



**Office of the  
Principal Chief Commissioner of Income Tax  
10<sup>th</sup> Floor, C Block, Income Tax Towers  
A.C. Guards Hyderabad.**

---

F.No.47/ Pr.CCIT/AP & TS/ID Card/2019-20

Date: 11-12-2019

**-: OFFICE MEMORANDUM :-**

Sub:- Request for issue of Identity Card through HRMS Module through ITBA - Regarding.

Ref:- Letter in F.No. HRD/PMD/13/444/6/ID/2017-18/97 dated 09.04.2018

\*\*\*\*\*

All the Officers and Officials of Andhra Pradesh and Telangana region are hereby directed to submit the request for issue of ID Card through HRMS module of ITBA. The manual ID Card request received after 31.12.2019 will not be processed.

  
(M. MOHAN BABU)

Dy. Commissioner of Income Tax  
(Hqrs) (Admn), Hyderabad.

**Copy to :**

1. All the Heads of Department.
2. DD (Systems) for Uploading on website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)



GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
HUMAN RESOURCE DEVELOPMENT  
CENTRAL BOARD OF DIRECT TAXES

ICADR Building, Plot No. 6, VasantKunj Institutional Area Phase-II,  
New Delhi - 110070. Ph. 26130594, Fax 26130594.

F.No. HRD/PMD/13/444/6/ID/2017-18/197

Date: 09/04/2018

To,  
All Principal Chief Commissioners of Income Tax (cadre Controlling Authorities)/  
Principal Director General of Income Tax (Training), NADT, Nagpur.

Sub: Implementation of Identity Card Management Module of HRMS.

Madam / Sir

Kindly refer to the above cited subject.

1. In continuation to this office letter dated 27/02/2018 on the above subject, during the meeting and presentation on I.D. Card Management Module at C.R. Building, New Delhi some minor changes were suggested.
2. In view of the above, the ID Card Manual, Flow of chart of steps involved and FAQ has been revised.
3. I have been directed to forward a copy of the revised ID Card Manual, Flow of chart of steps involved and FAQ for kind information and necessary compliance with effect from 01/04/2018 onwards.
4. I have further been directed to request you that from 1<sup>st</sup> April, 2018, the process of issuance of ID card for all cadre is to be done through the ID card Module of HRMS only.
5. This issue with the approval of Pr. DGIT(HRD)

Yours faithfully,

Encl. As above.

  
(ShashiKajle)  
JDIT(PMD & HRMS) (HRD)

Copy to :-

1. Web Manager, for [www.irsofficeronline.gov.in](http://www.irsofficeronline.gov.in) to upload it on the website.

JDIT(PMD & HRMS) (HRD)