



प्रधान मुख्य आयकर आयुक्त  
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद

**Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,**  
दसवीं तल, आयकर शिखर/ 10<sup>TH</sup> Floor, Income Tax Towers  
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,  
टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

फा. सं. प्र. मु.आ.आ/स्था/ITBA-HRMS/2019-20  
F.No. Pr.CCIT/AP&TS/Estt/ITBA-HRMS/2019-20

दिनांक: 20.02.2020  
Date: 20.02.2020

To  
All the Pr. CsIT/CsIT  
Andhra Pradesh & Telangana

Sir/Madam,

Sub: Scanning & Uploading of Service Books on PIS Module of HRMS –  
Regarding

Ref: DIT(HRD), CBDT letter no. HRD/PMD/13/444/6/PIS/2018-19/2164  
dated 10.07.2018

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Kind reference is invited to the above.

I am directed to communicate that as per the DIT(HRD), CBDT New Delhi D.O no. HRD/HRMS/13/444/6/PIS/2019-20/7370 dated 29.01.2020, the total number of service books uploaded in PIS module of ITBA-HRMS is 569 as against the total number of employees of 2706 with respect to this Charge which amounts to 21% only.

In this regard, I am directed to request all the Pr. CsIT/CsIT to ensure that Service Registers of the all the officers/officials under their control may be uploaded in the PIS module of HRMS at the earliest as per the DIT(HRD), CBDT letter in F.no. HRD/PMD/13/444/6/PIS/2018-19/2164 dated 10.07.2018 (copy enclosed) and I am also directed to obtain a compliance report by 31.03.2020.

Yours faithfully,

संलग्न/Encl: As above

(एम. मोहन बाबू/M. MOHAN BABU)  
आयकर उप-आयुक्त (मुख्यालय एवं प्रशासन)  
Dy. Commissioner of Income Tax (HQrs)(Admn)  
प्रधान मुख्य आयकर आयुक्त का कार्यालय  
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद  
O/O Pr. CCIT, AP & TS, Hyderabad



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

2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium, Gate No. 1, Lodhi Road, Delhi- 110003

F.No. HRD/PMD/13/444/6/PIS/2018-19/2164

Date: 10/07/2018

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.

Madam/Sir,

**Sub:** Instruction for Scanning and uploading of Service Books on PIS module of HRMS  
- reg.

Kindly refer to the above.

2. The Personnel Information System (PIS) module of HRMS as part of ITBA containing various profile of all employees has already been rolled out and available for implementation. Instructions for updating Part-1 of First Page of Service Book on PIS module of HRMS has already been issued vide this Directorate's letter No. HRD/PMD/13/444/6/PIS/2017-18/270, dated 11.04.2018.

3. In order to capture and save the Service Book Data of employees, the functionality to upload the scanned Service Book pages by the DDOs have been made available on PIS module of HRMS along with viewing right to the employees to view their uploaded scanned service book pages.

4. The scanning of Service Books is to be done at **300 dpi in Black and White** and each Scanned page should be between **100kb to 250 kb**. The instruction on standardization of scanning approach, Flow Chart of steps involved for the DDOs to upload the scanned Service Book Pages on PIS Module of HRMS are also enclosed herewith for ready reference.

5. I am, therefore, directed to request you to kindly instruct all the DDO's under your charge to initiate the process of scanning of Service Books of all the employees as per the standardized scanning approach being shared and to upload the same on PIS module of HRMS. The task is to be completed by 30<sup>th</sup> September, 2018.

View Service Book functionality of HRMS can be accessed by entering the following URL in the browser for ITAX users : <https://itba.incometax.gov.in>

and for Internet users: <https://vpn.incometax.gov.in>

The path for this module is: ITBA Portal → ESS → Login → Personal Information System → View Service Book

6. Users are advised to contact helpdesk in case of any issues in respect of the ITBA.
  - E. URL of helpdesk - <http://itbahelpdesk.incometax.net>
  - F. Help desk number – 0120- 2811200
  - G. Email ID – [helpdesk\\_messaging@incometax.gov.in](mailto:helpdesk_messaging@incometax.gov.in)
  - H. Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)
7. This issues with the approval of Pr. DGIT(HRD), New Delhi.

Yours sincerely,

Encl. As above.

*Shashikajle*  
(Shashi Kajle), 10/07/18  
JDIT (PMD & HRMS) (HRD).

**Copy to :-**

Web Manager, for [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) to upload it on the website.  
P.S. - The standard instruction set and flow chart of steps involved is being emailed to the CCA regions and DDO's separately.

*Shashikajle*  
10/07/18  
JDIT(PMD & HRMS) (HRD).