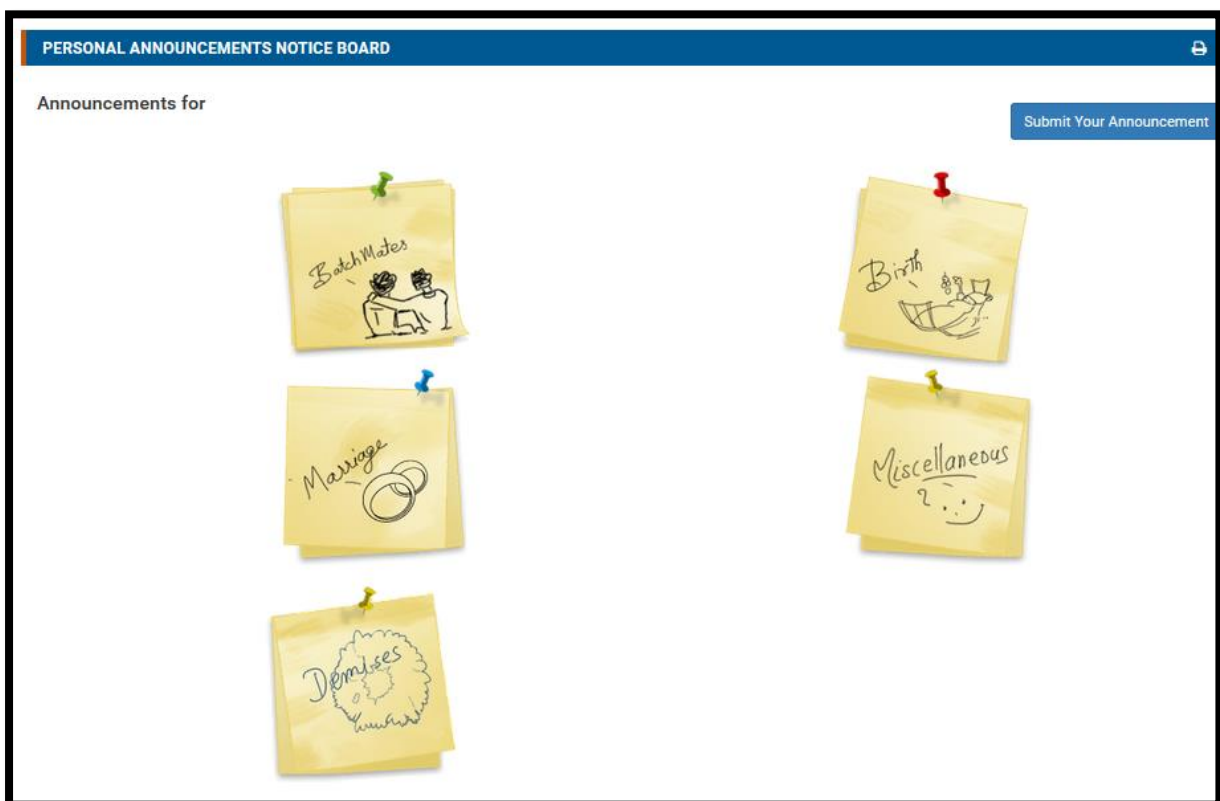
The screenshot shows a web interface titled "MAGAZINE KIOSK" in a blue header bar. Below the header, the title "Magazine Kiosk" is displayed in a large font, followed by a subtitle: "Read the range of exclusive IRS magazines here. Discover the latest happenings, exciting IRS initiatives and news online." Below this, there is a "Select Region" label next to a dropdown menu currently showing "- Select -". To the right of the dropdown is a blue "Search" button.

User can search the magazine by region.

14.6. Personal announcement and Notice Board:

User can add their Personal announcement and Notice on this screen.

After clicking on Personal announcement and Notice link present under IRS community user will redirect to following screen.



The screenshot shows a web interface titled "PERSONAL ANNOUNCEMENTS NOTICE BOARD" in a blue header bar. Below the header, the text "Announcements for" is visible on the left, and a blue button labeled "Submit Your Announcement" is on the right. The main area displays five yellow sticky notes pinned to a white background. The notes are labeled: "Batch Mates" (with a drawing of two people), "Birth" (with a drawing of a baby), "Marriage" (with a drawing of wedding rings), "Miscellaneous" (with a drawing of a smiley face), and "Deaths" (with a drawing of a flower).

Officer can submit their Announcement and notice, by clicking on **"Submit your Announcement"**

User will redirect to following screen where he/she can upload an Announcement.

PERSONAL ANNOUNCEMENT ENTRY

Name*

Civil List*

Batch(if retired)

Contact No*

Email*

Place of Posting*

Category* -- Select --

Message*

Upload Photo Browse... No file selected.

Submit

Now user will fill all the details (All fields are Mandatory), Upload a document and click on **“Submit”**.

14.7. Retired Officer Portico:

Officer can Search his fellow officer by his/her name or other details if he don't have the civil code for his fellow officer:

b. View Public profile by civil code:

Officer can View any officer's Profile if He knows the civil code of his/her fellow officer by entering the civil code and Click on View Profile button.

VIEW PUBLIC PROFILE BY CIVIL CODE

Enter Civil Code

View Profile

User will get the Record according to the civil code (IF civil code is valid)

b. Search Public profile:

Officer can Search his fellow officer by his/her name or other details if he don't have the civil code for his fellow officer:

SEARCH PUBLIC PROFILE 🔍

Name

Start Batch Year

End Batch Year

Rank

Status ALL

Location

15.Media:

User can create a photo album and share that album in IRS website Picture gallery.

User will redirect to following screen by clicking on Media link present on the Menu.

PICTURE GALLERY

User can create an album by clicking on “Create Album” Button present on the page.

User will redirect to bellow screen after clicking on the link.

CREATE ALBUM

Name*

Civil Code:*

Batch(if retired)

Contact No*

Email*

Place of Posting*

Album Title *

ImageTitle*

Brief Introduction*

Upload*

No file selected.

☐ Add more image

Now user will fill all the details (All fields are Mandatory), Upload a document and click on “Submit”.

16.Directory:

User can check the contact no for the Offices of CBDT, by clicking on directory link present under utility, user will redirect to following screen.

The screenshot displays a web interface for searching contact details. It is divided into four main sections:

- OFFICERS SEARCH**: Contains input fields for Name, Start Batch (Year), End Batch (Year), Rank (-- Select --), Status (ALL), and Location (-- Select --). A Submit button is located below these fields.
- OFFICE SEARCH**: Contains input fields for Location (-- Select --), Rank (-- Select --), and Post (ALL). A Submit button is located below these fields.
- TELEPHONE DIRECTORY OF CCIT**: A list of links for various offices, including CCA Bhubaneshwar, DGIT (Inv) Mumbai, DGIT (Inv.) Chandigarh, Pune, CCA NAGPUR, CCA CHANDIGARH, DGIT (INT) (DELHI), and DGIT (L&R) (DELHI).
- STATION DIRECTORY**: Contains a link for Station Directory, a State dropdown menu, a City dropdown menu, and an STD Code input field. A Submit button is located to the right of the STD Code field.

OFFICER SEARCH: User can search officer's contact detail by searching in "OFFICER SEARCH", by name or other details user can search fellow officers contact details.

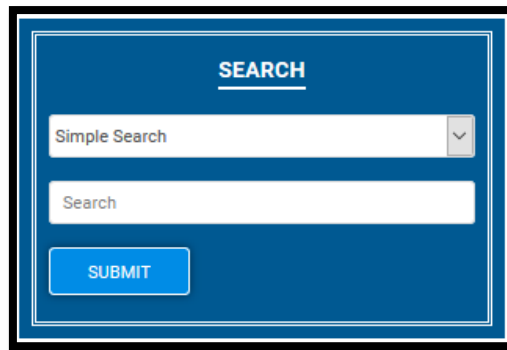
OFFICE SEARCH: User can search office contact on the bases of Location rank and post.

TELEPHONE DIRECTORY OF CCIT: User can check the contact details of CCA and DGIT from the list.

STATION DIRECTORY: User can search station contact details by using STATION DIRECTIORY.

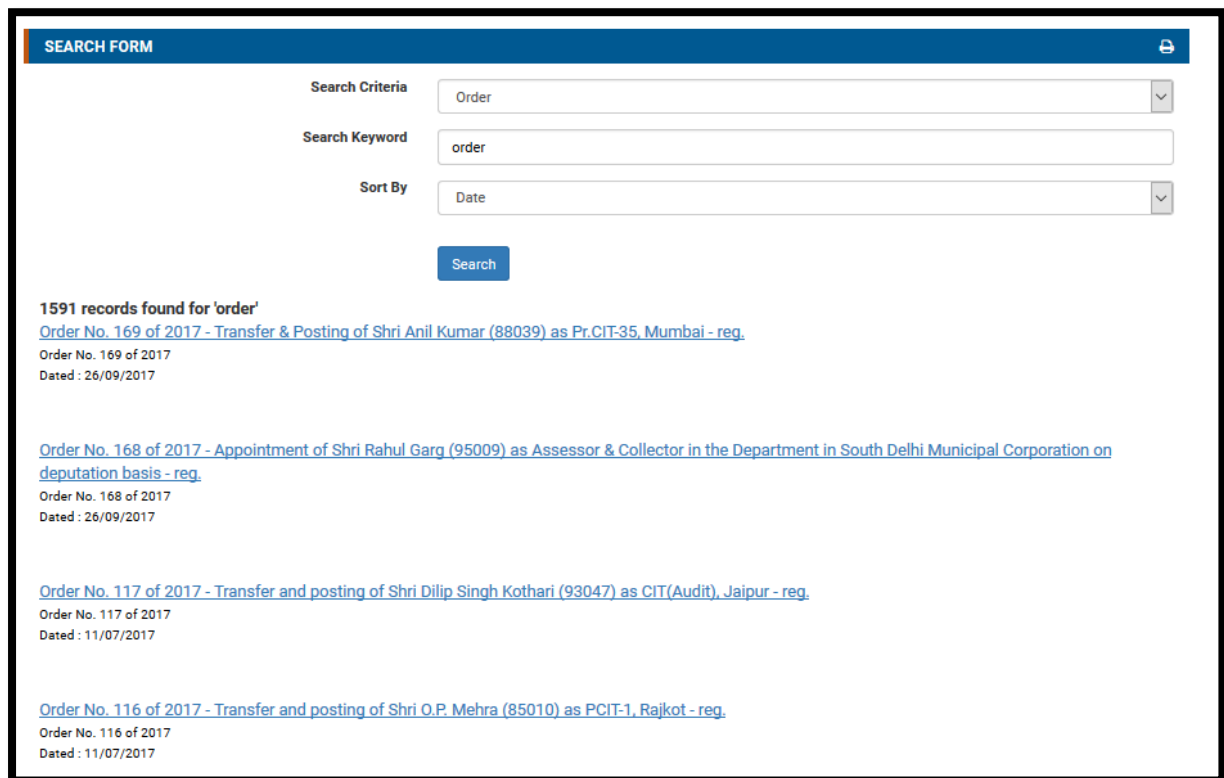
17. Search:

User can simply search order, Notification, date, file and civil code with keywords, it will search entire website for the particular keyword.



A screenshot of a web form titled "SEARCH". It features a dropdown menu labeled "Simple Search" with a downward arrow. Below this is a text input field with the placeholder text "Search". At the bottom of the form is a blue button labeled "SUBMIT".

After click on submit user will get the search result as bellow screen,



A screenshot of a web page titled "SEARCH FORM" showing search results. The page has a blue header bar with the title and a printer icon. Below the header, there are three search criteria: "Search Criteria" (set to "Order"), "Search Keyword" (set to "order"), and "Sort By" (set to "Date"). A blue "Search" button is located below these criteria. The results section shows "1591 records found for 'order'". The first result is a link to "Order No. 169 of 2017 - Transfer & Posting of Shri Anil Kumar (88039) as Pr.CIT-35, Mumbai - reg.", followed by "Order No. 169 of 2017" and "Dated : 26/09/2017". The second result is a link to "Order No. 168 of 2017 - Appointment of Shri Rahul Garg (95009) as Assessor & Collector in the Department in South Delhi Municipal Corporation on deputation basis - reg.", followed by "Order No. 168 of 2017" and "Dated : 26/09/2017". The third result is a link to "Order No. 117 of 2017 - Transfer and posting of Shri Dilip Singh Kothari (93047) as CIT(Audit), Jaipur - reg.", followed by "Order No. 117 of 2017" and "Dated : 11/07/2017". The fourth result is a link to "Order No. 116 of 2017 - Transfer and posting of Shri O.P. Mehra (85010) as PCIT-1, Rajkot - reg.", followed by "Order No. 116 of 2017" and "Dated : 11/07/2017".