

भारत सरकार

प्रधान मुख्य आयकरआयुक्त का कार्यालय,
आंध्र प्रदेश एवं तेलंगाना
10 वीं मंजिल, बी ब्लॉक,
आयकर शिखर, 10-2-3,
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GOVERNMENT OF INDIA

Office of the

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F.No.Pr.CCIT/HYD/Estt./Station Leave/2026-27

Date:12.06.2026

MEMORANDUM

Sub: Establishment – Income Tax Department, Hyderabad – Mandatory submission of Station Leave Requests through Online HRMS Portal for obtaining prior permission to leave Headquarters – Reg.

Attention is invited to the Department of Personnel & Training (DoPT) O.M. dated 18.05.1994, wherein it has been stipulated that Government servants shall not leave their Headquarters (HQs) without obtaining prior permission from the competent authority.

2. In order to streamline the process of obtaining station leave permission, enhance transparency, and establish a uniform and verifiable mechanism for grant of approval, the competent authority has decided that, henceforth, all officers shall submit their Station Leave Requests through the HRMS Portal and obtain prior approval from their respective Reporting Officer before leaving their Headquarters.

3. Officers may access the HRMS Portal using their Employee ID and Password or through OTP-based authentication sent to their name-based official email ID. Upon submission of a Station Leave Request, the same shall be automatically routed to the concerned Reporting Officer for consideration and approval. The Reporting Officer shall examine the request and approve or reject the same, as deemed appropriate. The detailed procedure for submission and processing of Station Leave Requests is enclosed as Annexure-A.

4. All officers working in the Andhra Pradesh & Telangana Region are hereby directed to submit their Station Leave Requests through the HRMS Portal and obtain prior approval before leaving their Headquarters. Heads of Department and Reporting Officers shall ensure strict compliance with these instructions and shall sensitize all officers under their charge regarding the mandatory nature of the requirement.

5. Any instance of leaving Headquarters without obtaining prior approval through the prescribed procedure shall be viewed adversely and may attract appropriate administrative action under the applicable rules and instructions.

This issues with the approval of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana.

(एम. पूनीत कुट्टैया) (M. Punith Kuttaiah, IRS)

उप आयकर आयुक्त (मुख्यालय) (प्रशासन)

Dy. Commissioner of Income Tax (HQ)(Admn.)

कार्या. प्रमु.आ.आ, आ.प्र. एवं तेलंगाना, हैदराबाद.

O/o Pr. CCIT, AP & TG, Hyderabad

To be uploaded on <https://incometaxhyderabad.gov.in/> for information and necessary action by all officers working in the O/o Pr. CCIT, Andhra Pradesh & Telangana region.



[Annexure-A]

HRMS User Manual – Station Leave Application & Approval

Introduction

The Human Resource Management System (HRMS) provides an online facility for submission and approval of Station Leave applications. All officers intending to leave their headquarters/station during the period of duty are required to obtain prior permission through the HRMS portal. This manual is intended for Income Tax Department employees of Andhra Pradesh and Telangana Region for submitting and approving Station Leave requests through the HRMS Portal.

Step 1 – Employee Login

Employees may access the HRMS portal at <https://hrms.it-hyd.in/>. Login can be performed using Employee ID and Password or through OTP received on the name-based official e-mail ID.

Sangam HRMS
Income Tax Department · AP & TG Region

Employee code

Password

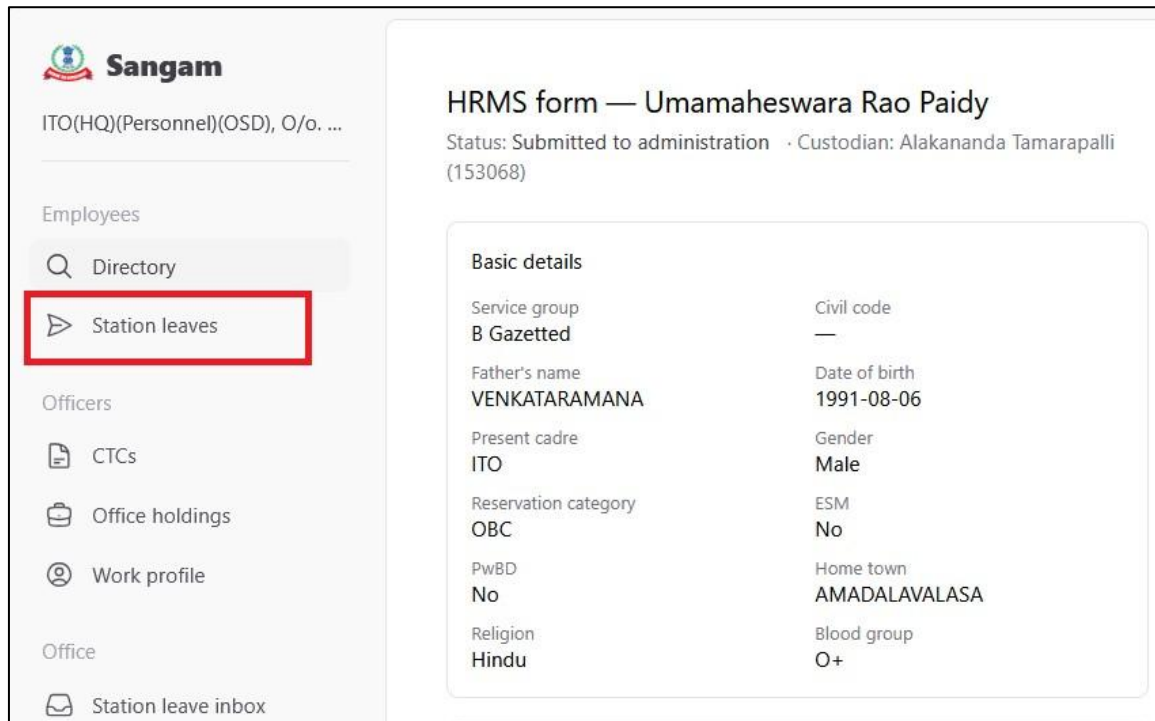
If you do not receive OTP on your official/personal email ID, please contact the Establishment staff for password:

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 Station Leave Module

After successful login into the HRMS portal, employees have to navigate to the left-side menu and click on 'Station Leaves'.



The screenshot shows the HRMS form for Umamaheswara Rao Paidy. The left sidebar contains a navigation menu with 'Station leaves' highlighted in a red box. The main content area displays the form details for the employee.

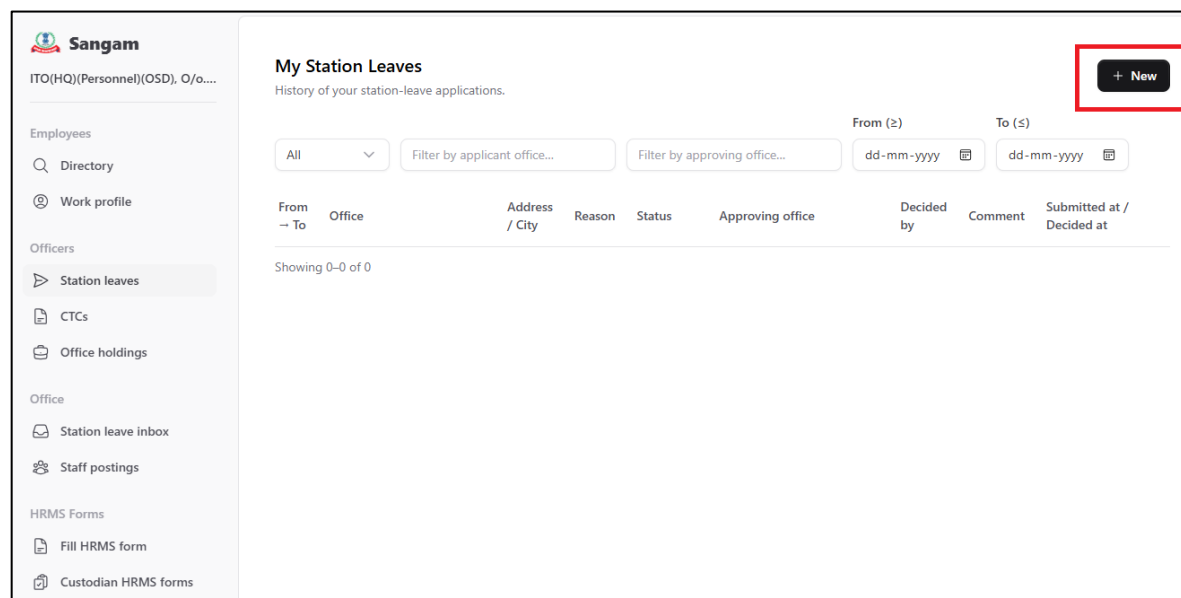
HRMS form — Umamaheswara Rao Paidy
Status: Submitted to administration · Custodian: Alakananda Tamarapalli (153068)

Basic details

Service group	Civil code
B Gazetted	—
Father's name	Date of birth
VENKATARAMANA	1991-08-06
Present cadre	Gender
ITO	Male
Reservation category	ESM
OBC	No
PwBD	Home town
No	AMADALAVALASA
Religion	Blood group
Hindu	O+

Step 3 – Creating a New Station Leave Request

On clicking “Station leaves” in navigation menu, 'My Station Leaves' page will open, which displays status of all Station Leave applications submitted by the employee. To submit a new Station Leave application, the employee has to click on “+ New” button in the top most right corner of the 'My Station Leaves' page.



The screenshot shows the 'My Station Leaves' page. The left sidebar contains a navigation menu with 'Station leaves' highlighted. The main content area displays the 'My Station Leaves' page with a '+ New' button highlighted in a red box in the top right corner.

My Station Leaves
History of your station-leave applications.

From (≥) To (≤)

All Filter by applicant office... Filter by approving office... dd-mm-yyyy dd-mm-yyyy

From	Office	Address	Reason	Status	Approving office	Decided	Comment	Submitted at /
→ To		/ City				by		Decided at

Showing 0-0 of 0

Step 4 – Entering Station Leave Details

On clicking on “+ New” button opens a form to fill details of station leave and reasons for leaving. Employees have to enter From date, To date, Session details, address during station leave, City/town/village and Reason for leaving headquarters/station in the form and click on Submit button present on bottom right corner of the form.

The form titled "New Station Leave" contains the following fields:

- Approving office: Currently held by:
- From date: dd / mm / yyyy
- From session: Select
- To date: dd / mm / yyyy
- To session: Select
- Address during station leave
- City/town/village
- Reason
- Buttons: Cancel, Submit

Step 5 – Submission and Status Tracking

Upon submission, the application will be forwarded electronically to the Approving officer. Employees may monitor the status of their applications through the 'My Station Leaves' page. The application status may be Pending, Approved or Rejected.

Status is shown as “Pending” before approving officer approves the request.

The "My Station Leaves" page displays the following table:

From – To	Office	Address / City	Reason	Status	Approving office	Decided by	Comment	Submitted at / Decided at
2026-06-12 FN – 2026-06-15 AN	ITO(HQ)(Personnel)(OSD), O/o PCCIT, AP & TG, Hyderabad ITO	Vinukonda Guntur	Visiting Home Town	Pending	ADCIT(HQ)(Admn. & Vig.), O/o PCCIT, AP & TG, Hyderabad	—	—	2026-06-12 17:42

Once the request is approved by the approving officer, the status of station leave application is shown as “Approved”

From -> To	Office	Address / City	Reason	Status	Approving office	Decided by	Comment	Submitted at / Decided at
2026-06-12 FN - 2026-06-15 AN	ITO(HQ)(Personnel)(OSD), O/o. PCCIT, AP & TG, Hyderabad ITO	Vinukonda Guntur	Visiting Home Town	Approved	ADCIT(HQ)(Admn. & Vig.), O/o. PCCIT, AP & TG, Hyderabad	Mandeep Panwar (ADCIT)	—	2026-06-12 17:42 2026-06-12 17:49

Step 6 – Processing by the Approving Authority

Once the approving officer logs into HRMS portal, he/she has to click on “Station Leave inbox” from the left-side navigation menu to see all the Station Leave Applications submitted for his/her approval.

Status: Submitted to administration · Custodian: Alakananda Tamarapalli (153068)

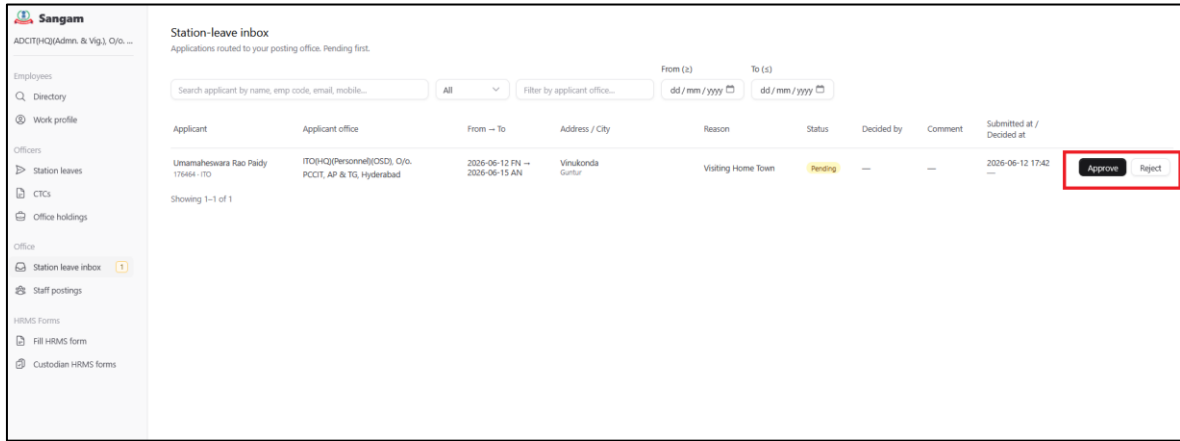
Basic details

Service group	Civil code
A	
Father's name	Date of birth
Present cadre	Gender
Addl. CIT/DIT	Male
Reservation category	ESM
General	No
PwBD	Home town
No	
Religion	Blood group
Hindu	O+

Contact details

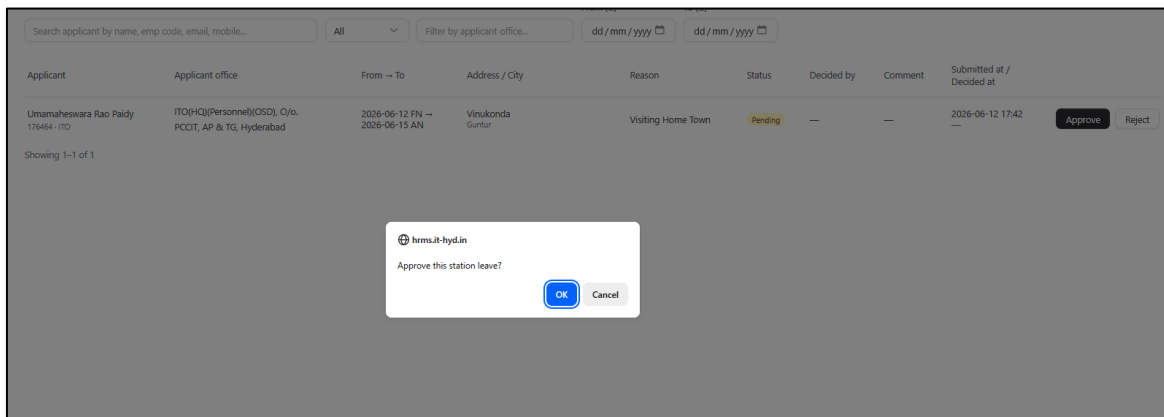
Official mobile	Alternate mobile
Emergency mobile	Personal email

On clicking “Station Leave inbox” from the left navigation menu, the officer will navigate to “Station-leave inbox” page where the officer see all the Station Leave Applications submitted for his/her approval. For all the pending applications the officer will have two options – Approve or Reject. If the officer wants to approve the Station Leave application, the officer has to click on Approve button. If the officer wants to reject the Station Leave application, the officer has to click on Reject button.



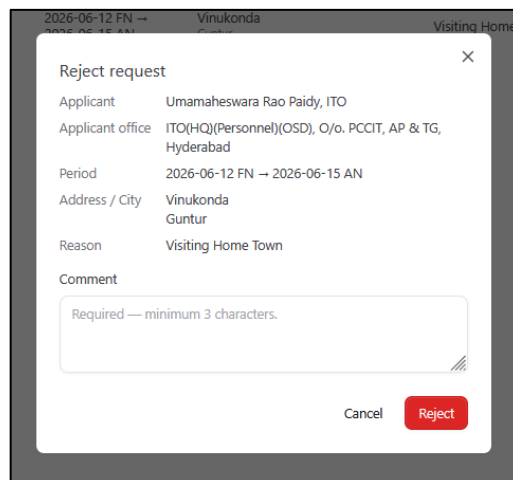
Step 7 – Approval of Station Leave Application

On clicking Approve button, a confirmation dialog will open asking for confirmation. The officer has to click on OK button.



Step 8 – Rejection of Station Leave Application

On clicking Reject button, a “Reject request” modal box will open asking for remarks. The officer has to enter remarks and click on Reject button.



Important Instructions

1. Station Leave permission shall ordinarily be obtained before leaving headquarters/station.
2. Employees shall ensure that all particulars entered are accurate and complete.
3. Approving authorities shall record appropriate remarks while approving or rejecting applications.
4. Submission of a Station Leave application does not constitute approval. Employees shall leave headquarters/station only after obtaining approval from the competent authority.