



कार्यालय 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/ 10TH Floor, Income Tax Towers,
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,
टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

F.No.Pr.CCIT/Circular/Estt/2020-21

Date: 13.05.2020

To

All DDOs of
Andhra Pradesh and Telangana Region.

Sir / Madam,

Sub: Uploading of leave balances of employees in Leave Management Module of ITBA/HRMS – reg.

Ref: 1. Letter of JDIT (PMD&HRMS) (HRD), O/o DIT, HRD, CBDT, New Delhi in F.No.HRD/PMD/13/444/6/LM/2018-19, dated 19.04.2018.
2. This office letter in F.No.Pr.CCIT/Circular/Estt/2018, dated 24.04.2018

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I am directed to forward herewith a copy of the letter in F.No.HRD/PMD /13/444/6/Leave Module/2020-21, dated 08.05.2020 received from the ADG (HRD), O/o DGIT, 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 carefully the enclosures to the above referred letter dated 19.04.2018 and complete the task of uploading Leave Balance on Leave Management Module of HRMS latest by 20 .07.2020. A compliance report in this regard may please be sent to this office by 27.07.2020.

Yours faithfully,

(SARISH IBUKULLA)
Addl. Commissioner of Income Tax,
(Hqrs)(Admn & Vig), Hyderabad

Encl: 1. Copy of this office letter in F.No.Pr.CCIT/Circular/Estt/2018, dated 24.04.2018.
2. F.No.HRD/PMD /13/444/6/Leave Module/2020-21, dated 08.05.2020 received from the ADG (HRD), O/o DGIT, HRD, CBDT, New Delhi.

Copy to:

1. All the CCsIT/DGIT of AP&TS Region
2. All the Pr.CsIT/Pr.DsIT/CsIT/DsIT of AP&TS Region with a request to monitor the progress.



Government of India
Central Board of Direct Taxes,
Directorate General Board of Income-Tax (HRD),
2nd floor, Jawaharlal Nehru Stadium, New Delhi.-110003.

F.No. HRD/PMD/13 /444/6/Leave Module/2020-21|9133

Dated: 08.05.2020

To,

All The PrCCsIT, PrDGsIT
CCsIT, DGsIT

Sub: - Operationalizing of Leave Management Module of HRMS with immediate effect-reg.

It is submitted that vide letter F. No. HRD/PMD/13/444/6/Leave Module/2018/19/480 Dated 19/04/2018 (Enclosed) necessary instructions to upload leave balance on HRMS Leave management Module was circulated.

In this regard, it is submitted that even after lapse of around 2 years, the progress of uploading leave balance on HRMS has been really slow.

The Chairman, CBDT has directed that this module needs to be operationalized by 30.09.2020.

Therefore, as directed it is requested to kindly instruct all DDO's under your respective charges to complete the task of uploading Leave Balance on Leave Management Module of HRMS latest by 15/09/2020.

As regards to the Casual Leave part of the module as directed this may be made operational for w.e.f. 01.07.2020.

This issues with the prior approval of Pr.DGIT (HRD).

Yours sincerely,

Meeta Singh
ADG-1 HRD,
New Delhi.

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

10TH 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


24/04/2018
SPATCHED

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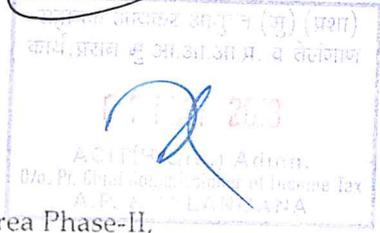
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A11 Cadre



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/2018-19/480

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

Yours faithfully,
Shashi Kajle
(ShashiKajle),
19/04/18

JDIT (PMD & HRMS) (HRD)

Addl. CIT (Hqrs)(Admin & Vig.)
Addl. CIT (Tech)
JD (Systems)
AQ (Exams)
Respond to Hqrs by.....
Urgent/Priority/Important

JDIT(PMD & HRMS) (HRD)

Encls : As above.

Copy to :-

1. Web Manager, for www.officersonline.gov.in to upload it on the website.

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

Name_Emplid_DOB	Earned Leave Balance	Casual Leave Balance	Half Pay Leave Balance	Child Care Leave Balance	Restricted Holiday Balance

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)

1	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					
2	RAJESH KUMAR_106470_02-Mar-1977	12 Oct 14	15 Oct 14	Paternity Leave	4					
3	ISHWAR JHA_126518_05-Aug-1956	5 Jan 15	8 Jan 15	Commutd Leave	4					Generate Csv
4	PRADIP DUTTA_163890_01-Mar-1977	25 Jun 15	3 Jul 15	Paternity Leave	6					
5										

Figure 1 LeavesConsumed Upload Excel

NOTE: LeavesConsumed displayed above are fictitious and have no resemblance to real employee data

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Step2: 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

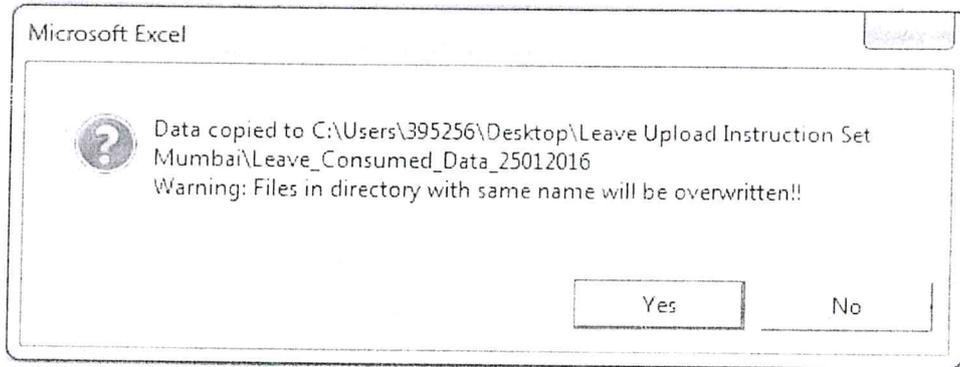
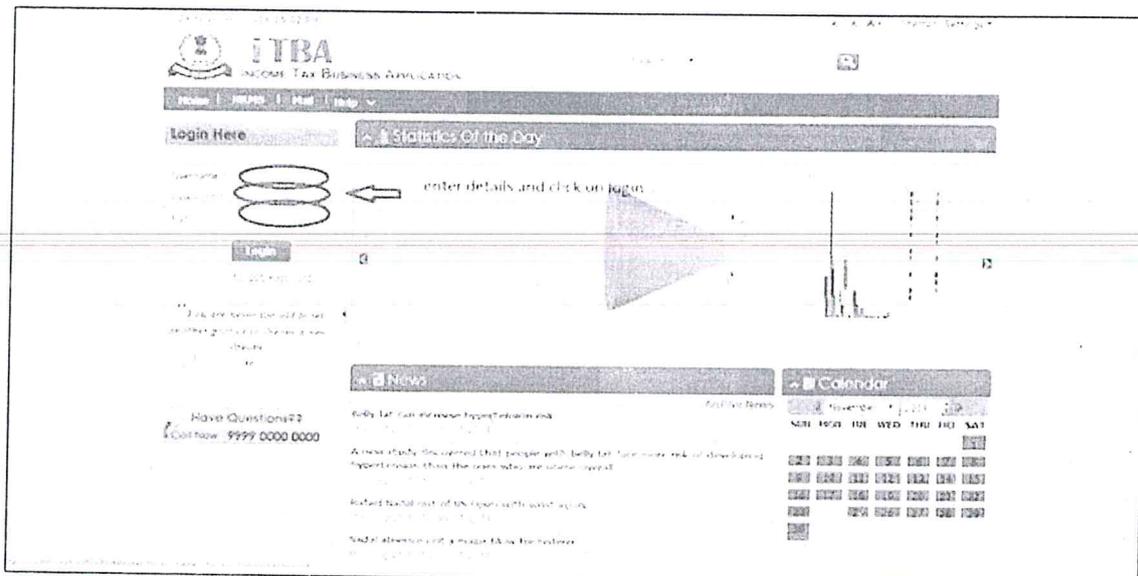


Figure 2: Message displaying the folder path in which CSV is generated

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 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

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 []

Add Clear Basic Search Save Search Criteria

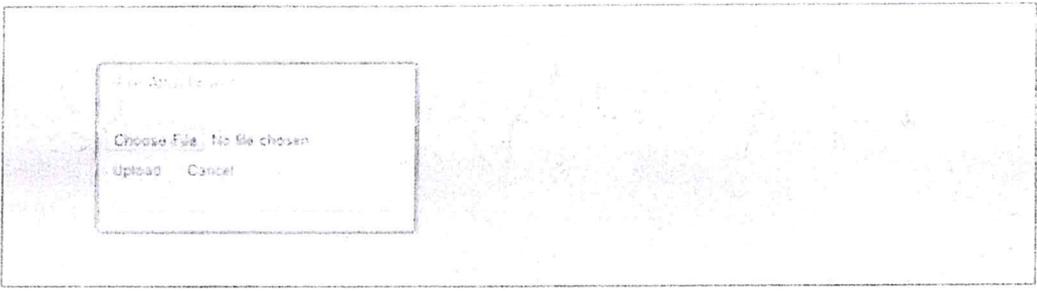
- 6. Click "Add attachment"

Upload Consumed Leave

Request ID: Employee ID:

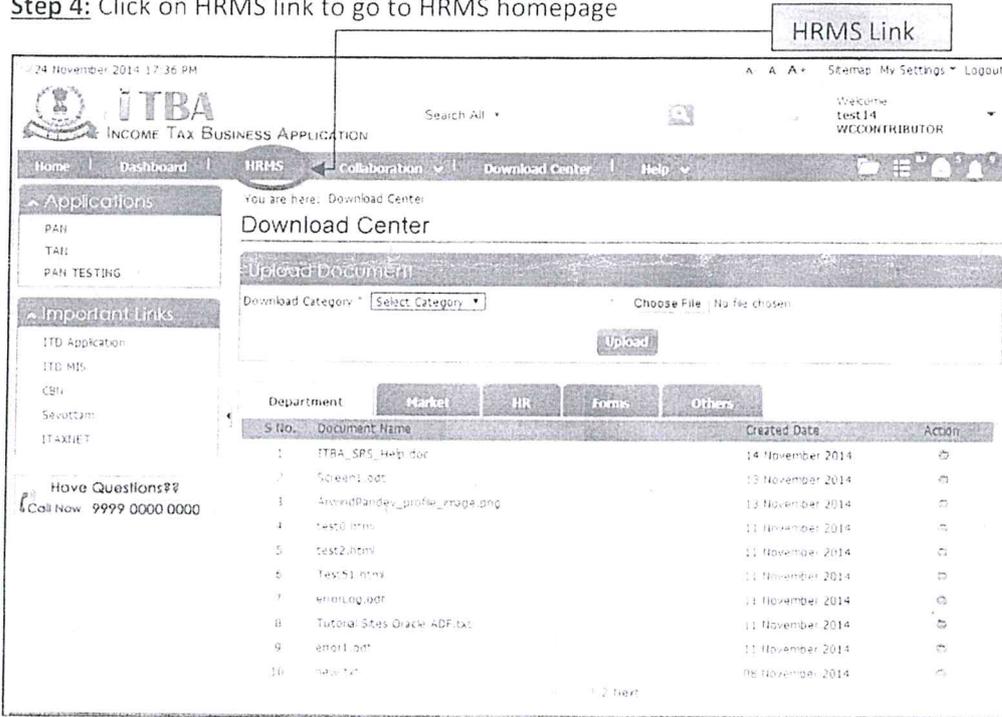
Add Attachment

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



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



Step 5: Navigate to Upload Consumed Leave Screen:

Workforce Administration → Leave Management → Upload Consumed Leave

