To

All DDOs of
Andhra Pradesh and Telangana Region.

Sir / Madam,


2. This office letter in F.No.Pr.CCIT/Circular/Estt/2018, dated 24.04.2018

--xx--

I am directed to forward herewith a copy of the letter in F.No.HRD/PMD /13/444/6/Leave Module/2020-21, dated 08.05.2020 received from the ADG (HRD), O/o DGIT, HRD, CBDT, New Delhi for information and necessary compliance.

2.0 In this connection, I am further directed to request the DDOs to go through carefully the enclosures to the above referred letter dated 19.04.2018 and complete the task of uploading Leave Balance on Leave Management Module of HRMS latest by 20.07.2020. A compliance report in this regard may please be sent to this office by 27.07.2020.

Yours faithfully,

(SARISH JUKULLA)
Addl. Commissioner of Income Tax,
(Hqrs)(Admn & Vig), Hyderabad

2. F.No.HRD/PMD /13/444/6/Leave Module/2020-21, dated 08.05.2020 received from the ADG (HRD), O/o DGIT, HRD, CBDT, New Delhi.

Copy to:

1. All the CCsIT/DGIT of AP&TS Region
2. All the Pr.CsIT/Pr.DsIT/CsIT/DsIT of AP&TS Region with a request to monitor the progress.
To,

All The PrCCsIT, PrDGsIT
CCsIT, DGsIT

Sub: - Operationalizing of Leave Management Module of HRMS with immediate effect-reg.

It is submitted that vide letter F. No. HRD/PMD/13/444/6/Leave Module/2018/19/480 Dated 19/04/2018 (Enclosed) necessary instructions to upload leave balance on HRMS Leave management Module was circulated.

In this regard, it is submitted that even after lapse of around 2 years, the progress of uploading leave balance on HRMS has been really slow.

The Chairman, CBDT has directed that this module needs to be operationalized by 30.09.2020.

Therefore, as directed it is requested to kindly instruct all DDO’s under your respective charges to complete the task of uploading Leave Balance on Leave Management Module of HRMS latest by 15/09/2020.

As regards to the Casual Leave part of the module as directed this may be made operational for w.e.f. 01.07.2020.

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

Yours sincerely,

[Signature]

Meeta Singh
ADG-1 HRD,
New Delhi.
Office of the Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad,
10TH Floor, Income Tax Towers, AC Guards, Hyderabad – 500 004,
Tel. No. 040 – 23425474, Fax 040-23241427

F.No.Pr.CCIT/Circular/Estt/2018               Date:24.04.2018

To

All DDOs of Andhra Pradesh and Telangana Regions.

Sir / Madam,


---xx---

I am directed to forward herewith a copy of the letter in F.No.HRD/PMD/13/444/6/LM/2018-19, dated 19.04.2018 received from the JDIT(PMD&HRMS)(HRD), O/o DIT, HRD, CBDT, New Delhi for information and necessary compliance.

2.0 In this connection, I am further directed to request the DDOs to go through the enclosures carefully and take time bound action as per the same. A compliance report in this regard may please be sent to this office by 07.05.2018.

Yours faithfully,

(RANJANI PARVATHI MANICKAM)
Deputy Commissioner of Income tax,
(Hqrs)(Admin),
O/o Pr.CCIT, AP & TS, Hyderabad

Copy to:

1. All the CCIT/DGIT of AP&TS Region
2. All the Pr.CsIT/Pr.DsIT/CsIT/DsIT of AP&TS Region
To,
All Principal Chief Commissioners of Income Tax (Cadre Controlling Authorities) / All Principal Director Generals of Income Tax of Attached Directorates of CBDT and Principal Director General of Income Tax (Training), NADT, Nagpur.

Sub: Uploading of leave balances of employees as on 01/05/2018 in Leave Management Module of ITBA/HRMS. - reg.

Madam / Sir

Kindly refer to the above cited subject.

2. Leave Management Module of Human Resource Management System (HRMS) as part of ITBA (Income Tax business Application) is available on the ITD intranet since last year. In this context, the leave balance is to be uploaded in respect of all employees in the Leave Management Module of HRMS by the DDOs concerned.

3. The steps to upload the leave balance in HRMS on ITBA portal of the department is given below:
   Main Menu > ESS > Leave Management > Upload Leave.

4. The leave balances of employees under the pay roll of DDOs can be uploaded at one go by selecting the employees from the excel sheets and upload the CSV file [Enclosed as Annexure-A] or the DDOs can select the employees one by one and upload the flow chart is enclosed as Annexure-B. The Leave Balance Upload Instruction Set as prepared by TCS Team is enclosed herewith as Annexure-C.

5. In the above context, I have been directed to request that, necessary direction may be issued to all the DDOs in your region to upload the leave balance of the employees as per the Service Book as on 01/05/2018 in the Leave Management Module of HRMS in ITBA. It may also be directed that the exercise of updation of leave records in respect of all employees under a DDO charge has to be carried out on regular bi-annual basis i.e. as on 1st January and as on 1st July of each year. The problem faced may also be logged in to HRMS portal (may be emailed to support.hrms@incometax.gov.in).

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

Yours faithfully,

JDIT (PMD & HRMS) (HRD)

Encls : As above.

Copy to:-
1. Web Manager, for@incometaxofficeronline.gov.in to upload it on the website.
LEAVES EXCEL UPLOAD BY DDO IN HRMS SYSTEM (ALL IN ONE GO)

Itba.gov.in

↓

Enter User Name and Password

↓

Go to HRMS

↓

Go to Leave Management

↓

Go to Upload Leave Balance

↓

Fill the Details in Leave Upload Balance Excel

↓

Click on Generate CSV

↓

Upload the CSV File through Add Attachment

<table>
<thead>
<tr>
<th>Name_EmpId_DOB</th>
<th>Earned Leave Balance</th>
<th>Casual Leave Balance</th>
<th>Half Pay Leave Balance</th>
<th>Child Care Leave Balance</th>
<th>Restricted Holiday Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LEAVES UPLOAD BY DDO IN HRMS SYSTEM (ONE BY ONE)

Itba.gov.in

Enter User Name and Password

Go to HRMS

Go to Leave Management

Go to Leave Advance Adjustment

Select Employee ID from Look Up

Click on Add

Enter Entitlement Type, Casual Leave, Earned Leave, Half Pay Leave

Click on Save and Update Balances
LeavesConsumed Upload Instruction Set

LeavesConsumed upload screen will be used to upload the excel sheet containing Leavesconsumedbyofficers. Leaves consumed details for commuted leave, Leave Not Due, Extraordinary Leave, maternity leave, paternity leave, Special Disability Leave, Special Casual Leave, study leave and Leave Travel Concession can be uploaded using this sheet.

Steps to upload LeavesConsumed

**Step 1:** Enter Leavesconsumed in Leaves_Consumed Excel Sheet (attached below)

![Leaves_Consumed_HRD.xlsx](image)

- Double Click the above icon to open the Excel sheet. Now, save it as a macro enabled worksheet on your computer in some folder with some name (e.g. Leave_Consumed_upload.xlsm).
- Open Leave_Balance.Upload.xlsx sheet in the excel sheet attached following columns need to be filled:
  1. **Name_Empid DOB:** Dropdown list to select the employee for whom leave balance will be uploaded
     a. Dropdown list containing <Employee Name>_<Employee ID>_<Employee Date of Birth>
     b. Select a value from the dropdown
  2. **Leave Begin Date(DD-MON-YYYY):** Leave Begin Date in DD-MON-YYYY format
  3. **Leave End Date(DD-MON-YYYY):** Leave End Date in DD-MON-YYYY format
  4. **Leave Type:** Type of Leave taken by the employee
  5. **Leave Duration:** Duration of leave (will be automatically calculated based on begin and end date)

![Figure 1 LeavesConsumed Upload Excel](image)

**NOTE:** LeavesConsumed displayed above are fictitious and have no resemblance to real employee data.
**Step 2:** Generate CSV file

1. Click Generate CSV button.
2. Warning: Message will be displayed. Click “Yes”, a CSV file will be generated and saved in the same folder in which the Leave Consumed Upload excel sheet has been saved earlier.

![Image of Microsoft Excel with data copied to C:Users395256DesktopLeave Upload Instruction Set MumbaiLeave_Consumed_Data_25012016 Warning: Files in directory with same name will be overwritten!]

*Figure 2: Message displaying the folder path in which CSV is generated*

**Step 3:** Login to the ITBA Portal

1. Enter the User id ("U" followed by the 6 digit employee ID: e.g. if employee ID is 100090, the user ID is U10009U)
2. Enter the password
3. Enter the RSA token

![Image of ITBA portal login screen]
**Step 3: Upload CSV on the Upload Leave Consumed Screen**

4. Navigate to Upload Leave Screen: Workforce Administration → Leave Management → Upload Consumed Leave

- Leave Upload
- Enter any information you have and click Search. Leave fields blank for a list of all values.
- **Find an Existing Value** or **Add a New Value**
- Search Criteria
  - Employee ID: begins with [ ]
  - Request ID: begins with [ ]
- **Search**  **Clear**  **Basic Search**  **Save Search Criteria**

5. **Click “Add” button**

6. **Click “Add attachment”**
7. Click Choose File
   a. Select the CSV file to be uploaded.
   b. Click "Upload" to upload the selected CSV.
**Step 4:** Click on HRMS link to go to HRMS homepage

**Step 5:** Navigate to Upload Consumed Leave Screen:

Workforce Administration > Leave Management > Upload Consumed Leave