F.No HRD/PM/410/2/2016-17/1399   Dated: 1st June, 2016

To,
All the Principal Chief Commissioners of Income-Tax (CCA)/

Principal Director Generals of Income Tax (of Attached Directorates)

Subject: Instructions to view scanned APARs of IRS officers -Reg.

Madam /Sir ,

Kindly refer to the above subject.

2.   The scanned APARs of Group-'A' IRS officers which are available in the Directorate of Income Tax (HRD) will be accessible for viewing by the officers on the ITBA HRMS system from **01.06.2016.** In order to view the scanned APARs, the following instructions are being enclosed:

      i.   Instructions to view scanned APARs for officers;
     ii.   ITBA/HRMS Login instruction with HRMS password.

3.   Earlier this office vide letter F.No HRD/PM/410/2/2010-11/Part-1/568 dated 27.04.2016 has uploaded on www.irsofficersonline.gov.in detailed ITBA HRMS Log-in instructions which included accessing HRMS without RSA Token and accessing ITBA HRMS with RSA token. The aforementioned instructions will further facilitate officers to login into ITBA HRMS and view their scanned APARs. **Page No 4 of ITBA HRMS login instructions enclosed with this letter is especially important as it deals with additional HRMS password and RSA token to login.**
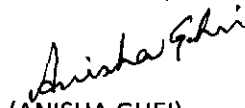
4.   It would be pertinent to mention that the following data of scanned APARs is available for viewing:
      i.   Only those APARs of IRS officers for the Reporting Period 2014-15 which have been checked till now and are found to be free from deficiencies (as per the mandate given to Dte. of HRD). The process in respect of Reporting Period 2014-15 is continuing in this Directorate and the status will be uploaded from time to time.

     ii.   The scanned APARs prior to Reporting Period 2014-15 are also available for viewing. However, these prior period APARs may be deficient or may be free from deficiencies **as the mandate for APARs of IRS officers prior to Reporting Period 2014-15 is not with this Directorate.**

5.   .   The above may be brought to the notice of all officers in your charge.

6.   This issues with prior approval of Pr.DGIT (HRD).

Yours faithfully,

Encl: As Above   (ANISHA GHEI)
ADIT (PMD) (HRD)

Copy to:-

The Web Manager, www.irsofficersonline.gov.in to upload it to on website.

ITBA HRMS Login Instructions

ITBA can be accessed from all the computers that are connected to TAXNET (Local Area Network of Income Tax).The URL for ITBA is "https://itba.incometax.gov.in".

In order to access ITBA, each user must have an employee ID in addition to the following:
1. RSA token
2. Name Based official Email ID
3. Tarang Mobile Number

However, in order to access ESS (Employee Self Service) screens, user does not need an RSA token. The steps to access ESS functionality are described in process 1 while the steps to access ITBA with RSA token are described in process 2

NOTE:
- If a user does not have a name based official email ID, then he/she should request RCC admin to create a name based official ID on his/her behalf.
- User will be communicated his/her name based email ID and password on his/her Tarang mobile number
- The user should also request the CIT CO/RCC Admin to tag the user to his/her new Post in HRMS so that the appropriate access is provisioned in ITBA.
- User must provide the following details in order to create a name based official email ID:
    - Name
    - Designation
    - Employee ID
    - Tarang Mobile Number

Steps to reset password of name based email ID
1. The user should request RCC admin to reset the password intimating his name, employee ID, designation and tarang mobile number.
2. Once the RCC admin submits the request to reset password, the new password will be sent to user's tarang mobile number within 15 minutes
3. Now, the user can access his/her email (http://webmail.incometax.gov.in) using the password sent to his/her tarang mobile number

Process1: Access HRMS ESS (Employee Self Service) without RSA Token

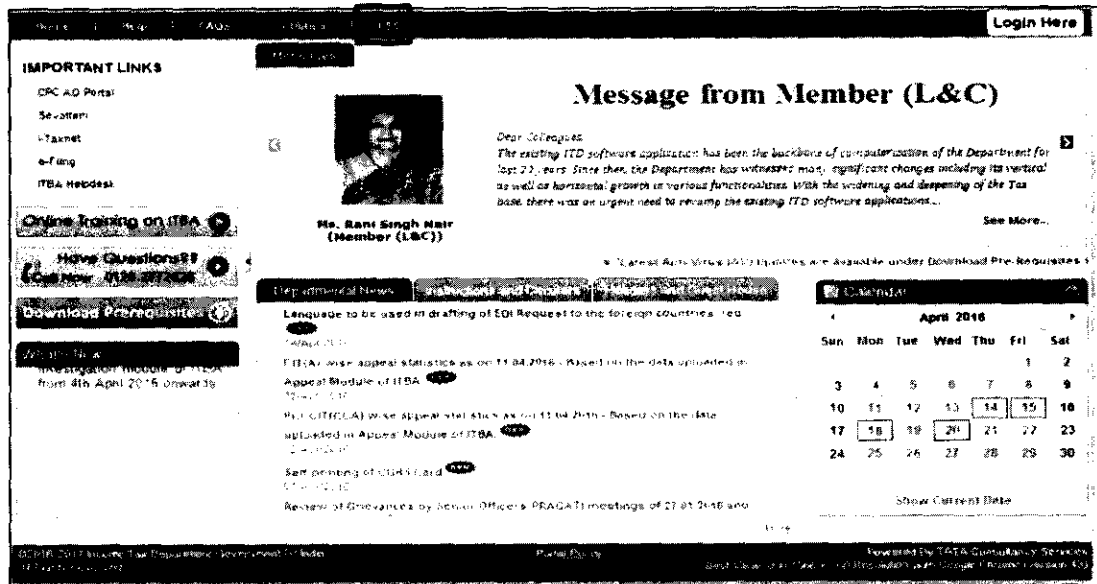To access HRMS as part of Employee Self Service, user does not need RSA token.

1. Go to **https://itba.incometax.gov.in**

Figure 1: ITBA Pre-login Page

2. Click on ESS. The login page would be displayed in which user needs to enter user name and password

   a. **User ID:** U followed by employee ID (if employee ID is 100015, user ID will be U100015)

   b. **Password:** Password to login to ITBA as communicated to user's name based official email ID. If you do not remember the password, click on "forgot password" (refer steps to reset password for accessing ITBA

   c. **Captcha:** Enter the letters displayed in Captcha
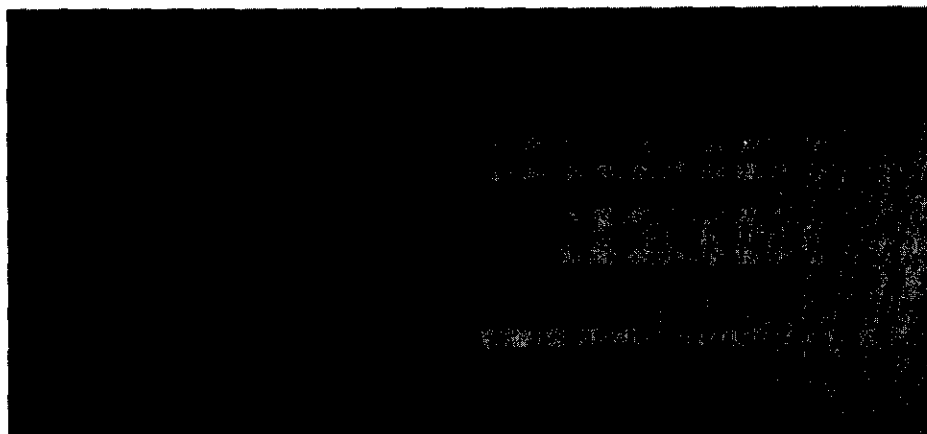
Figure 2: ESS Login Screen (without RSA token)

After logging in through the above screen, HRMS home page will be displayed to the user as shown below
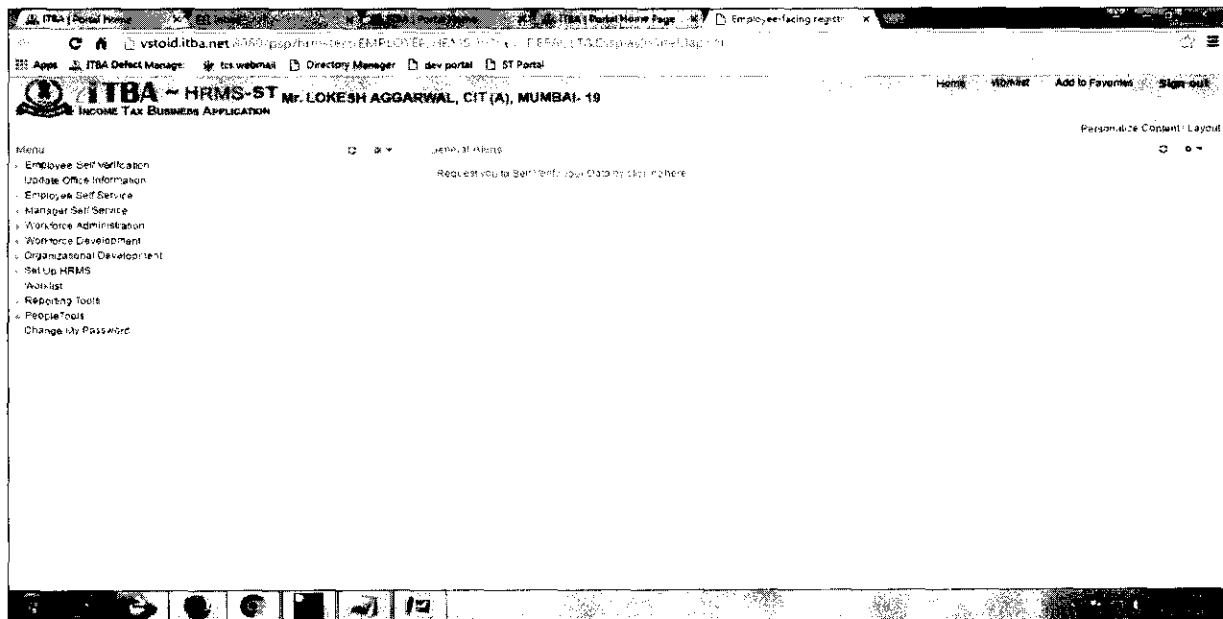
Figure 3: HRMS Home Page

In HRMS home page, user will be able to access Employee Self Service only. If user clicks on any other link, the following page will be displayed asking the user to enter HRMS password (for step up authentication) and RSA (pin followed by code)
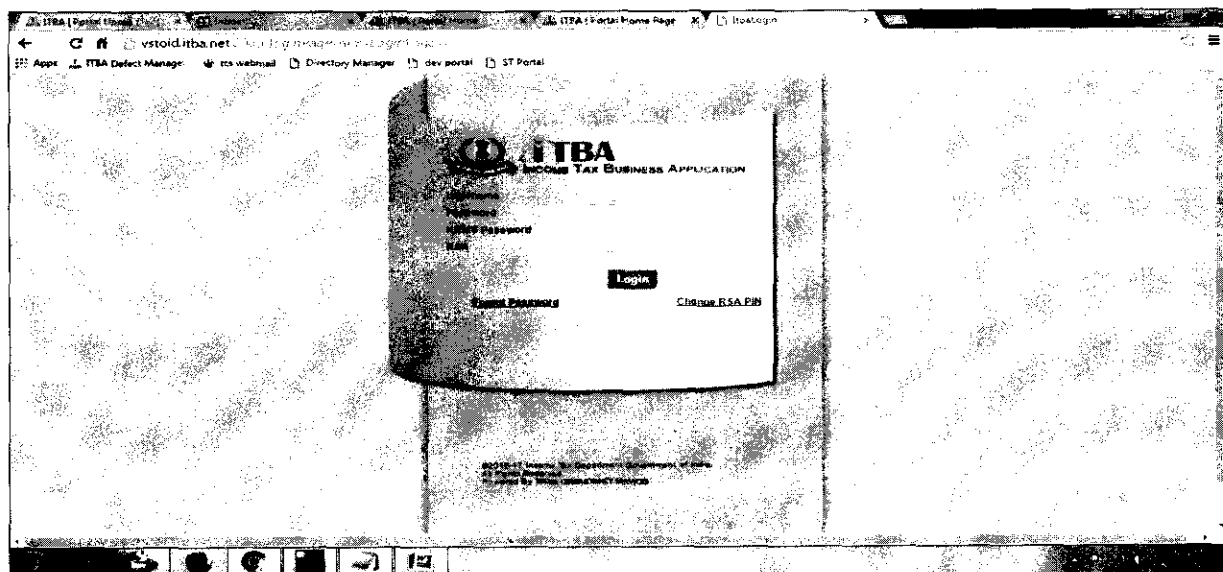
HRMS password can only be set/reset when the user logs into the ITBA portal using RSA token which is explained below. If the user has already set HRMS password, he/she can enter the Username, ITBA password, HRMS password and RSA to log in and access all the Step Up authenticated data.

Process 2: Access ITBA HRMS with RSA Token

1. Go to **https://itba.incometax.gov.in**

2. Click Login Here

3. On the login screen enter
    a. **User ID**: U followed by employee ID. For instance, if employee ID is 100015, user ID will be U100015
    b. **Password**: Password to login to ITBA as communicated to user's name based official email ID. If you do not remember the password, click on "forgot password"(refer steps to reset password for accessing ITBA)
    c. **RSA**: User has to enter the 4 digit PIN in the field marked **RSA**(shared with each user at the time of issue of RSA token) followed by the 6 digits token code appearing on the RSA token

4. Click "login". The user has now accessed ITBA Homepage and will be able to work on the different modules of ITBA by clicking on relevant links displayed on the homepage
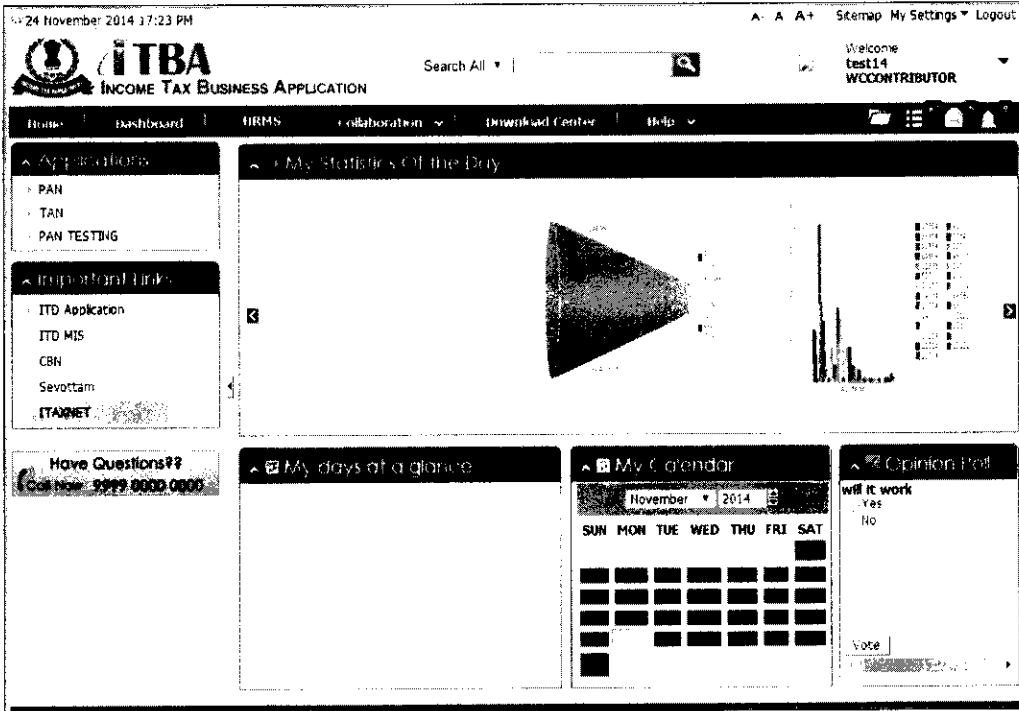
5. Click Set HRMS password to set/reset the HRMS password for accessing step up authenticated data(all the screens in HRMS other than ESS)
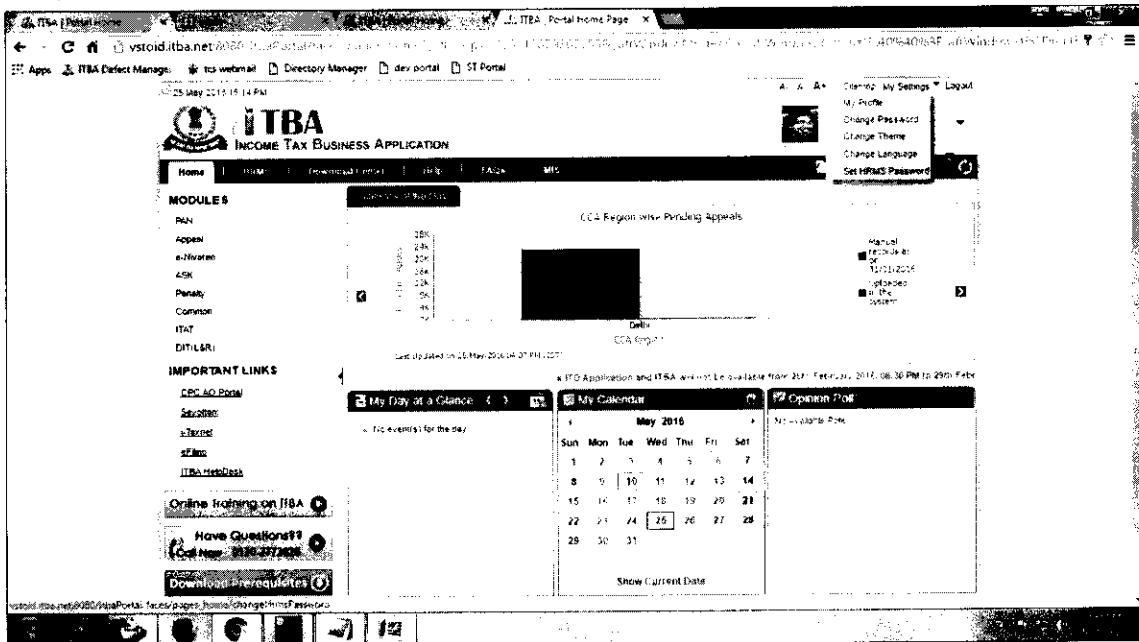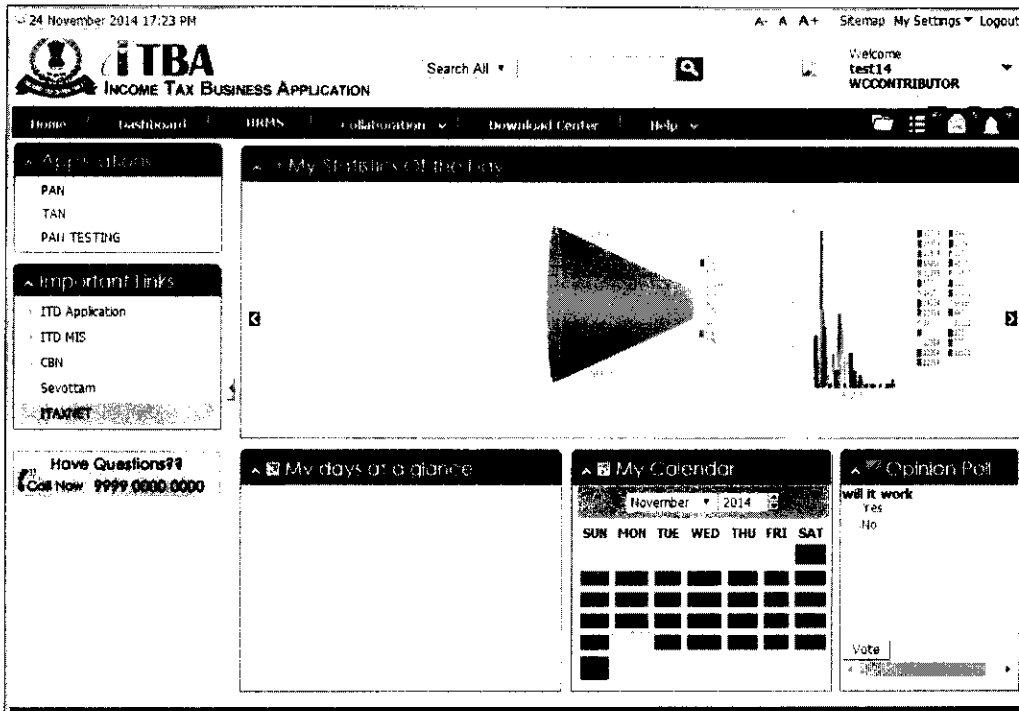
6. The following screen will be displayed showing the user Login(U followed by Employee ID) and Email ID (name based official Email ID).


7. User needs to click Generate OTP. The OTP will be sent to the name based official Email ID of the user.

Enter the OTP followed by the new HRMS password and click "submit". This will be the HRMS password to access step-up authenticated data (data other than ESS data) of HRMS.

8. Once the HRMS password is set , click HRMS on the ITBA portal post login page

The HRMS homepage will be displayed as shown below. In the below screen user can access Employee Self Service without using additional HRMS password.
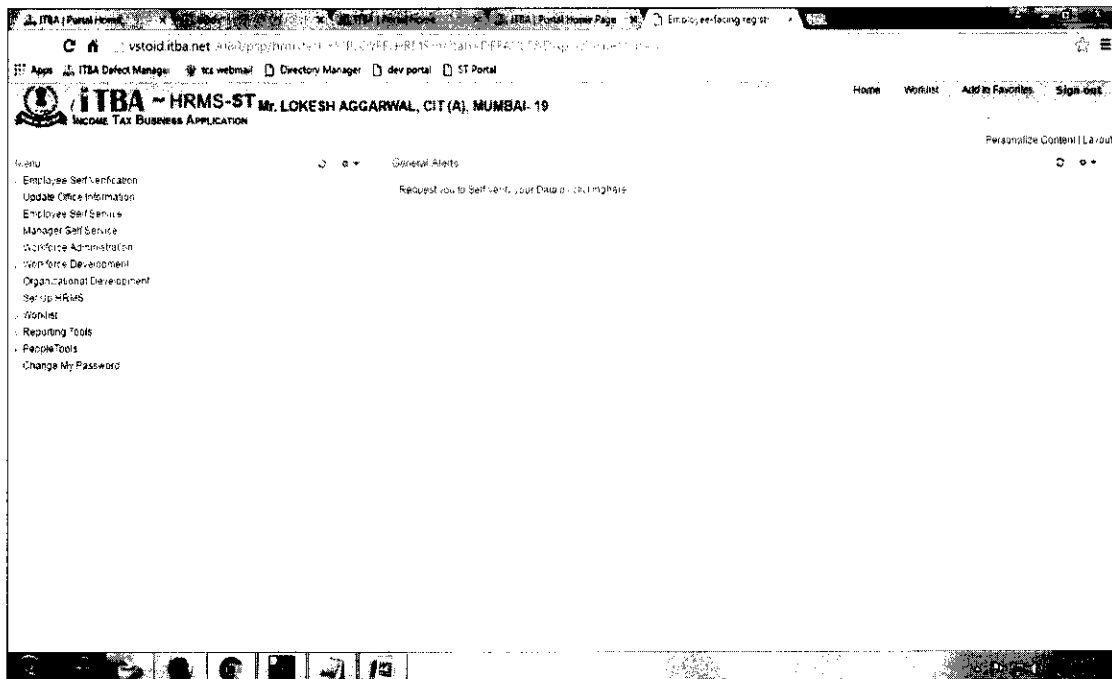
If user clicks on any other link, the following page will be displayed asking the user to enter HRMS password (for step up authentication) and RSA (pin followed by code)
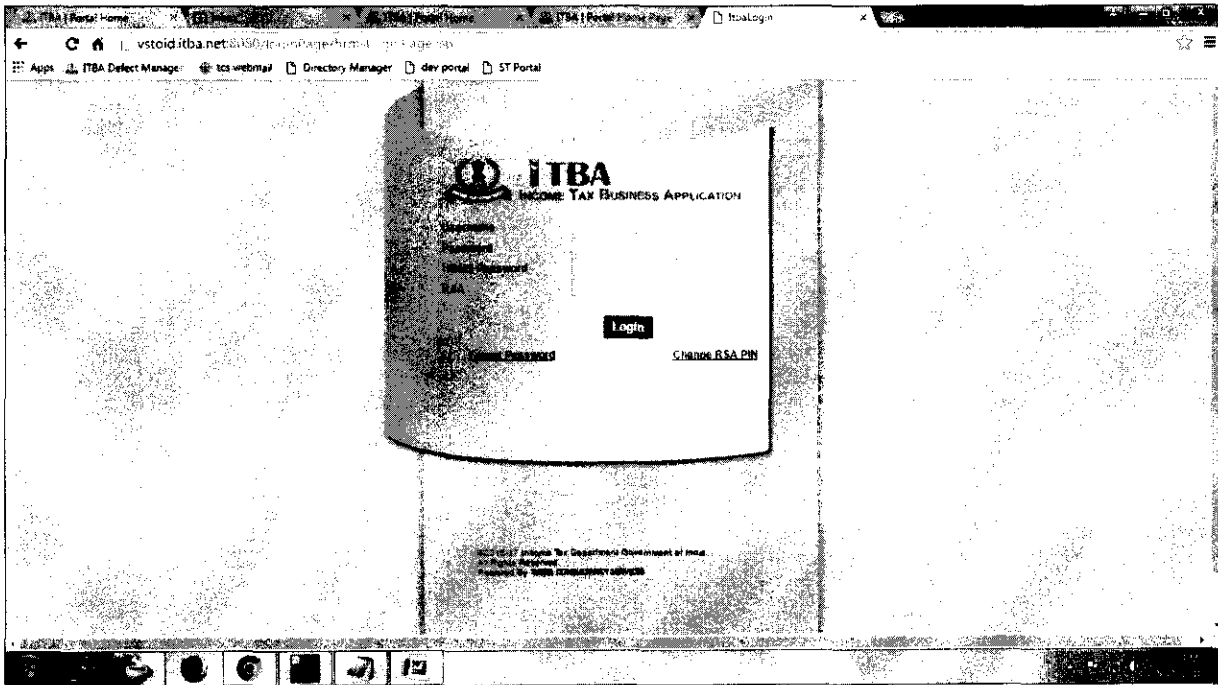
Steps to reset password for accessing ITBA

1. On the ITBA login page, click on **"forgot password"**
2. A new screen is displayed where the user should enter his/her user ID.
3. Click on Submit button. A screen with message "A password has been sent to your email ID <abc@incometax.gov.in>" will be displayed.
4. Click on the link "click here to access ITBA Mail". The user will be redirected to name based official email ID page where user can login to his/her email. The temporary password will be sent to this name based official email ID.
5. The user shall enter the temporary password sent to his/her email ID to login to ITBA. The following screen will be displayed in which user needs to set his/her permanent password for accessing ITBA

6. Enter temporary password in the current password field

7. Enter the new password and confirm password (should be according to password policy mentioned in above screen.

8. Click Generate Activation Code.

9. The activation code will be sent to name based official email ID of the user. Enter the activation code in the below screen (screen)

NOTE:

If the user does not remember the password for his/her name based official email ID, then password can be reset by the concerned RCC admin(refer steps to reset password of name based Email Id) .

Steps to Create/Reset 4 Digit RSA PIN

<u>**Case1:**</u>

User has RSA token but has never used it and wants to create a new RSA PIN

1. Click on **Change RSA PIN** on the ITBA portal login page
2. User will be redirected to **RSA Self Service console** screen
3. Enter your user ID in the field provided and click **OK**
4. Enter the **6 digit token code** displayed on RSA token and click **logon**(this token code will be refreshed after 60 seconds and new token code, also called next token code, needs to be entered in the step 5)
5. A new screen is displayed where user should enter **New PIN**, confirm the New PIN and enter **next token code**(next token code will be displayed on the RSA token after 60 seconds) in respective fields.
6. Click on **Submit** button. User will be redirected to **My Account** screen in RSA Self Service Console. This confirms that the RSA PIN has been created and tagged to the RSA token.

<u>**Case2:**</u>

User remembers the RSA PIN and wants to change the RSA PIN

1. Click on **Change RSA PIN** on the ITBA portal login page
2. User will be redirected to **RSA Self Service console** screen
3. Enter your user ID in the field provided and click OK
4. Enter your passcode which is your **4 digit PIN followed by 6 digit code** displayed on your RSA token
5. Click **logon**
6. User will be redirected to **My Account** screen in RSA Self Service Console.
7. Below the heading **"My Authenticators"**, user needs to click on "Change PIN".
8. User will be redirected to **Change your PIN** page where user should enter his/her current PIN, New PIN and confirm the New PIN in respective fields
9. Click Save. User will be redirected to **My Account** Screen and a message " You have successfully changed your SecurID PIN" will be displayed

Case3:

User forgot the RSA PIN and wants to reset the RSA PIN

1. User should log a ticket on ITBA helpdesk or call ITBA helpdesk(0120 2772845) stating that his/her existing RSA PIN should be deleted from RSA database

2. Once the helpdesk confirms the deletion , the user can create a new PIN corresponding to his/her RSA token by following the below mentioned steps

3. Click on **Change RSA PIN** on the ITBA portal login page

4. User will be redirected to **RSA Self Service console** screen

5. Enter your user ID in the field provided and click **OK**

6. User will enter the **6 digit token code** displayed on RSA token and click "logon"

7. A new screen is displayed where user should enter New PIN, confirm the New PIN and enter next token code(next token code will be displayed on the RSA token after 60 seconds)

8. Click on **Submit** button. User will be redirected to My Account page in **RSA Self Service Console**. This confirms that the RSA PIN has been created and tagged to the RSA token.

9. The user shall enter the new RSA PIN along with 6 digit token code to login to ITBA from now on.

Instructions to View Scanned APARs for Officers

Introduction:

APAR module will be used to scan and upload APARs of officers. The officers will be able to see their respective APARs once the APAR is uploaded in HRMS. Each officer has to verify his/her civil list number in order to see his/her own APAR.

Overview of Steps Involved In APAR Module

1. APAR for officer is uploaded into HRMS
2. Officer is able to view his/her APR after verifying civil code.

Step 1: APAR for officer is uploaded into HRMS

APAR upload into HRMS is performed by officers having admin role and is necessary for individual officers to access their respective APARs

Step 2: Officer is able to view his/her APR after verifying civil code.

Officer logs into HRMS and is supposed to verify his/her Civil List Number if he/she intends to see his/her own APAR using the Scanned APAR Details screen.

For verification of civil code by employee, three cases may exist:

Case 1: Civil Code tagged to employee is correct

Case 2: Civil code tagged to employee is not correct

Case 3: Civil Code is not tagged to the employee

Case 1: Civil Code tagged to employee is correct

User selects yes in the radio button "Whether Civil List No. is Correct".

Employee Civil Code Page

Please Verify your Civil Code and Click on Save button

Employee ID 106067

. Civil List Number Details
Civil List Number 00584

Whether Civil List No. is correct ?   ● Yes   No

          Save

Note - For any issue related to your Civil Code, Please contact the ITBA HelpDesk

Figure 1: Civil List Number Verification

Next user clicks save button and clicks "Yes" in the confirmation message.

Message

Do you want to Save this as it is your final chance to confirm

          Yes   No

Figure 2: Confirm Civil List Number

After verifying the civil code, employee will be able to access his/her APAR details as shown in the below screen

Please see below your APAR/NRC Details

Name HORAM SINGH   Civil Code 00584   Employee ID 106067

Find | 🔍 | 📷   First 1-10 of 10 Last

Year	Period Begin Date	Period End Date	Appraiser Name	Appraiser Rating	Reviewer Name	Reviewer Rating	View APAR/NRC
1 2001-2002	01/04/2001	31/03/2002	Hemendra Patidar	Outstanding	Santosh Sharma	Outstanding	View APAR
2 2002-2003	01/04/2002	31/03/2003	Hemendra Patidar	Outstanding	Santosh Sharma	Outstanding	View APAR
3 2003-2004	01/04/2003	31/03/2004	Rajat Bansal	Outstanding	A.B. Reddy	Outstanding	View APAR
4 2004-2005	01/04/2004	31/03/2005	J.S. Naurath	Very Good	R.J. Singh	Very Good	View APAR
5 2005-2006	01/04/2005	31/03/2006	N.N. Thakur	Very Good	Aarti Sawhne,	Outstanding	View APAR
6 2006-2007	01/04/2006	31/03/2007	Manu Malik	Outstanding	S.S. Rathore	Outstanding	View APAR
7 2007-2008	01/04/2007	31/03/2008	Sanjay Kumar	Very Good	Surabhi Sinha	Very Good	View APAR
8 2009-2010	09/07/2009	01/01/2010	S.Rahman	7 8	Amitabh Kumar	8	View APAR
9 2010-2011	01/04/2010	31/03/2011	Prawin Kumar	9	Amitabh Kumar	9	View APAR
10 2011-2012	25/05/2011	31/03/2012	Anil Kumar	9	A.K. Jain	9	View APAR

Figure 3: Scanned APAR Details (View APAR enabled)

Case 2: Civil Code tagged to the employee is not correct

Employee selects "No" in the radio button "Whether Civil List No. is correct". Next employee selects the correct civil list number using the Civil List Number lookup.

Figure 4: Civil List Number Verification (continued)

Next, user clicks on "Save" and clicks "Yes" in the confirmation message. The request to tag the updated civil code will be forwarded to admin for verification.

Figure 5: Confirm Civil Code update request

Next, the admin (HRD) accesses the request to tag the updated civil code from verify Employee Civil Code screen. If the admin approves the civil code, employee can access his/her APAR using the Scanned APAR details screen. If the admin denies the request to tag updated civil code, employee has the option to again verify the civil code using the Scanned APAR details screen

Navigation:
Performance Management → Scanned APAR Details

Figure 6: Scanned APAR Details (View APAR enabled)

Income Tax Department

Case 3: Civil Code is not tagged to the employee

If civil code is not tagged to the employee, user will be asked to select correct civil code using civil list Number lookup in Scanned APAR details screen

Navigation:
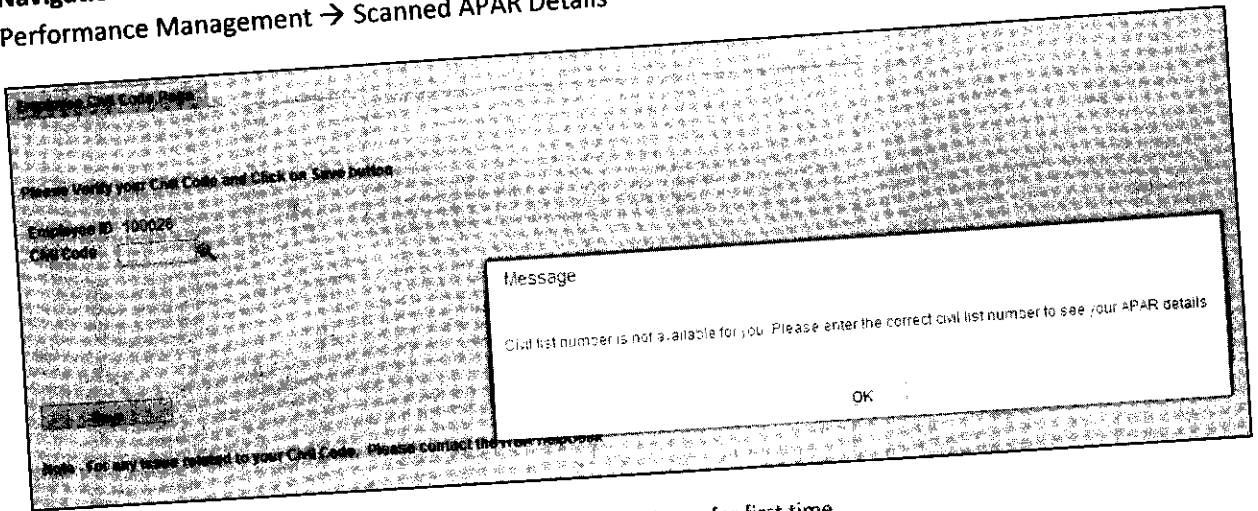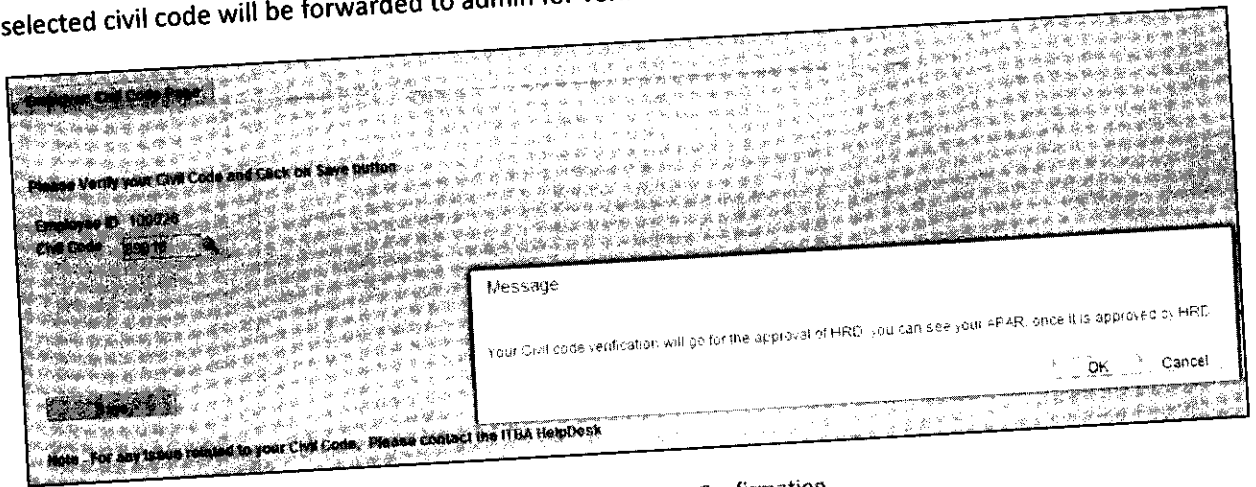Performance Management → Scanned APAR Details

Figure 7: Tag Civil Code to employee for first time

Next, user clicks on "Save" and clicks "Yes" in the confirmation message. The request to tag the selected civil code will be forwarded to admin for verification.

Figure 8: Civil Code tagging request Confirmation

Next, the admin (HRD) accesses the request to tag the updated civil code from verify Employee Civil Code screen. If the admin approves the civil code, employee can access his/her APAR using the Scanned APAR details screen. If the admin denies the request to tag updated civil code, employee has the option to again verify the civil code using the Scanned APAR details screen

Navigation:
Performance Management → Scanned APAR Details

Figure 9: Scanned APAR Details (View APAR enabled)