

भारतसरकार
वित्तमंत्रालय
राजस्वविभाग
केन्द्रीयप्रत्यक्षकरबोर्ड
[आंकडासंचयप्रकोष्ठ]
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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF DIRECT TAXES
[DATABASE CELL]
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Tele: 011-23545993/23593256 Fax: 011-23593359

F. No. DBC/CMS/ITO-Profiles/06

Dated: 23.04.2024

To

All The Pr. Chief Commissioners of Income Tax (Cadre Controlling Authorities)

Madam/Sir,

Sub: Creation of Executive profiles of Income Tax Officers (ITOs) on www.irsofficeronline.gov.in website-reg.

Kindly refer to the subject mentioned above.

- In this regard, I am directed to state that the Competent Authority has decided to onboard the Income Tax Officers (ITOs) also on the present www.irsofficeronline.gov.in website. Thus, the executive profiles of ITOs will also be maintained/visible on the CMS portal along with the existing profiles of IRS officers.
- Accordingly, I am directed to request all the nodal officers of each CCA to circulate the profile creation form (excel sheet attached) to all the ITOs present in their region. The ITOs may be directed to send the duly filled form (both in soft and hard copy), along with necessary supporting documents, to the Nodal Officers of their respective CCAs.
- On receiving the excel form, the data of individual ITOs shall be entered into CMS by nodal officers of each CCA concerned (after duly verifying the relevant documents submitted by the officer. It is clarified here that the final rights to create/maintain the ITO profiles vests with the respective Pr. CCsIT (CCA) only. The module for creation of ITO profiles is available on the dashboard of CCAs concerned. A detailed user manual for this feature is attached herewith for ready reference.
- I am also directed to state that this exercise may be completed by 17.05.2024 by the nodal officers of each Pr. CCsIT (CCA), under the supervision of the CIT (Admin & TPS) and compliance of the same may be sent to Database Cell by 20.05.2024.

This is issued with the approval of the Competent Authority.

Yours faithfully,


(Naveed Trumboo)

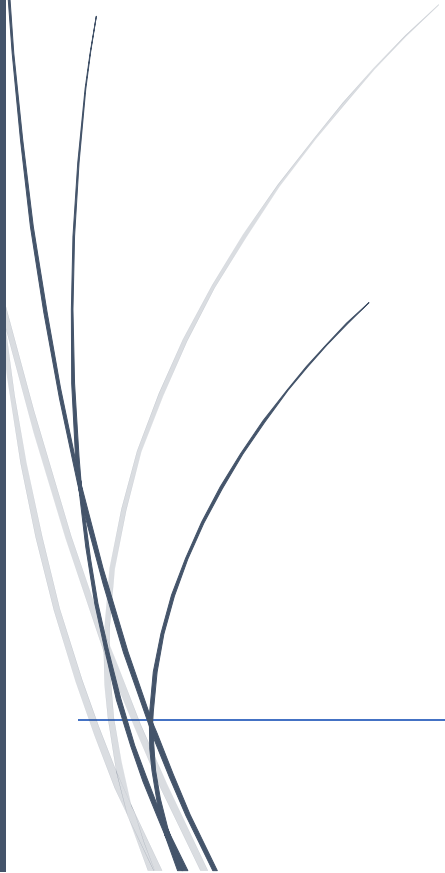
JDIT, Data Base Cell, CBDT.

Encl. As stated above.



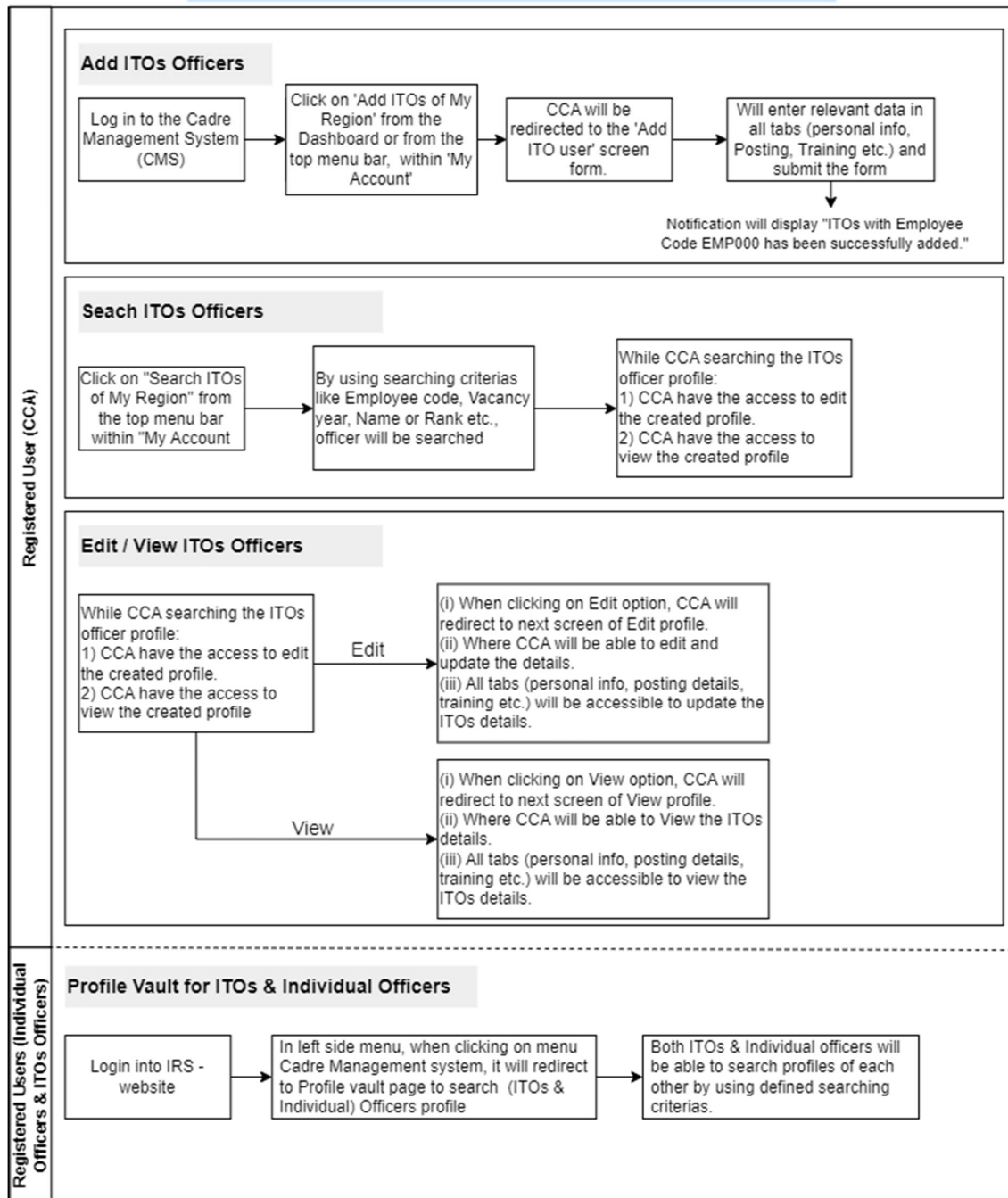
ITOs Profile Creation

*Work Instruction for CCA Users, ITOs
& Individual Officers*



ITOs Module Workflow: Creation, Search, Edit, View & Profile Vault Usage:

ITOs Profile Creation & Profile Vault for ITOs & Individual Officers



Work Instruction for CCA User

Step 1: How to Log in to the Cadre Management Website?

- a. Open a web browser and input the URL:(<https://cms.irsofficeronline.gov.in/cadre>) into the address bar.
- b. Upon successful navigation to the login page, enter a valid username and its corresponding password. (as indicated by red markers [1] and [2] in image 1)
- c. Correctly input the characters displayed in the Captcha verification field to verify human interaction and enhance security. (as indicated by the red marker [3] in image 1).
- d. Once all required information is accurately entered, proceed by clicking on the "Submit" button.

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Department Of Revenue, Ministry Of Finance,
Government of India

LOGIN

1 Username

2 Password

3 v4ykvm
What code is in the image ?

4 Submit

Can't read the image ? Click here to refresh.

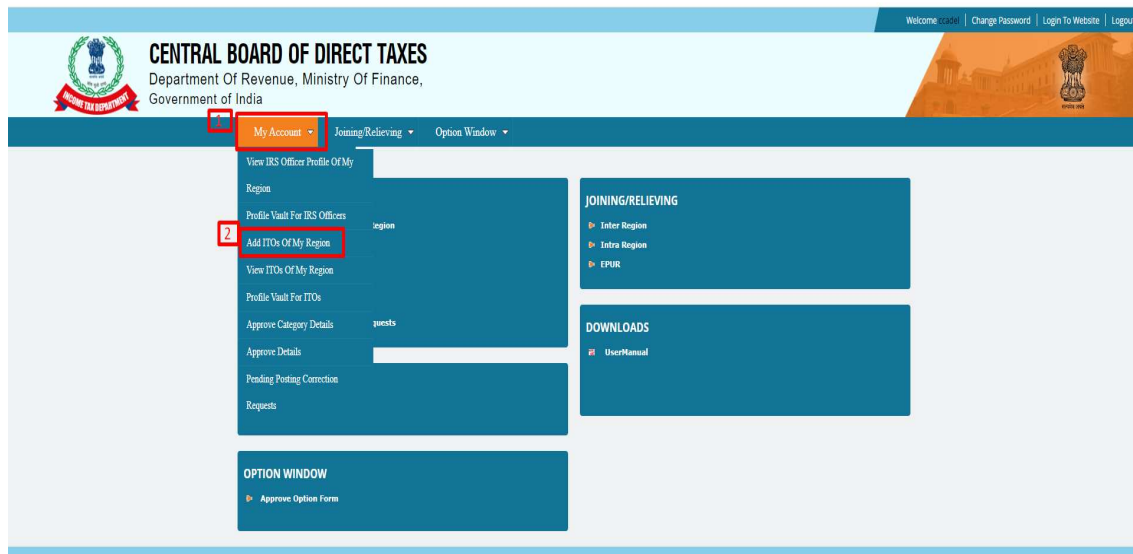
Forgot Password?

CENTRAL BOARD OF DIRECT TAXES
Department of Revenue, Ministry of Finance,
Government of India

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(image 1)

Step 2: How will CCA Add the ITOs of their own Region?



(image 2)

- a. Upon successful authentication and login to the website, Within the dashboard interface hover the mouse on My Account and click on “Add ITOs Of My Regions” (see above image 2 - red marked [1],[2]).
- b. On the "Add ITOs Screen", fill in the required fields on the "Personal Info" page.
- c. After ensuring all fields are accurately filled, click on the "Save and Continue" button to proceed to the next page for Posting details. Upon doing so, the user will receive a notification pop-up confirming the successful creation of ITOs with their defined Employee code (as shown in image 3).

Personal Info	Postings	ECI History	Spouse	Children	Education	Training	Achievement
Official Information							
Employee Code:	U						
Name:				Date of Birth:			
Gender:	Please Select			Vacancy Year:	Please Select		
Domicile State / UT:	Please Select			Date of Promotion to ITOs:	<small>Note: First, please select the vacancy year.</small>		
Rank:	Please Select			Grade:	Please Select		
Seniority Number:				Category:	Please Select		
Are You From Minority Community:	Please Select			Religion:	Please Select		
Add Profile Picture:	<input type="button" value="Choose file"/> No file chosen						
ITOs Status							
Status:	Serving			Retirement Date:			
Profile Status:	Awaiting Data			Remarks:			
Exit Date:							
Residential Information							
				<input type="checkbox"/> Permanent Address is same as Current Address			
Current Address:				Permanent Address:			
Current City:				Permanent City:			
Current State:	Please Select			Permanent State:	Please Select		
Current Postal Code:				Permanent Postal Code:			
Phone No.:				Email:	<input type="text" value=""/> @incometax.gov.in <small>Note: Email Address should be valid. The URL, to reset password will be sent to this email.</small>		
Mobile No.:				Alternate Mobile No.:			
				<input type="button" value="Save"/> <input type="button" value="Save & Continue"/> <input type="button" value="Cancel"/>			



(image 3)

- d. After clicking "Save and Continue" on the personal info page, the system will transition to the postings page for further data entry and once all posting details are filled, users will click on the "Save and Continue" button to proceed (see image 4).

Personal Info | **Postings** | ECI History | Spouse | Children | Education | Training | Achievement

Employee Code: U345787, Name: bharat singh negi

In case the station does not exist, please contact the DBC Administration

Station: Rank:

Post Categorization: Post Code:

Start Date: Grade:

Post Description:

Duration:

End Date:

Remarks:

Address: Office Phone No.: Designation based Email Id:

(image 4)

- e. Subsequently, users will navigate to the ECI history page for further data entry and once all ECI history page details (Enter ECI code and select Format A) are filled, users will click on the "Save and Continue" button to proceed (see image 5.1).
- **Note:** The completion of Form A is required before the CCA can proceed to fill out Form B.

Personal Info | Postings | **ECI History** | Spouse | Children | Education | Training | Achievement

Employee Code: U345787, Name: bharat singh negi

ECI Code: Format:

Format A

Year:

Description:

Election Duty:

State:

Constituency:

Remarks:

(image 5.1)

- f. To fill Form B, follow these steps: In the Grid listing, go to the Action column, and click the 'Edit B' button (image 5.2). The ECI code and format will be automatically retrieved, and Form B will open. After filling in all the required fields in Form B, the CCA can either save the form or click the 'Save and Continue' button (see image 5.3).

Personal Info | Postings | **ECI History** | Spouse | Children | Education | Training | Achievement

Employee Code: U345787, Name: bharat singh negi

ECI Code: _____ Format: Please Select

[Save](#) [Previous](#) [Skip](#) [Save & Continue](#)

S.No	ECI Code	Year	Election Duty	State	Constituency	Remarks	Period of Non-Separability	Non-Separability Reasons		Status	Action
								Personal/Administrative	Full Details		
1	EC1120	1996	VidhanSabha	Andhra Pradesh	qwwee	111sfd				Approved	Edit A Edit B Delete

(image 5.2)

Personal Info | Postings | **ECI History** | Spouse | Children | Education | Training | Achievement

Employee Code: U345787, Name: bharat singh negi

ECI Code: EC1120 Format: B

Format B

Period of Non-Separability: Please Select

Reason for Non-Separability: Please Select

Full Details: _____

[Save](#) [Previous](#) [Skip](#) [Save & Continue](#)

S.No	ECI Code	Year	Election Duty	State	Constituency	Remarks	Period of Non-Separability	Non-Separability Reasons		Status	Action
								Personal/Administrative	Full Details		
1	EC1120	1996	VidhanSabha	Andhra Pradesh	qwwee	111sfd				Approved	Edit A Edit B Delete

(image 5.3)

- g. Upon clicking "Save and Continue" within ECI History page, users will then move on to the spouse information page, for further data entry and once all spouse details are filled, users will click on the "Save and Continue" button to proceed (see image 6).

Personal Info Postings ECI History **Spouse** Children Education Training Achievement

Employee Code: U345787, Name: bharat singh negi

Spouse Name: _____

Marriage Anniversary:
Month: Jan Date: Please Select

Status: Active

Does your Spouse work in Government: Please Select

Occupation/Profession details with location: _____

Save Previous Skip **Save & Continue** Cancel

(image 6)

h. Upon clicking "Save and Continue" within spouse page, users will be redirected on to the Children information page, for further data entry and once all children details are filled, users will click on the "Save and Continue" button to proceed (see image 7).

Personal Info Postings ECI History Spouse **Children** Education Training Achievement

Employee Code: U345787, Name: bharat singh negi

Child Name: _____

Date of Birth: _____

Gender: Please Select

Education: _____

Remarks: _____

Save Previous Skip **Save & Continue** Cancel

(image 7)

i. Upon clicking "Save and Continue" within Children information page, users will then move on to the Education details page, for further data entry and once all Education details are filled, users will click on the "Save and Continue" button to proceed (see image 8).

Personal Info Postings ECI History Spouse Children **Education** Training Achievement

Employee Code: U345787, Name: bharat singh negi

College Name:

Course Name: Please Select

Subjects:

State: Please Select

City:

Start Date:

End Date:

Save Previous Skip **Save & Continue** Cancel

(image 8)

j. Upon clicking "Save and Continue" within Children information page, users will then move on to the Training details page, for further data entry and once all Training details are filled, users will click on the "Save and Continue" button to proceed (see image 9).

Personal Info Postings ECI History Spouse Children Education **Training** Achievement

Employee Code: U345787, Name: bharat singh negi

Course Name:

Subjects:

Authority:

Institute:

Start Date:

End Date:

Save Previous Skip **Save & Continue** Cancel

(image 9)

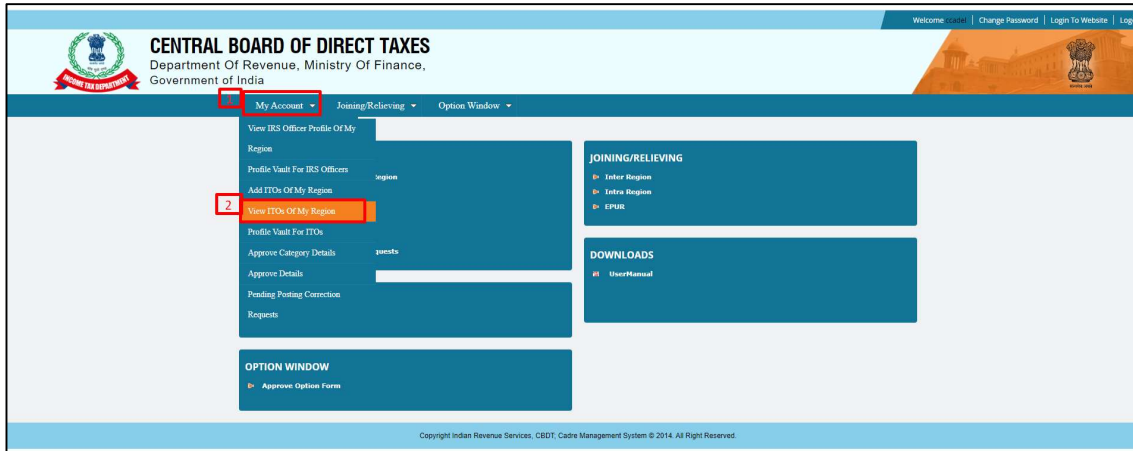
- k. Finally, users will navigate to the Achievement details page, where they will input achievements and after completing section and filling in requisite details, to save the click on save button.

The above-mentioned steps must be followed for the profile creation of ITO users by Nodal Officers of CCA.

Work Instruction for CCA to Search/Edit/View ITOs Officers of their own Region.

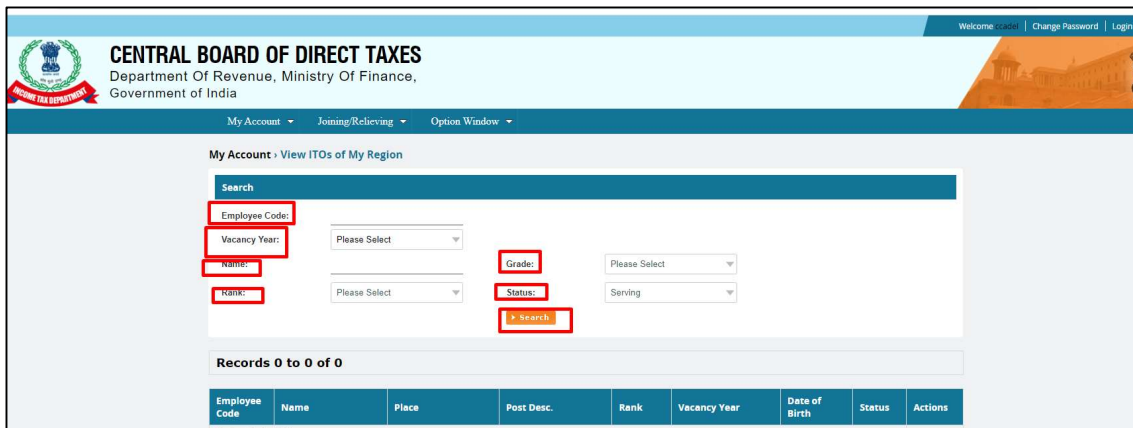
Step3: How will CCA search for the created ITO profiles in their own region?

- a. After successfully authenticating and logging into the Cadre Management System (CMS), hover the mouse over "My Account" within the dashboard interface, and click on "View ITOs Of My Regions" (as indicated by red markers [1],[2] in the image below).



(image 2)

- b. On the view screen, users can enter the desired search criteria, which may include the employee code, vacancy year, grade, name, rank, or status of the ITOs officer, into the provided search fields. Then, they can click on the "Search" button to initiate the search process based on the specified criteria (see image 3).



(image 3)

Step4: How will CCA Edit the created ITO profiles in their own region?

- a. From the search results, identify the profile of the ITOs officer that requires editing. Then, navigate to the corresponding "Action" column and click on the "Edit" button (as shown in the image 4).

My Account ▾ Joining/Relieving ▾ Option Window ▾

My Account > View ITOs of My Region

Search

Employee Code: _____

Vacancy Year:

Name: _____

Rank:

Grade:

Status:

Records 1 to 7 of 7

Employee Code	Name	Place	Post Desc.	Rank	Vacancy Year	Date of Birth	Status	Actions
U345787	bharat singh negi	Delhi Direc	local	ITOs	1995	01-01-2003	Serving	View Edit
U676767	bharat singh negi			ITOs	1998	01-01-2003	Serving	View Edit

(image 4)

- a. Upon clicking the "Edit" button, the system will redirect the user to the edit screen, providing access to modify the ITOs officer's profile in various sections such as: Personal Info, Postings, ECI History, Spouse, Children, Training, Achievement. (see image 4.1)

ITOs > Edit ITOs

Personal Info | Postings | ECI History | Spouse | Children | Education | Training | Achievement

Employee Code: U345787, Name: bharat singh negi

Personal Information

Employee Code: U345787

Name: bharat singh negi Date of Birth: 01-01-2003


Retirement Date: 31-12-2062

Gender: Male Vacancy Year: 1995

Domicile State / UT: Karnataka Date of Promotion to ITOs: 08-04-2024
Note: First, please select the vacancy year.

Rank: ITOs Grade: Level 10

Seniority Number: Post Code:

Add Profile Picture: No file chosen 

Category/Community Information

Category: Physically Handicapped

PH Options: Visually.PH.VH

Are You From Minority Community: Yes Religion: Buddhist

ITOs Status

Status: Serving

Profile Status: Awaiting Data

Residential Contact Information

Permanent Address is same as Current Address

Current Address: Hello123 /_-(.) Permanent Address: Hello123 /_-(.)

Current City: ThisIsALongStringTha Permanent City: ThisIsALongStringTha

Current State: Karnataka Permanent State: Karnataka

Current Postal Code: 111111 Permanent Postal Code: 111111

Phone No.: 97565131767 Email: leslnyyyyg
Note: Email Address should be valid. The URL to reset password will be sent to this email.

Mobile No.: 9756513177

(image 4.1)

Step5: How will CCA View the created ITO profiles in their own region?

- a. From the search results, identify the profile of the ITOs officer and click on the "View" button corresponding to the desired ITO officer within the "Action" column (as shown in the image 5).

My Account > View ITOs of My Region

Search

Employee Code:

Vacancy Year:

Name:

Grade:

Rank:

Status:

[Search](#)

Records 1 to 7 of 7

Employee Code	Name	Place	Post Desc.	Rank	Vacancy Year	Date of Birth	Status	Actions
U345787	bharat singh negi	Delhi Direc	local	ITOs	1995	01-01-2003	Serving	View Edit
U676767	bharat singh negi			ITOs	1998	01-01-2003	Serving	View Edit
U989898	bharat singh negi	Delhi Direc	ghghjjjjjjjjjj	ITOs	1984	11-02-1997	Serving	View Edit
a123456	harish kalash	Delhi Direc	asd	ITOs	2019	01-01-2003	Serving	View Edit

(image 5)

- b. Upon clicking the "View" button, a "View Profile" screen will be displayed to the user.
- c. This screen displays the detailed profile of the selected ITO Officer (see image 6).

My Account ▾ Joining/Relieving ▾ Option Window ▾

Name: bharat singh negi, Employee Code: U345787 [PRINT PROFILE](#) | [SAVE PROFILE](#) | [VIEW PROFILE](#)

Personal Information Profile Status: Awaiting Data [+](#)

Category/Community: [+](#)

Residential Contact Information: [+](#)

Current Posting Details [+](#)

Spouse Details [+](#)

Children Details [+](#)

Education Details [+](#)

Training Details [+](#)

Achievement Details [+](#)

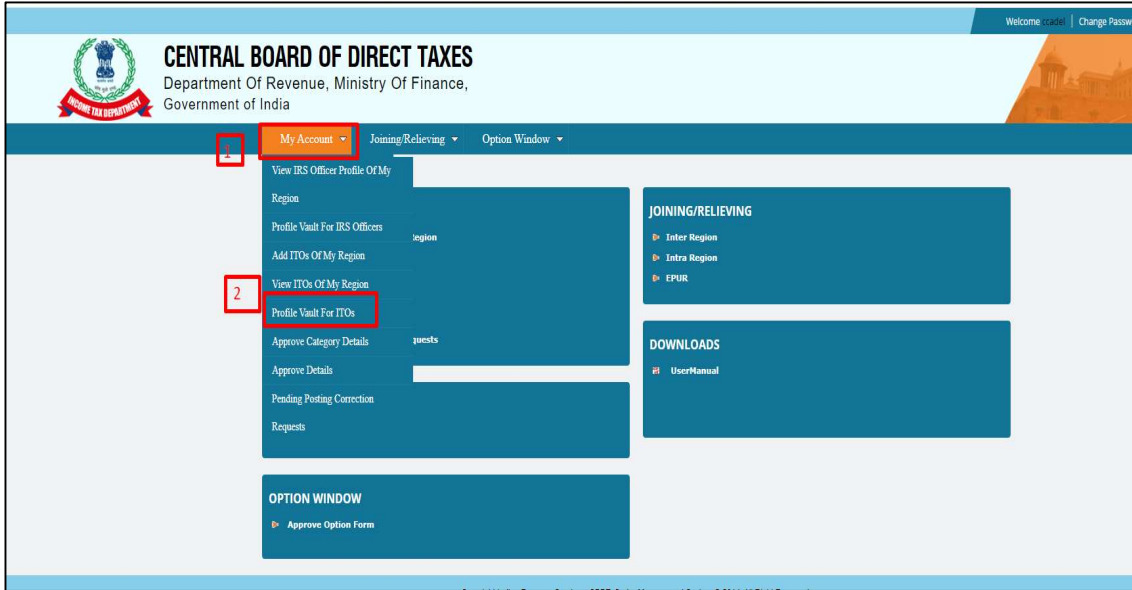
Posting Profile [+](#)

Posting Calculations [+](#)

(image 6)

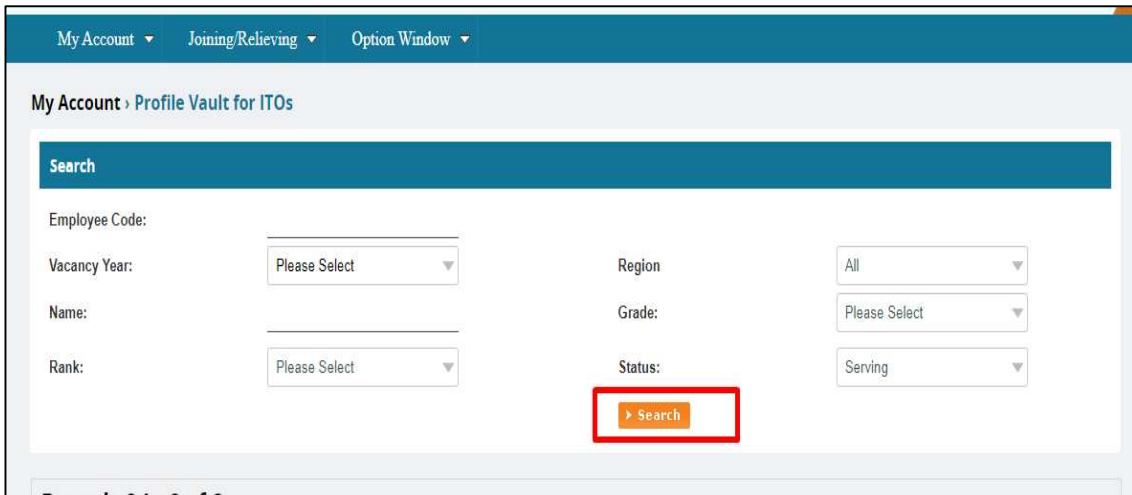
The above-mentioned steps must be followed for the profile Search/Edit/View of ITO users by Nodal Officers of CCA.

Step 6: How will CCA View ITO of any Region using Profile Vault?



(image 1)

- Within the dashboard interface hover the mouse on My Account and click on “Profile Vault for ITOs” (see above image 1 -red marked [1],[2]).
- On the Profile Vault for ITOs screen, users can enter the desired search criteria, which may include the employee code, vacancy year, grade, name, rank, region or status of the ITOs, into the provided search fields. Then, they can click on the “Search” button to initiate the search process based on the specified criteria (see below image 2).



(image 2)

- c. From the search results, identify the profile of the ITOs officer and click on the "View" button corresponding to the desired ITO officer within the "Action" column (see below image 3)

My Account > Profile Vault for ITOs

Search

Employee Code:

Vacancy Year: Region:

Name: Grade:

Rank: Status:

Records 1 to 10 of 16

Employee Code	Name	Place	Post Desc.	Rank	Vacancy Year	Date of Birth	Status	Actions
U677777	Adavait kalra	AGRA	zxcxzc	ITOs	2015	01-01-2000	Serving	View
U345345	bharat singh negi	AGRA	xvc	ITOs	1996	01-04-2024	Serving	View
U345445	bharat singh negi	Akola	testing	ITOs	1997	01-04-2024	Serving	View
U345787	bharat singh negi	Delhi Direc	local	ITOs	1995	01-01-2003	Serving	View
U676767	bharat singh negi			ITOs	1998	01-01-2003	Serving	View
U989898	bharat singh negi	Delhi Direc	gjhghjjjjjjjj	ITOs	1984	11-02-1997	Serving	View
U999999	bharat singh negi	Adilabad	testing	ITOs	1997	22-01-2003	Serving	View
U909090	bharat singh	Abu	testing	ITOs	2023	10-04-2024	Serving	View

(image 3)

- d. Upon clicking the "View" button, a "View Profile" screen will be displayed to the user.
- e. This screen displays the detailed profile of the selected ITO Officer (see image 4).

Name: Adavait kalra, **Employee Code:** U677777

PRINT PROFILE | SAVE PROFILE | VIEW PROFILE

Personal Information Profile Status: Awaiting Data

Category/Community:

Residential Contact Information:

Current Posting Details

Spouse Details

Children Details

Education Details

Training Details

Achievement Details

Posting Profile

Posting Calculations

(image 4)

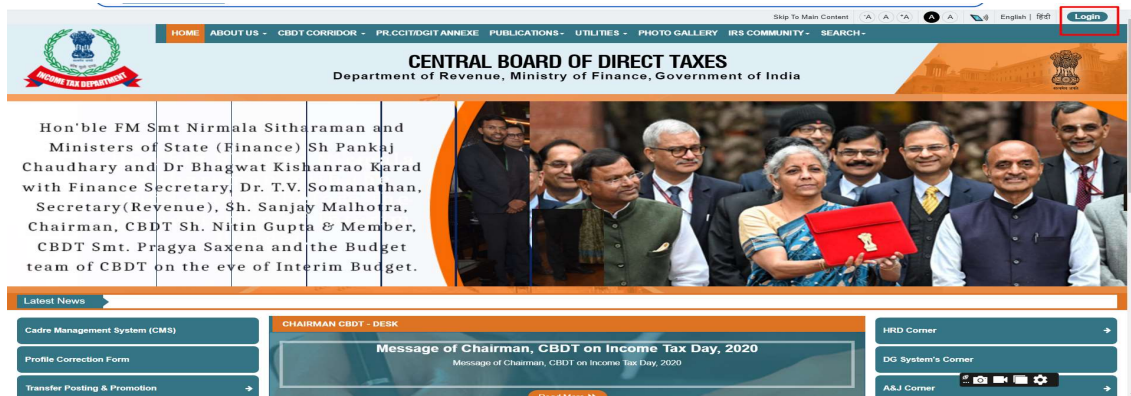
Work Instructions for Using the Profile Vault for ITOs and Individual Officers via IRS-Website

(<https://www.irsofficeronline.gov.in>)

Profile Vault Module Overview: The Profile Vault module allows viewing a complete Individual officers & ITOs officer's profile. It's divided into sections like Personal Info, Category/Community, Contact, Posting, Spouse, Children, Education, Training, Achievements etc. Profiles can be printed or saved as PDF, and multiple officers can be searched.

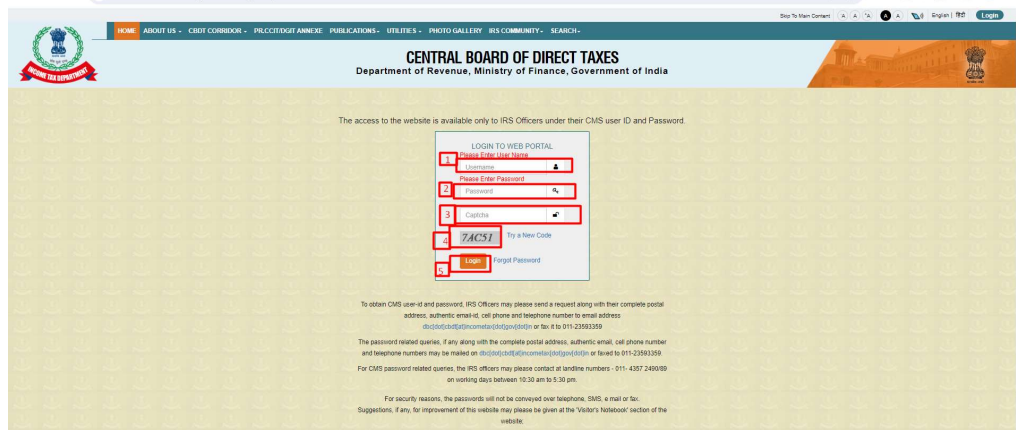
Step 1: How to Log in to the IRS-Website?

- Open a web browser and input the URL:(<https://www.irsofficeronline.gov.in>) into the address bar.
- Upon successfully navigating to the landing page, click on the login button located at the top right corner of the landing page, as shown in the image 1.



(image 1)

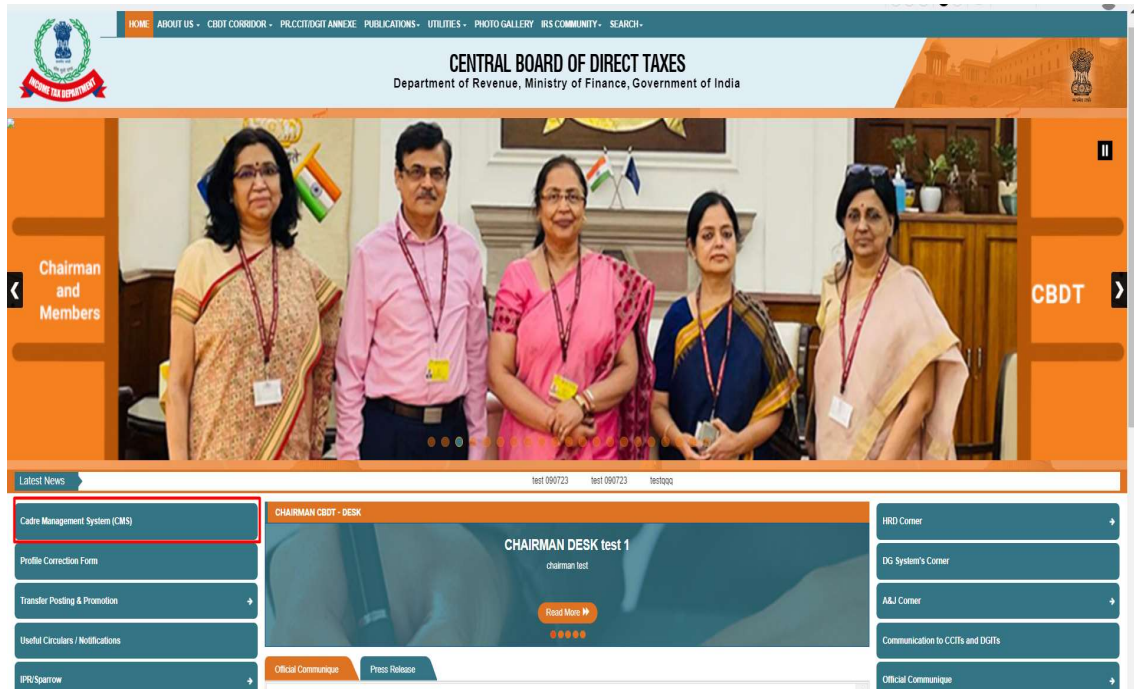
- Upon loading the login page, enter a valid username and its corresponding password (as indicated by red markers [1],[2] in image 2).
- Correctly input the characters displayed in the Captcha verification field to verify human interaction and enhance security (as indicated by the red marker [3] in image 2).
- Once all required information is accurately entered, proceed by clicking on the "Login" button.



(image 2)

- After successful authentication, the user will be directed to the homepage of the IRS website.

- g. On the login page interface, locate the left-hand menu containing various options.
- h. Within the left-hand menu, click on "CMS menu" (Cadre Management System) (as indicated by red markers in image 3).



(image 3)

- i. Upon clicking the "CMS" option, the system will redirect to the internal screen called "Profile Vault." Within the "Profile Vault," there are two sections: Search Public Profile (Individual Officers and ITOs), where ITOs officers can search for profiles of both ITOs officers and individual officers (as shown in the image 4).

SEARCH PUBLIC PROFILE (INDIVIDUAL OFFICER)

Civil Code

Name : Start Batch Year End Batch Year

Rank: Status : Location:

SEARCH PUBLIC PROFILE (ITOs)

Employee Code Name : Status :

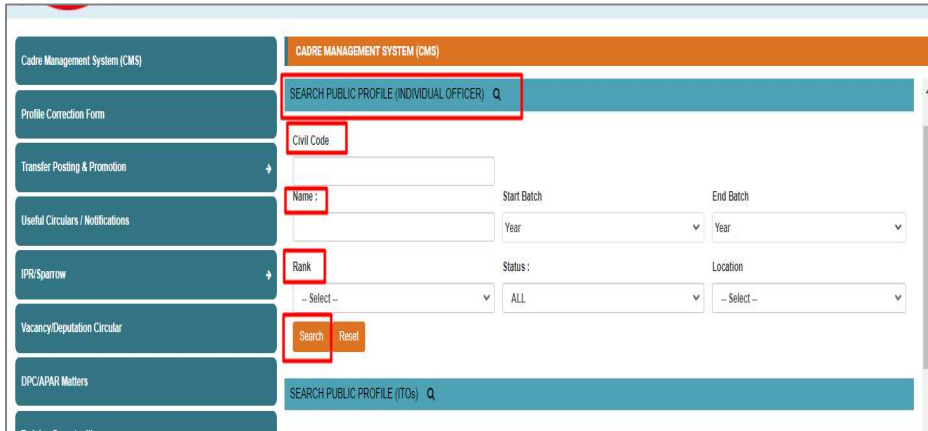
Start Vacancy Year End Vacancy Year

(image 4)

Step2: How will ITOs/Individual Officers search for each other's profiles as well as their own?

a. For Individual Officers:

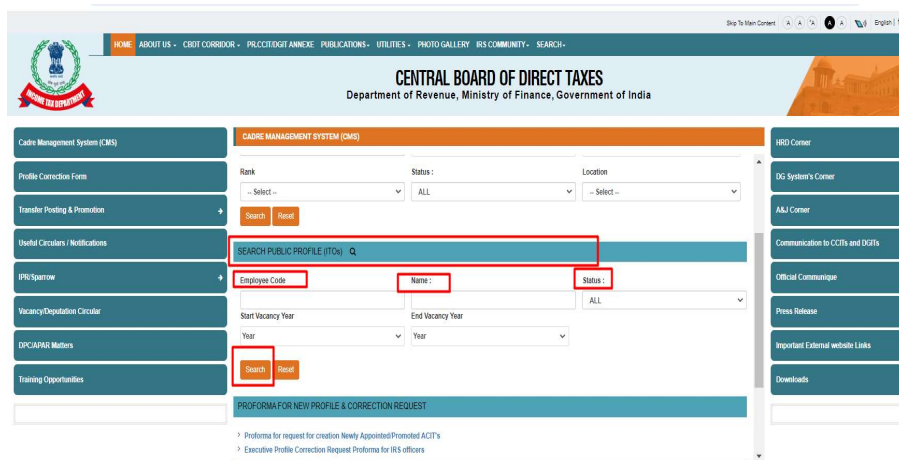
- i. Input the relevant search criteria such as Civil code, Name, Rank, Status, or any other information and click on search button (as shown in the image 5).
- ii. Upon clicking the "Search" button, the details of the searched officer will be displayed.



(image 5)

b. For Individual Officers:

- i. Input the relevant search criteria such as Employee code, Name, Status or any other information and click on search button (as shown in the image 6)
- ii. Upon clicking the "Search" button, the details of the searched officer will be displayed.



(image 6)

The above-mentioned steps must be followed for the profile Search of ITOs.

Instructions :

1. Posting details of only last 3 years is required.
2. Both hardcopy (signed) and softcopy (along with your profile picture in .jpg , .jpeg , .png format) of the duly filled form are to be submitted to the Nodal Officers of your respective CCA.

ITO EXECUTIVE PROFILE CREATION PROFORMA	Please attach profile picture 2inch x 2 inch (51 mm x 51 mm)
--	--

Official Information

Employee Code: <u>U</u> Date of Birth: _____ Domicile State / UT: _____ Rank: <u>ITOs</u> Seniority Number: _____ Are You From Minority Community: <u>No</u> Religion: <u>Others</u>		Name: _____ Gender: <u>Please select</u> Vacancy Year: _____ Date of Promotion to ITOs: _____ Grade: <u>Please select</u> Category: <u>Please select</u> Minority Remarks: _____
--	--	--

ITOs Status

Status: <u>Please select</u> Profile Status: <u>Please select</u> Exit Date: _____ Date of passing Departmental Exam (for ITO) _____		Retirement Date: _____ Remarks: _____ Date of DPC (from ITI to ITO) _____
---	--	---

Residential Information

Current Address: _____ Current City: _____ Current State: _____ Current Postal Code: _____ Phone No.: _____ Mobile No.: _____		Permanent Address: _____ Permanent City: _____ Permanent State: _____ Permanent Postal Code: _____ Email: _____ <small>incometax.gov.in</small> Alternate Mobile No. _____
--	--	---

Posting details (Of only the last 3 years) - Please add rows accordingly

Station: _____ Post Categorization: <u>Please select</u> Start Date: _____ End Date: _____ Post Description: _____ Remarks: _____ Address: _____		Rank: <u>ITOs</u> Post Code: <u>Please select</u> Grade: <u>Please select</u> Office Phone No.: _____ Designation based Email Id: _____ <small>incometax.gov.in</small>
--	--	---

ECI History

ECI Code: _____ Year: _____ Election Duty: <u>Please select</u> State: _____ Constituency: _____ Remarks: _____	Format <u>A</u>	
--	-----------------	--

ECI Code: _____ Period of Non-Separability: _____ Reason for Non-Separability: <u>Please select</u> Full Details: _____	Format <u>B</u>	
--	-----------------	--

Spouse Details

Spouse Name: _____ Marriage Anniversary: <u>Month:</u> _____ <u>Date:</u> _____ Status: <u>Please select</u> Does your Spouse work in Government: <u>Please select</u> Does your Spouse work in Income Tax Department: <u>Please select</u> Civil Code / Employee Code: _____ Govt. Address: _____ Occupation/Profession details with location: _____	
--	--

Children Details

	1	2		
Child Name:	_____			
Date of Birth:	_____			
Gender	Please select <input type="button" value="v"/>			
Education:	_____			
Remarks:	_____			
Education Details				
	1	2	3	
College Name:	_____			
Course Name	_____			
Subjects:	_____			
State	_____			
City:	_____			
Start Date:	_____			
End Date:	_____			
Training Details				
	1	2	3	
Subjects:	_____			
Authority:	_____			
Institute:	_____			
Start Date:	_____			
End Date:	_____			
Duration:	_____			
Achievements				
Achievement:	_____			
Date			Signature	