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# USER MANUAL

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Indian Revenue Service (IRS) Website: ITO



NOVEMBER 2, 2017  
RV SOLUTIONS PVT. LTD.  
D-72, Sector 2, Noida

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## **1. Objective:-**

This document will help the user (ITO) 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 “View IPR”.
- How to Register.
- 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 ITO.

## **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. User Registration:-

ITO user can register to the Website by filling the registration form and send request to Respective CCA.

### 5.1. Steps for Registration

- Enter the URL of the website: - <https://irsofficersonline.gov.in/>
- Click on the Registration link given on the website home page.

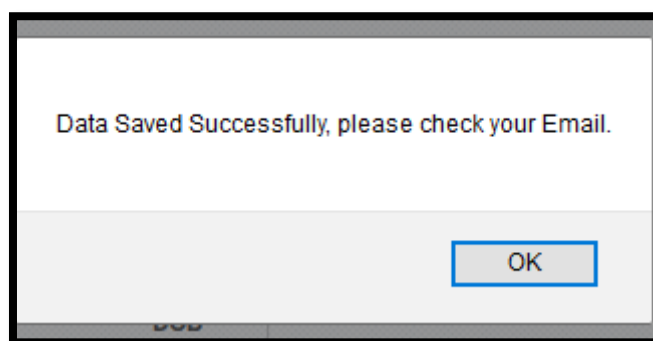
User will redirect to following page where he will fill all the information.

The screenshot shows a web browser window with a blue header bar labeled "ITO REGISTRATIONS" and a printer icon. Below the header is the "Registration Form for ITOs". The form contains the following fields, all marked with a red asterisk to indicate they are mandatory:

- Name \*
- DOB \*
- Employee Code \*
- Current Post \*
- Current CCA \* (dropdown menu showing "-- Select --")
- Current Office Address \*
- Phone(off.)
- Fax
- Mobile Number \*
- Email \*

At the bottom of the form are two buttons: "Submit" and "Reset".

All the fields are mandatory, ITO user will fill all the details and Click on “**Submit**” Button,  
After submitting the form ITO user will get a confirmation message and will receive a mail to his registered email address.



## 6. Website Login:-

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

### 6.1. 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.

**LOGIN TO WEB PORTAL**

Username

Password

Captcha

**48376** [Try a New Code](#)

[Login](#) [Forgot Password](#)

## 6.2. Steps to Retrieve Password:-

- Click on forgot password Link.
- Enter User name in the Forgot 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.

**Forgot Password**

Username:

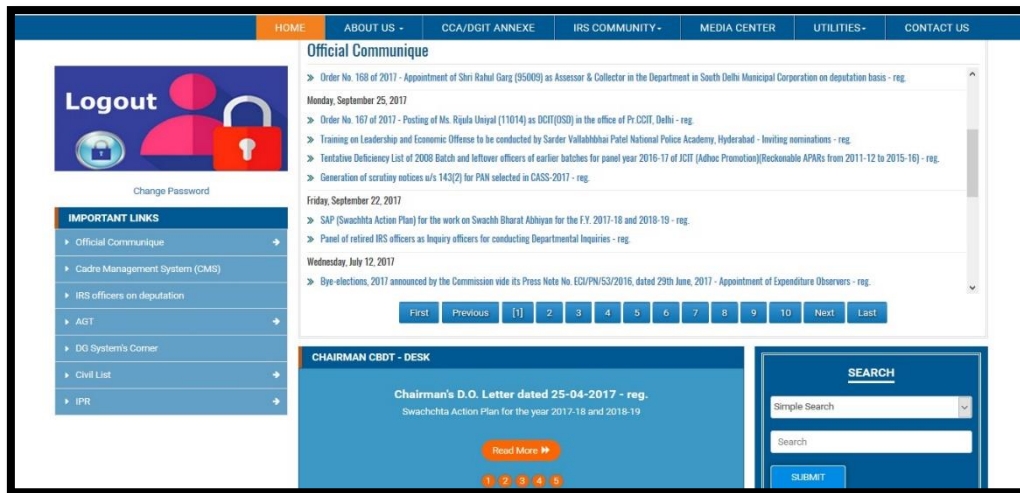
[Login](#) [Submit](#)

## 7. Welcome page for ITO:-

On the welcome page, ITO user can register there self if not already registered. They can search order, notification and Files using search functionality, also they can check official communique.

### Key features:

- Change Password
- Official communique.
- Civil List
- Media Centre
- Utilities



## 8. Change Password:-

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

### 8.1. Steps for change password:-

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

## 9. Official Communique:

In Official Communique 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 communique” Present under “Important links”.

IMPORTANT LINKS	OFFICIAL COMMUNIQUE
▶ <a href="#">Official Communique</a>	<ul style="list-style-type: none"> <li>&gt; AGT-2017</li> <li>&gt; Transfer Policy</li> <li>&gt; Transfer, Posting &amp; Promotion</li> <li>&gt; DPC/ACR Matters</li> <li>&gt; Vacancy / Deputation Circular</li> <li>&gt; Training Opportunities</li> <li>&gt; Communication to CCITs/DGITs</li> <li>&gt; Useful Circulars / Notifications</li> <li>&gt; CBDT Initiatives</li> <li>&gt; Restricted Communications</li> <li>&gt; Cadre Review Matters</li> <li>&gt; Press Release &amp; Misc. Notifications</li> <li>&gt; Old website Archive</li> <li>&gt; Fixation of Seniority</li> </ul>
▶ <a href="#">Cadre Management System (CMS)</a>	
▶ <a href="#">IRS officers on deputation</a>	
▶ <a href="#">AGT</a>	
▶ <a href="#">DG System's Corner</a>	
▶ <a href="#">Civil List</a>	
▶ <a href="#">IPR</a>	

Under Official Communique 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.

Order No. 117 of 2017 - Transfer and posting of Shri Dilip Singh Kothari (93047) as CIT(Audit), Jaipur - reg.  
Dated : 11/07/2017



Order - ORDER

Category - Transfer & Posting

Rank - CIT

Issuing Authority - AD.VI

## 10.IPR:

User can View IPR of Officer' profile.

### 10.1. View IPR:

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



**Search IPR**

**IPR Report**

Civil Code  Year From  And To

Name  Order By  Sort By

[Search](#) [Reset](#)

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  Year From  And To

Name  Order By  Sort By

[Search](#) [Reset](#)

Records 1 to 3 from 3

Civil Code	Name	Year	IPR File
21525	S. RAVI SHANKAR NARAYAN	2010	<a href="#">View</a>
21525	S. RAVI SHANKAR NARAYAN	2012	<a href="#">View</a>
21525	S. RAVI SHANKAR NARAYAN	2015	<a href="#">View</a>

## 11. 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.


**CCA/DGIT ANNEXE**

CCA/DGIT in the area

Select your region

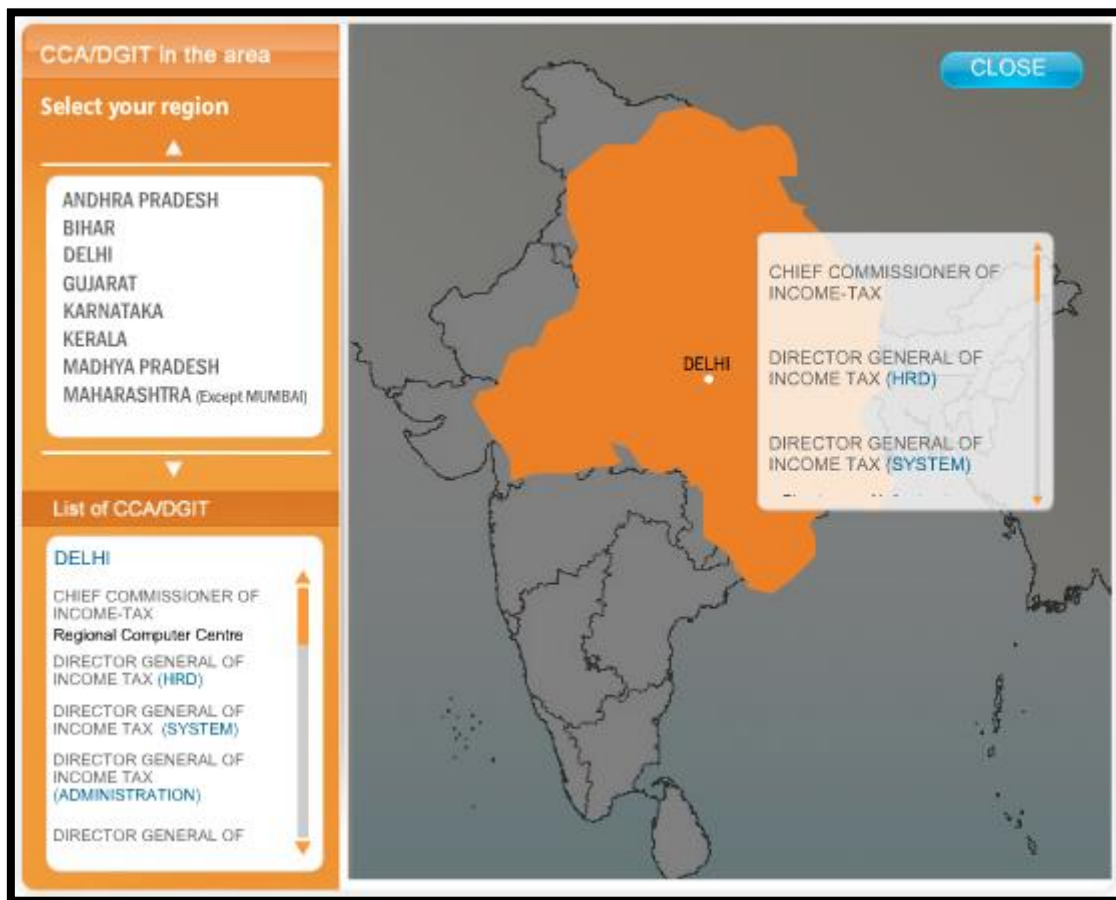
ANDHRA PRADESH  
BIHAR  
DELHI  
GUJARAT  
KARNATAKA  
KERALA  
MADHYA PRADESH  
MAHARASHTRA (Except MUMBAI)

List of CCA/DGIT



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.



## 12.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.

OFFICERS SEARCH

Name

Start Batch
Year

End Batch
Year

Rank
-- Select --

Status
ALL

Location
-- Select --

Submit

OFFICE SEARCH

Location
-- Select --

Rank
-- Select --

Post
ALL

Submit

TELEPHONE DIRECTORY OF CCIT

> CCA Bhubaneshwar

> DGIT(Inv) Mumbai

> DGIT(Inv.) Chandigarh

> Pune

> CCA NAGPUR

> CCA CHANDIGARH

> DGIT (INT) (DELHI)

> DGIT (L&R) (DELHI)

STATION DIRECTORY

> Station Directory

State:
City:
STD Code :

-- Select --
-- Select --

Submit

**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 DIRECTIONS.

### 13.Search:

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

SEARCH

Simple Search

Search

SUBMIT

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

SEARCH FORM

Search Criteria

Order

Search Keyword

order

Sort By

Date

Search

1591 records found for 'order'

[Order No. 169 of 2017 - Transfer & Posting of Shri Anil Kumar \(88039\) as Pr.CIT-35, Mumbai - reg.](#)

Order No. 169 of 2017

Dated : 26/09/2017

[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.](#)

Order No. 168 of 2017

Dated : 26/09/2017

[Order No. 117 of 2017 - Transfer and posting of Shri Dilip Singh Kothari \(93047\) as CIT\(Audit\), Jaipur - reg.](#)

Order No. 117 of 2017

Dated : 11/07/2017

[Order No. 116 of 2017 - Transfer and posting of Shri O.P. Mehra \(85010\) as PCIT-1, Rajkot - reg.](#)

Order No. 116 of 2017

Dated : 11/07/2017