



प्रधान मुख्य आयकर आयुक्त का कार्यालय,
आन्ध्र प्रदेश एवं तेलंगाना

Office of the Principal Chief Commissioner of Income Tax
Andhra Pradesh & Telangana

10वीं मंजिल, 'सी' ब्लॉक, आयकर शिखर, ए.सी. गार्ड्स, हैदराबाद-500 004

10th Floor, 'C' Block, IT Towers, AC Guards, Hyderabad-500 004

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

Date: 24.07.2020

To

All DDOs of

Andhra Pradesh and Telangana Region.

Sir/Madam,

Sub: Operationalizing of Leave Management Module of HRMS and Speeding up the process of Scanning and uploading of Service Books on PIS module of HRMS with immediate effect- Reg.

Ref: This office letter in F.No.Pr.CCIT/Circular/Estt/2018, dated 02.07.2020.

I am directed to forward herewith a copy of the D.O. letter No. HRD/HRMS/2020-21/847, dated 02.07.2020 received from the Chairman, CBDT for information and necessary compliance.

2.0 In this connection, I am further directed to request the DDOs to go through carefully to the above referred letter dated 02.07.2020 and complete the task of uploading of scanned Service Books correctly and uploading of Leave Balance on Leave Management Module of HRMS within prescribed time limit and a compliance report in this regard may please be sent to this office.

Yours faithfully,

(K.H. Krishnan)

Administrative Officer (Estt.)

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

Encl: As above

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.

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सत्यमेव जयते

P. C. MODY

Chairman, CBDT &

Special Secretary to the Government of India



भारत सरकार

GOVERNMENT OF INDIA

(वित्त मंत्रालय / राजस्व विभाग)

Ministry of Finance / Department of Revenue

केन्द्रीय प्रत्यक्ष कर बोर्ड

Central Board of Direct Taxes

नार्थ ब्लॉक, नई दिल्ली-110001

North Block, New Delhi - 110001

E-mail : chairmancbdt@nic.in

Tele : 23092648 & Telefax : 23092544

D.O.No. HRD/HRMS/2020-21/847

Dated 07.07.2020

Urgent
Advt (CIT/HRMS)Circulate
CIT (Advt) 23/7for n.a
of level of all DDOs
and information of all concerned 27/07/20

Dear Mohopala,

Sub: - Operationalizing of Leave Management Module of HRMS and Speeding up the process of Scanning and uploading of Service Books on PIS module of HRMS with immediate effect -Reg.

The personnel Information System (PIS) and Leave Management Module of HRMS as part of ITBA has already been rolled out and available for implementation. In this regard, instructions for scanning and uploading of Service Books of employees on PIS module of HRMS and to Upload leave balance on HRMS Leave Management Module was issued by DIT(HRD). Thereafter, a D.O. letter (in January 2020) for speeding up the process was also issued to all Pr. CCIT (CCA) and Pr. DGIT by Directorate of HRD. Reminder letter for Operationalizing of Leave Management Module of HRMS with immediate effect was also written in the month of May 2020.

However, it is seen that till now only 32% of total employees service book have been scanned & uploaded by all the Pr. CCA regions even after lapse of around 2 years. Also, the progress of uploading leave balance on HRMS has been dismal.

Further, it has come to light that various instructions issued are not being duly followed. The correct process of uploading has been explained (financial year wise, service book part, Period Begin Date and Period End Date, Description wise). However, DDO's are not aware of the process and thus are merely scanning service books summarily and uploading them. Even those Service books which are uploaded are incomplete. Thus uploading does not serve the intended purpose.

It is also informed that Updating and Scanning of Service Books and Updating of leave balance in LMM of HRMS are included as a target in Central Action Plan for the F.Y. 2020-21. As per the target, 50% of Updation and Scanning of Service Books on HRMS needs to be completed by 30.09.2020 and 50% remaining by 31.12.2020. With Respect to Leave Management module, target approved is Updating of leave

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balance of 50% of employees of ITD by 30.09. 2020 and 100% by 31.12.2020. To achieve the target on time, the work needs to be expedited.

Therefore, keeping all the facts stated above, you are requested to instruct the DDOs or officials concerned under your charge to :-

(i) Complete the process of Scanning and uploading of Service Books of all the employees at the earliest duly following the instructions. This work needs to be completed by 30.09.2020 and confirmation to that effect be sent to Directorate of HRD. It is informed here that a soft data back up of Scanned Service Book to be made concurrently in the form of pen-drive/CD which may be utilized subsequently.

(ii) Further, upload leave balance of 50% of employees on HRMS under Leave Management Module of HRMS by 30.09.2020 and mandatorily operationalize this module (for application as well as approval) w.e.f. 1.10.2020 for these 50% employees wrt all types of leave applications .Also as further as Updating of Leave balance of remaining 50% of employees is completed by 31.12.2020,for all employees.

With *best wishes,*

Yours *sincerely,*



(P.C. Mody)

**Shri J B Mohapatra,
Pr. CCIT, AP & Telangana,
10th Floor, 'C' Block, I.T.Towers,
10-2-3, AC Guards, Hyderabad-500004.**
