

भारत सरकार

प्रधान मुख्य आयकरआयुक्त का कार्यालय,
आंध्र प्रदेश एवं तेलंगाना
10 वीं मंजिल, बी ब्लॉक,
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GOVERNMENT OF INDIA

Office of the

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Andhra Pradesh & Telangana
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F.No. Pr. CCIT/Hyd/Estt/HRMS/Directory/2026-27

Date: 24.06.2026

MEMORANDUM

Sub: Establishment - Launch of 'Directory' Feature on HRMS Portal - Staff
Data Updation-Reg.

* * * * *

Please refer to the above subject matter.

2. A **'Directory'** feature has been launched on the HRMS portal (<https://hrms.it-hyd.in/directory>) to facilitate locating offices, officers, and staff members across the Pr. CCIT (AP & TG) region. This feature is accessible to all officers and officials. The details of all offices and officers have already been updated by this office.
3. In this connection, all officers are requested to update the details of the staff posted under their direct charge in the portal without fail by **29.06.2026**.
4. The Heads of Departments (HODs) are directed to ensure wide publicity and compliance by all officers under their respective verticals and to submit a compliance report by 25.06.2026. A step-by-step procedure guide for updating staff postings in the HRMS portal is enclosed herewith as Annexure - A. For any assistance regarding updation of office holdings or staff postings, the following officials may be contacted:
Mr Pavan Kumar Reddy - 91775 02437
Mr Abhishek Kumar - 80023 41574
5. This issues with the approval of the Competent Authority.

Yours faithfully,

P. Umamaheswara Rao

(Paidy Umamaheswara Rao)

आयकर अधिकारी (मुख्यालय) (कार्मिक) (ओएसडी)
Income Tax Officer (Hqrs)(Personnel)(OSD),
प्र.मु.अ.आ कार्यालय, आ.प्र & तेलंगाना, हैदराबाद
O/o. Pr.CCIT, AP & TG, Hyderabad



HRMS User Manual – Staff Posting & Directory

Introduction

The Human Resource Management System (HRMS) is a centralised digital platform designed to streamline administrative and human resource functions within the Income Tax Department, Andhra Pradesh and Telangana Region. This portal maintains a comprehensive, real-time directory of all offices, officers, and staff across the region, enabling efficient tracking and management of personnel postings.

All officers posted in the region are responsible for maintaining up-to-date staff posting records within their respective offices through the HRMS portal. This ensures that the directory accurately reflects the current deployment of personnel at any given time.

This manual provides step-by-step instructions on how to use the Staff Postings module and the Office Directory feature within the HRMS portal. It covers logging in, viewing existing staff details, adding new staff postings, closing postings when staff are relieved, and using the directory to search for offices and officers across the region.

Step 1 – Officer Login

Officers may access the HRMS portal by navigating to <https://hrms.it-hyd.in/> using any standard web browser. HRMS portal provides Two login methods - (1) Employee ID and Password – officers have to enter Employee ID and the corresponding password in the fields provided, then click “Login”; or (2) OTP-based Login – officers have to enter Employee ID and request a One-Time Password (OTP), which will be sent to the officer’s name-based official e-mail ID. Enter the OTP received to complete the login process.

Sangam HRMS
Income Tax Department - AP & TG Region

PasswordEmail OTP

Employee code

Password

Sign in

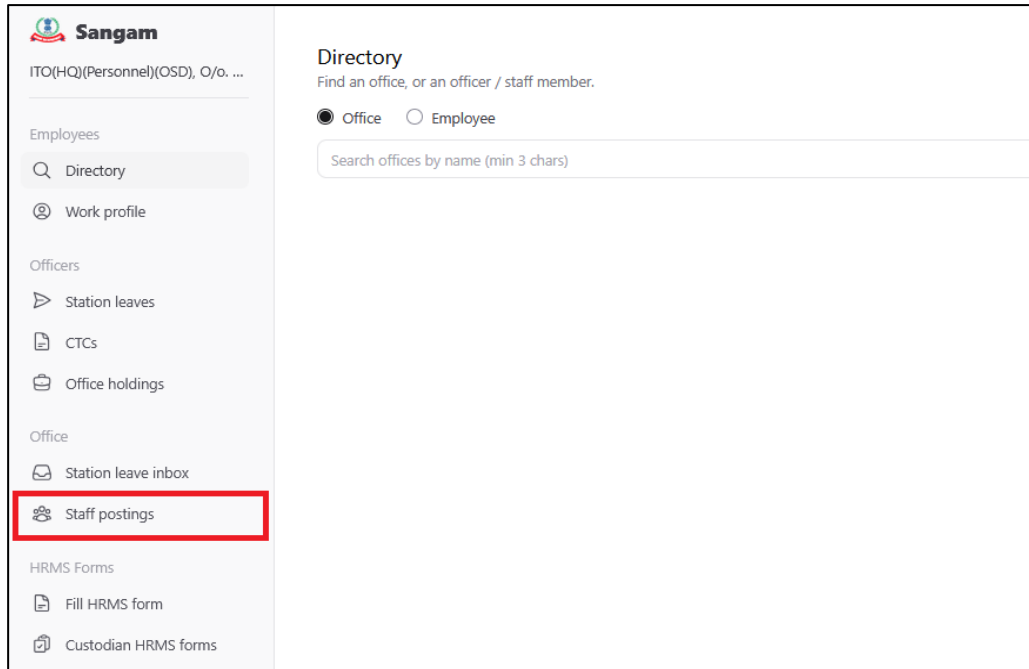
If you do not receive OTP on your official/personal email ID, please contact the Establishment staff for password:

8789054030 — Abhishek Kumar, OS
9177502437 — Pavan Kumar, OS
9866445684 — Ramesh P, OS
8002341574 — Abhishek Nirala, OS

Authorised users only. All access is monitored and logged.

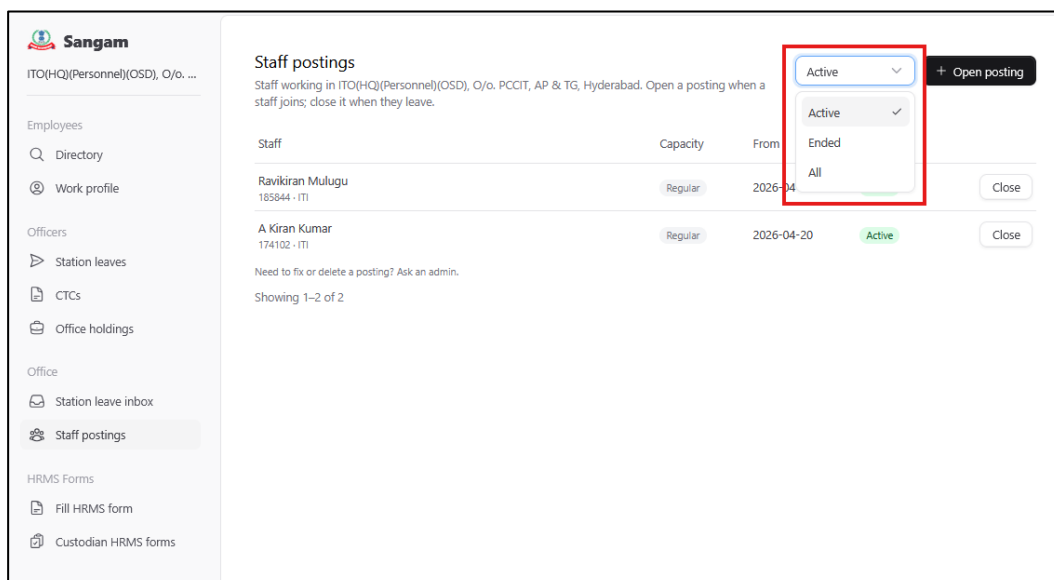
Step 2 – Accessing the Staff postings

After successfully logging into the HRMS portal, officers must navigate to the Staff Postings section to manage staff details for their office. To do this, the officers have to locate the left-side navigation menu on the portal's main dashboard and click on "Staff Postings". This will open the Staff Postings page where officers can view, add, and manage the details of all staff currently posted in their office.



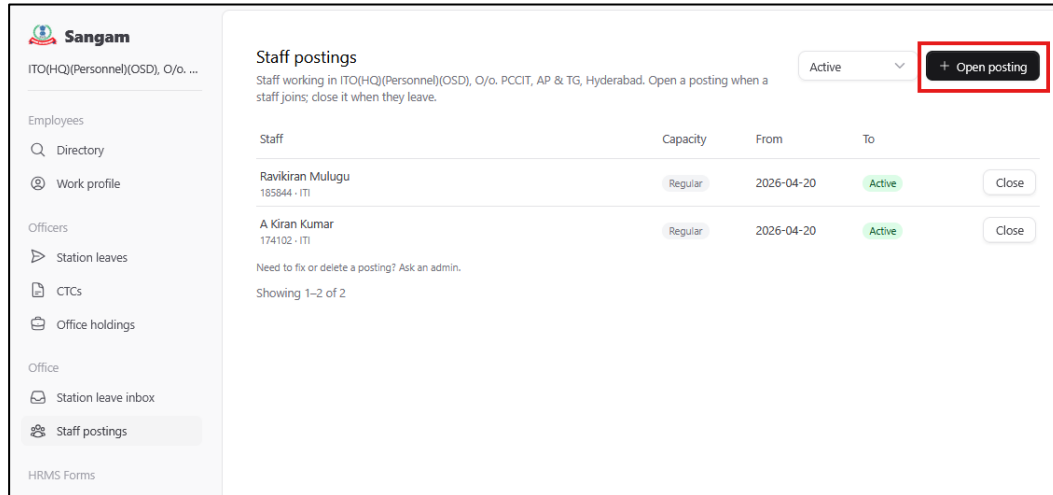
Step 3 – Staff details

Upon clicking "Staff Postings" from the left-side menu, the Staff Postings page will load and display a list of all currently active staff posted in your office (provided entries have been made previously). The page shows key details for each staff member such as their name, Employee ID, grade, posting type, and the date from which they are posted. By default, only active or presently posted staff are displayed. If the officer wants to view records of staff who have previously worked in your office and have since been relieved, the officer has to click the filter dropdown located at the top right corner of the page and select "Ended" to switch the view to past postings.

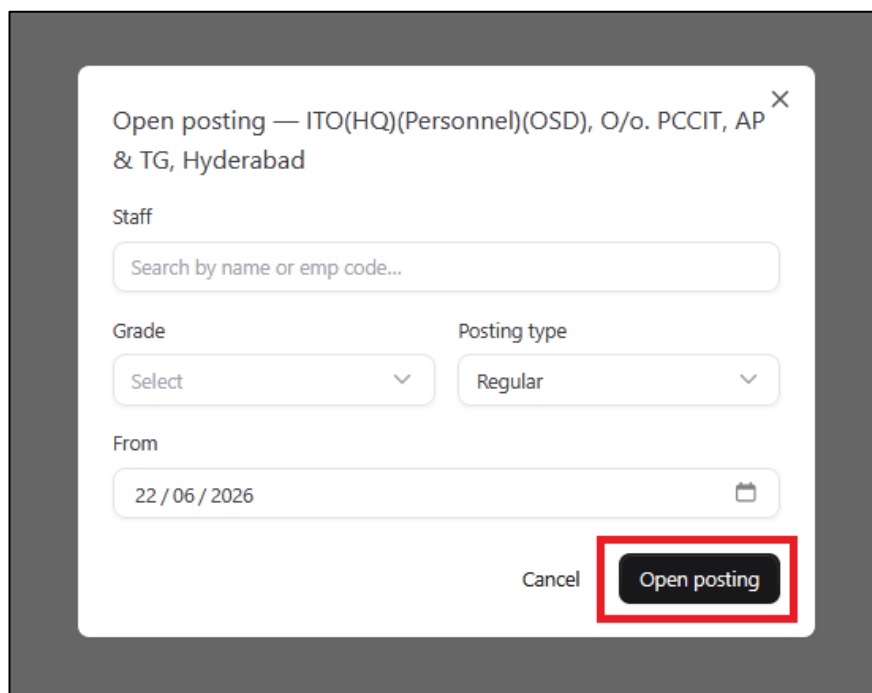


Step 4 – Entering Staff details

To add a new staff posting details, the officers have to click the “+Open Posting” button located at the top right corner of the Staff Postings page.

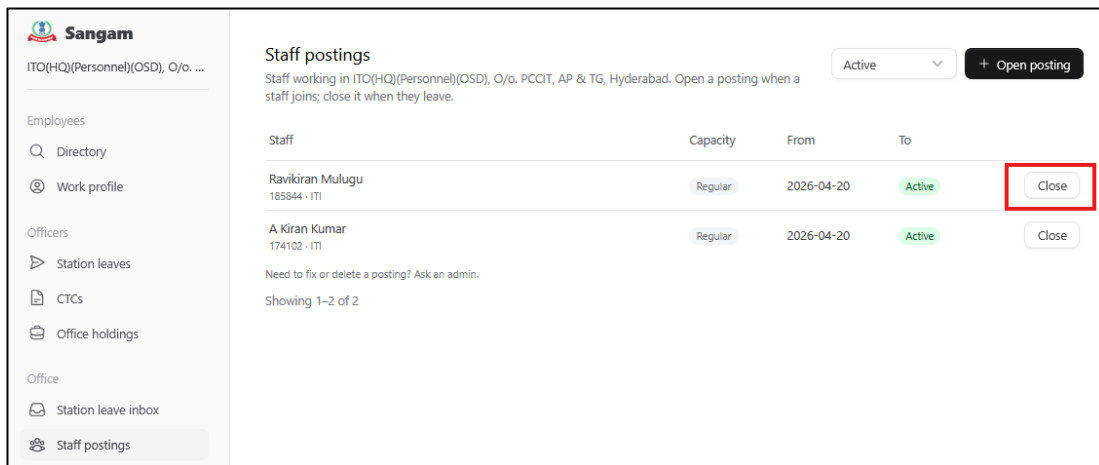


Clicking the “+Open Posting” button will open a modal dialog box with a form to enter the posting details. The officers have to fill in the following required fields: (1) Name or Employee ID – search for the staff member by typing their name or Employee ID; (2) Grade – select the appropriate grade of the staff member from the dropdown list; (3) Posting Type – specify the nature of the posting (Regular, Do duty); and (4) Date of Posting – enter the date from which the staff member has been posted in your office. Once all the required details have been filled in correctly, the officers have to click the “Open Posting” button at the bottom right corner of the modal to save the record. The newly added staff details will then appear in the Staff Postings page for your office.

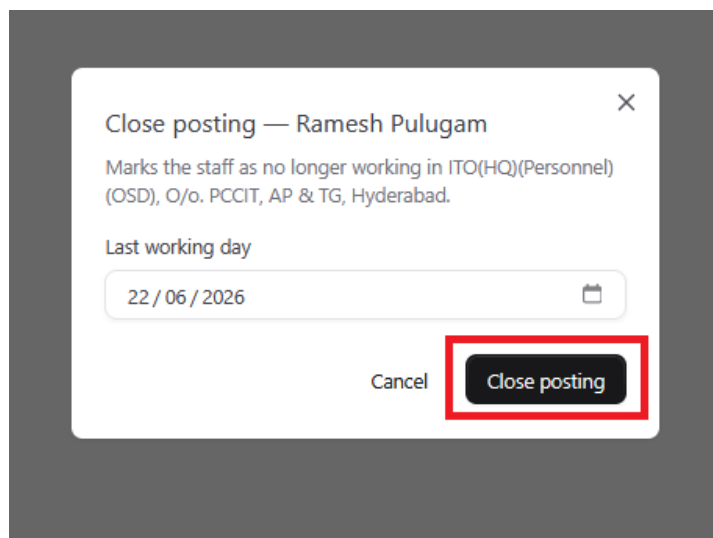


Step 5 – Closing Staff Posting

When a staff member is relieved from office and is no longer posted there, it is important to close their posting record in the HRMS portal to keep the directory up to date. To do this, the officers have to locate the staff member's record on the Staff Postings page and click the "Close" button present against their name in the list.



Clicking the "Close" button will open a modal dialog box prompting you to enter the staff member's last working day (relieving date) in your office. Enter the correct relieving date and click the "Closing Posting" button within the modal to confirm. The posting will then be marked as closed. To verify or review the closed posting, go back to the Staff Postings page and select "Ended" from the filter dropdown at the top right of the page. The relieved staff member's record will appear in the list with their posting end date.



Office Directory

The **Directory** facility available in the HRMS portal provides users with comprehensive information relating to offices, officers, and staff posted in the Income Tax Department across the Andhra Pradesh and Telangana Region. The Directory enables users to view the organisational hierarchy, including offices, subordinate offices, reporting relationships, and the officers and officials posted under each charge.

The Directory includes a powerful search facility that allows users to search for offices, officers, and staff members. When an office is searched, the system displays the office details, including

its contact information, the officer currently posted in the office, reporting hierarchy, subordinate offices, and staff working in that office. Users can seamlessly navigate through the organisational structure using the drill-down feature. By selecting any subordinate office, the details of that office, along with the officers and staff posted therein, are displayed. This enables users to traverse the departmental hierarchy from higher formations down to individual offices and personnel.

The Directory provides communication-related utilities for the convenience of users. While viewing the details of an officer or staff member, users may directly initiate a telephone call, open a WhatsApp conversation, or copy the contact number through the action icons provided against the employee details. These facilities enable users to access and utilise contact information readily available in the Directory for official communication purposes.

At present, the Directory contains details of offices and officers posted in the Andhra Pradesh and Telangana Region. As and when the concerned officers update employee information through the “**Staff Postings**” module, details of staff members posted in various offices will also become available in the Directory, thereby ensuring that users have access to a comprehensive and up-to-date organisational directory.

