

**ITBA-HRMS Instruction No.2**

आयकर निदेशालय (पद्धति)

**DIRECTORATE OF INCOME TAX (SYSTEMS)**

ए आर ए सेंटर, भू-तल, ई-2 झंडेवालान एक्स

**ARA Center, Ground Floor, E-2, Jhandewalan Extension,  
नई दिल्ली - 110055, New Delhi - 110055**

**F.No. DGIT(S)/ADG(S)-1/HRMS Instructions/0020/2015**

**Dated : 8.10.2015**

To

**The Principal Chief Commissioners of Income-tax/ CCsIT**

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Vadodara/ Bhopal/ Bhubaneswar/  
Bareilly/ Chandigarh/ Chennai/ Kochi/ Coimbatore/ Dehradun/ Delhi/ Ghaziabad/ Guwahati/  
Hyderabad/ Indore/ Jaipur/ Jodhpur/ Kanpur/ Kolkata/ Lucknow/ Ludhiana/ Madurai/  
Meerut/ Mumbai/ Nagpur/ Nashik/ Panaji/ Panchkula/ Patna/ Pune/ Raipur/ Rajkot/ Ranchi/  
Shimla/ Shillong/ Surat/ Thane/ Tiruchirappalli/ Thiruvananthapuram/ Udaipur/ Vijayawada/  
Vadodara / Vishakhapatnam: and

**The Principal Commissioner of Income-tax/CsIT/CsIT(Admn. & CO)**

Agra/ Bikaner/ Calicut/ Dhanbad/ Durgapur / Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/  
Jalpaiguri/ Hubli/ Kolhapur/ Muzzaffarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/  
Vijayawada/ Delhi(Admn. & CO)/ Mumbai(Admn. & CO)/ Chennai(Admn. & CO)/  
CO/Ahmedabad(Admn. & CO)/ Bangalore(Admn. & CO)/ Bhopal(Admn. & CO)/  
Bhubaneswar (Admn. & CO)/ Kolkata(Admn. & CO)/ Kochi(Admn. & CO)/  
Chandigarh(Admn. & CO)/ Hyderabad(Admn. & CO)/ Jaipur(Admn. & CO)/  
Kanpur(Admn. & CO)/ Patna(Admn. & CO)/ Pune(Admn. & CO)/ Guwahati(Admn. & CO)/  
CO/ Nagpur(Admn. & CO)/ Lucknow (Admn. & CO).

**Subject: Income Tax Business Application (ITBA) – Application roles for ITBA to be  
assigned through HRMS Application Module– Reg.**

Sir/Madam,

Please refer to ITBA-PAN Instruction No. 1 on the subject matter of Launch of Income Tax  
Business Application (ITBA) PAN Module.

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2. Further, following is the mapping of application roles of ITD application module and corresponding roles applicable in ITBA application module:-

S.No.	Application Role in ITD	Corresponding Role in ITBA
1	AR DC SPL RANGE	Range
2	AR DC SPL RANGE STAFF	RangeStaff / RangeInsp
3	AR DC ADMIN PILOT	Range
4	AR DTI DCAC	Not required
5	AR DTI ADJTCT	Not required
6	AR DTI INSP	Not required
7	AR DC ADMIN PILOT STAFF	RangeStaff / RangeInsp
8	AR DTI DEO	Not required
9	AR ITOAC PILOT STAFF	AOStaff / AOInsp
10	AR DTI ITO	Not required
11	AR ITOAC	AO
12	AR ITOAC PILOT	AO
13	AR ITOAC STAFF	AOStaff / AOInsp
14	AR DIT INV	DITINV
15	AR PAN INQUIRER	Not required
16	AR DG INT	DGIT&CI
17	AR AIS ADMIN	ADMNLCL / ADMNGBL
18	AR ADIT INT	AOI&CI
19	AR ADDL INT	Rangel&CI
20	AR CIT	CIT / DITExmp / DITINTL
21	AR CIT_STAFF	CITHQ / CITHQSTAFF / CITInsp / DITInsp / DITINTLHQ / DITINTLHQStaff / DITExmpHQ / DITExmpHQStaff
22	AR CCIT	CCIT / DGITExmp / DGITINTL
23	AR DG INV	DGITINV
24	AR NODAL XFER	NO
25	AR CIT CO	CITCO
26	AR CCIT_STAFF	CCITHQ / CCITHQStaff / CCITInsp / DGITInsp / DGITINTLHQ / DGITINTLHQStaff / DGITExmpHQ / DGITExmpHQStaff
27	AR BOARD MEM	MEMBERAJ / MEMBERINV / MEMBERIT / MEMBERIC / MEMBERPV / MEMBERR
28	AR BOARD MEM STAFF	Not required
29	AR CIT CIB	DIT&CI
30	AR JCIT CIB	Rangel&CI
31	AR PAN DELETOR	Not required
32	AR DCIT CIB	AOI&CI
33	AR PAN XFER ASSISTANT	Not required
34	AR DDI CIB	AOI&CI

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35	AR DC ADMIN	Range
36	AR DC ADMIN STAFF	RangeStaff / RangeInsp
37	AR ADI CIB	Range&CI
38	AR AIS BATCH ADMIN	PANDUPRES
39	AR DUPLICATE RESOLVER	PANDUPRES
40	AR BATCH ADMIN	PANDUPRES
41	AR AIS BATCH DATA ENTRY OPR	Will be informed in due course
42	AR AIS BATCH REPORT PRINTER	Not required
43	AR PAN REVIEWER	Not required
44	AR XFER ENABLER	Not required
45	AR DATA ENTRY ERROR CORRECTOR	Not required
46	AR PAN PRINTER	Not required
47	AR ITO BULK	Not required
48	AR ITO BULK STAFF	Not required
49	AR ADIT INV	IO
50	AR DDIT INV	IO
51	AR ADDL INV	IU
52	AR JURISDICTION XFER	Not required
53	AR XFER MANAGER	Not required
54	AR DIT INV STAFF	DITINVHQ / DITINVHQSTAFF
55	AR INT TAXATION	Not required
56	AR ADIT INV	IO
57	AR ADIT INV STAFF	whether ITBA role to be given has to be decided
58	AR PAN ENQUIRER	Not required
59	AR CITCO	CITCO

3. To facilitate field formations, one time assignment of corresponding roles in ITBA application has already been carried out in HRMS application module on the basis of roles presently assigned in ITD application for AO, Range and CIT/PCIT. A list of such users and application roles assigned to them in ITBA is uploaded on ITAXNET path ITAXNET->RESOURCES->DOWNLOADS->SYSTEMS->DATA FOR FIELD FORMATIONS->USER-APPLICATION-ROLES.xls. RCC may review one time assignment of roles for its correctness and application roles may be revoked using HRMS application module for any incorrect assignment. RCCs may be instructed to assign appropriate roles to remaining field users through HRMS application as per their position in the hierarchy so that field officers may be able to work in new ITBA-PAN application module, which is going to be released shortly, as per functionality provided for position held by them.

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4. Field users will be required to login to the existing ITD application and change their password before logging into ITBA portal. Also, for changing password of a user, generation of name based official email id is a pre-requisite. ITBA Portal Instruction No. 1 dated 10.7.2015 on the subject matter of accessing ITBA may be referred to. A list of active users who have been assigned charge in IIRMS but do not have a name based email or Tarang phone in the system is also available on ITAXNET path ITAXNET->RESOURCES-> DOWNLOADS ->SYSTEMS -> DATA FOR FIELD FORMATIONS-> User\_Detail\_EMAIL\_PHONE\_06102015.xls. RCC Administrator may be directed to prioritise the creation of email and entry of TARANG phone number in system so that the users do not face issues in access of PAN module in ITBA. It is advised that field users must have successfully logged in to the ITBA portal, at least once, before launch of ITBA-PAN module to avoid any problem in accessing ITBA-PAN module and consequent delays in official work.

Yours faithfully,

(K. K. Srivastava)  
Addl. Director General (Systems)-1,  
New Delhi

Copy to:

1. The P.P.S to Member(I.&C), Member(Inv.), Member(IT), Member(Rev.), Member(A&J)& Member(P&V),CBDI for information.
2. The P.S. to Pr.DGIT(S) for information.
- ✓ 3. The Web Manager, for [www.irs-officersonline.gov.in](http://www.irs-officersonline.gov.in) website.

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