

**Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,**

10<sup>TH</sup> 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,

Sub: Uploading of leave balances of employees as on 1/5/2018 in Leave Management Module of ITBA/HRMS – Reg.

Ref: 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.

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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 Incometax,  
(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



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. 26130590, Fax 26130594.

F.No HRD/PMD/13/444/6/LM/2018-19/

Date: 19/04/2018

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 1<sup>st</sup> January and as on 1<sup>st</sup> July of each year. The problem faced may also be logged in to HRMS portal (may be emailed to [support.hrms@incometax.gov.in.](mailto:support.hrms@incometax.gov.in))
6. This issues with the approval of Pr. DGIT(HRD).

Yours faithfully,

*Sh*  
(ShashiKajle),  
JDIT (PMD & HRMS) (HRD)

Encls : As above.

Copy to :-

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

*ShashiKajle*  
19/04/18  
JDIT(PMD & HRMS) (HRD)

Annexure - A:

**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

<b>Name_Emplid_DOB</b>	<b>Earned Leave Balance</b>	<b>Casual Leave Balance</b>	<b>Half Pay Leave Balance</b>	<b>Child Care Leave Balance</b>	<b>Restricted Holiday Balance</b>

Annexure - B

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



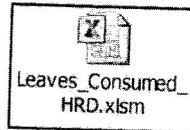
Click on Save and Update Balances

## 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)



- 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.xlsm sheet In the excel sheet attached following columns need to be filled:
  1. **Name\_Emplid\_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. **LeaveEnd 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)

	A	B	C	D	E	F	G	H	I	J
	Name_Emplid_DOB	Leave Begin Date (DD-MON-YYYY)	Leave End Date (DD-MON-YYYY)	Leave Type	Leave Duration					
1	RAJESH KUMAR_156475_02-Mar-1972	12-Oct-14	15-Oct-14	Paternity Leave	4					
2	ISHWAR JHA_126518_05-Aug-1959	5-Jan-15	8-Jan-15	Commuted Leave	4					
3	PRADIP DUTTA_163890_01-Mar-1977	28-Jun-15	3-Jul-15	Paternity Leave	6					
4										
5										

Figure 1 LeavesConsumed Upload Excel

**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

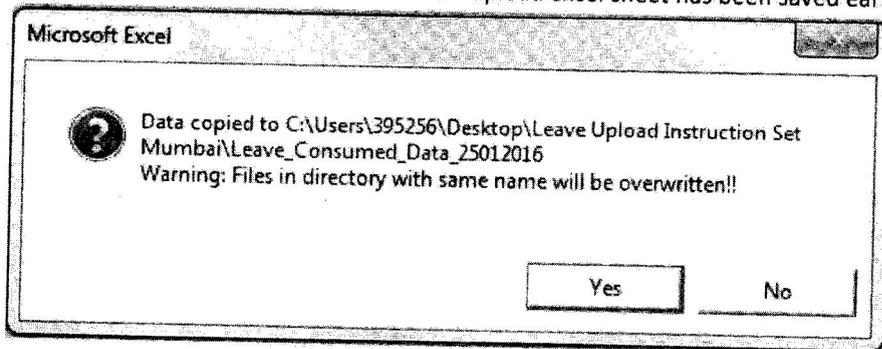
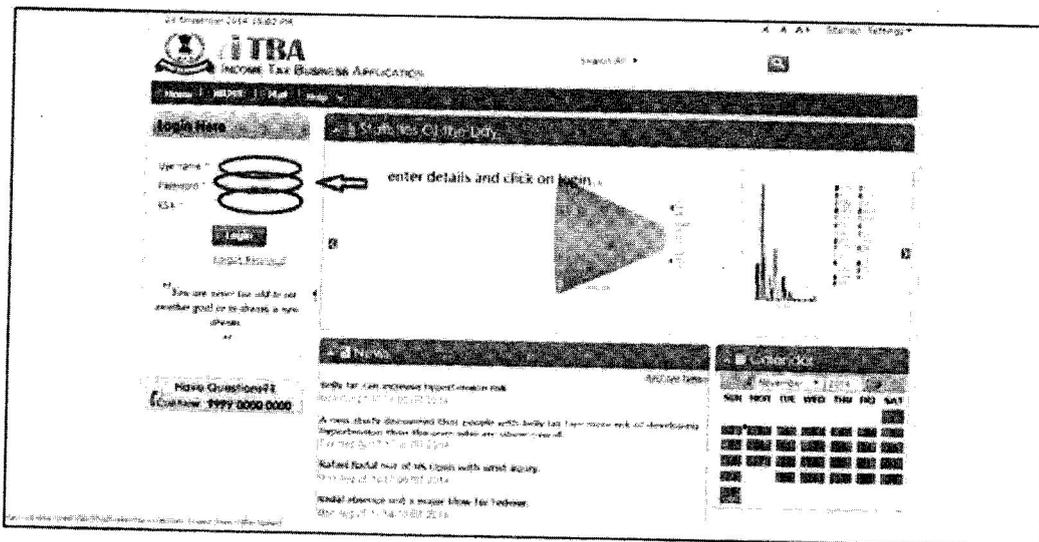


Figure 2: Message displaying the folder path in which CSV is generated

**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 U100090)
2. Enter the password
3. Enter the RSA token



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**Step 4:** Click on HRMS link to go to HRMS homepage

24 November 2014 17:36 PM

ITBA INCOME TAX BUSINESS APPLICATION

Search All

Welcome test14 WCONTRIBUTOR

Home Dashboard HRMS Collaboration Download Center Help

You are here: Download Center

Upload Document

Download Category: Select Category

Choose File No file chosen

Upload

Department	Market	HR	Forms	Others
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Page: 1 2 Next

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

Workforce Administration → Leave Management → Upload Consumed Leave

Favorites

Main Menu

- Asset Management
- Deputation Management
- Employee Self Verification
- Recruitment & Promotion Mgmt
- Transfer and Posting
- Employee Self Service
- Manager Self Service
- Workforce Administration**
  - Global Payroll & Absenc
  - Organizational Developi
  - Workforce Monitoring
  - Set Up HRMS
  - Worklist
  - Reporting Tools
  - PeopleTools
  - Change My Password
- Allot Designation Email It
- DCP Information
- Data Migration
- Employee Administration
- Employee Roles
- Employee Self Verification
- Employee Setup
- General Administration
- Handover Takeover Man
- ID Card Management
- Leave Management
  - Upload Consumed Leave
  - Upload Leave Balance
  - View Leave Balance

RAMAKRISHNAN, NON CORP. WARD 8(2) CHE

General Alerts

Request you to Self Verify your Data by clicking here

Personal Alerts

Leave Advance Adjustment clicking here

Leave Setup

Link Officer Mapping and Setup

Joining Report Request

Leave Request Cancellation

Leave Request History

Request Leave

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**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 | 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

**Leave Upload**

Find an Existing Value | Add a New Value

Request ID: NEX

Add

Find an Existing Value | Add a New Value

- 6. Click "Add attachment"

**Upload Consumed Leave**

Request ID: NEX | Employee ID: NEX

Add Attachment

- 7. Click Choose File
  - a. Select the CSV file to be uploaded.
  - b. Click "Upload" to upload the selected CSV.

