



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCES DEVELOPMENT)
CENTRAL BOARD OF DIRECT TAXES

2nd Floor, Jawaharlal Nehru Stadium, New Delhi - 110003

F. No. HRD/HRMS/Reports/2023-24/4247

Dated: 04.09.2023

To,

All the Pr. CCsIT (CCAs)

Subject: Updation of data/profile of all the employees of Income Tax Department on HRMS portal of CBDT-Reg.

Respect Madam/Sir,

Kindly refer to the above.

2. Ministry of Personnel Public Grievance & Pensions, DoPT is in the process of adoption of upgraded version of e-HRMS by the Ministries/Department along with their Subordinate / Attached Offices.
3. In respect of the above subject, the Member (Admn.), CBDT has **directed that profile/data of all the employees of the Income Tax Department must be updated on the HRMS portal of CBDT by all the regions.**
4. I am directed to request you that the profile/data of all the employees (Group 'A' 'B' and 'C') of the Income Tax Department in your region may kindly be updated on the HRMS portal of CBDT latest by 11.09.2023.
5. This issues with prior approval of the competent authority.

Yours faithfully,

(Saurabh Pratap Singh)

Dy. Director of Income Tax (Admn. & HRMS) (HRD)

New Delhi.

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Dy. Director of Income Tax (Admn. & HRMS) (HRD)

New Delhi.