User Manual
(For Officers)

**IRS Online
Deputation Module**

http://49.50.72.70

PREPARED By

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Thinking Future, Moving Ahead

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Index

IRS Online Deputation Module

IRS Online Deputation Module is the online deputation module designed for receipt and the faster processing of the deputation applications and streamlining the deputation cadre clearance of the IRS (IT) officers. This module brings together all the stakeholders – Pr. DGIT(Vig.) office, AD. VI A CBDT, APAR Cell HRD, ADG-3 HRD Office and CCA Office, and all IRS (IT) officers on one single platform.

This application is solely designed for receiving deputation applications and completing preparatory work for Cadre Clearance in an automated environment. The main objective is to bring entire transparency over the accountability and time-bound process in the deputation Cadre Clearance process of the IRS (IT) officers. All documents etc shall be accepted/ processed in online mode through this portal. The module comprises all the essential functions with different user levels. This deputation application will enable officers to view, modify and take all the necessary actions at their end.
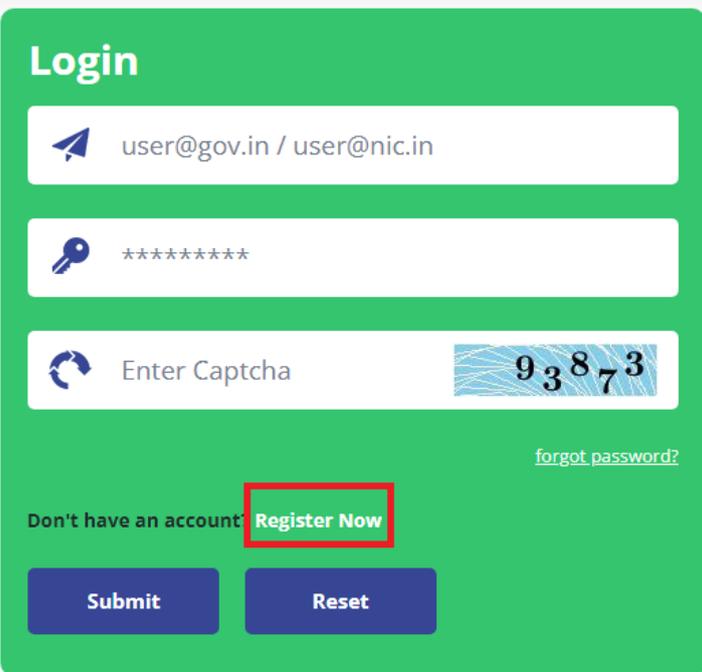
1. CREATION OF USER ACCOUNTS

To access the module, type **http://49.50.72.70** in the web browser. This will take you to the **Deputation e Application System.**
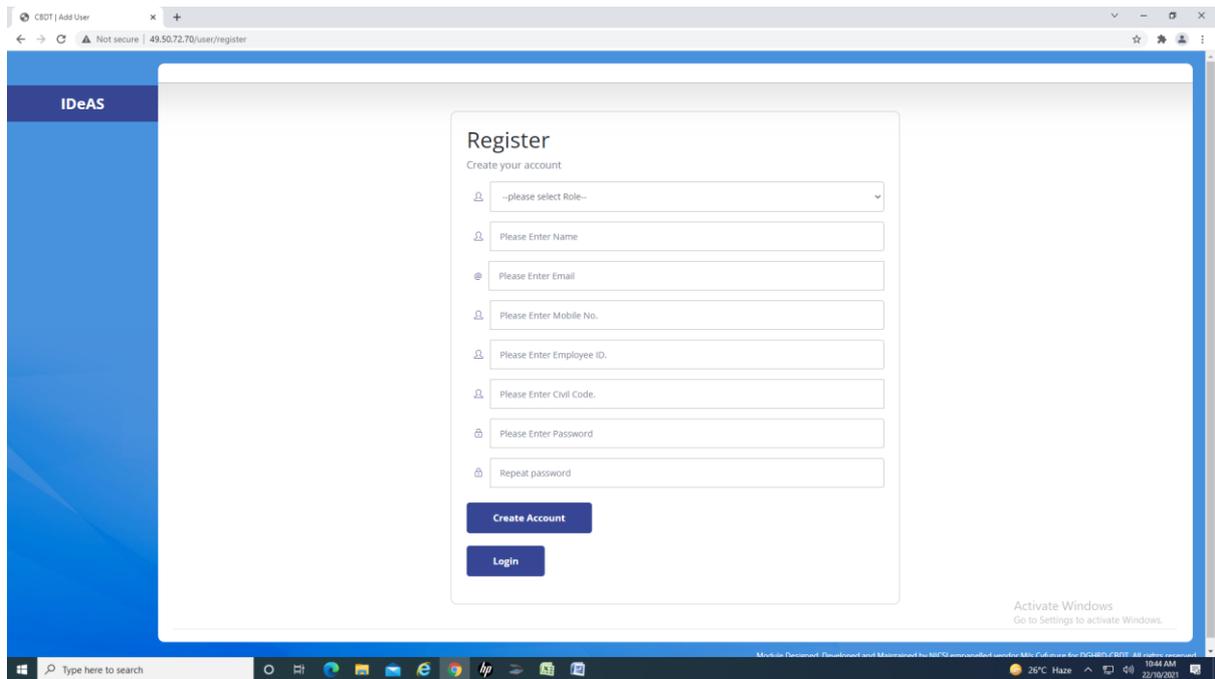
IRS Online Deputation Module
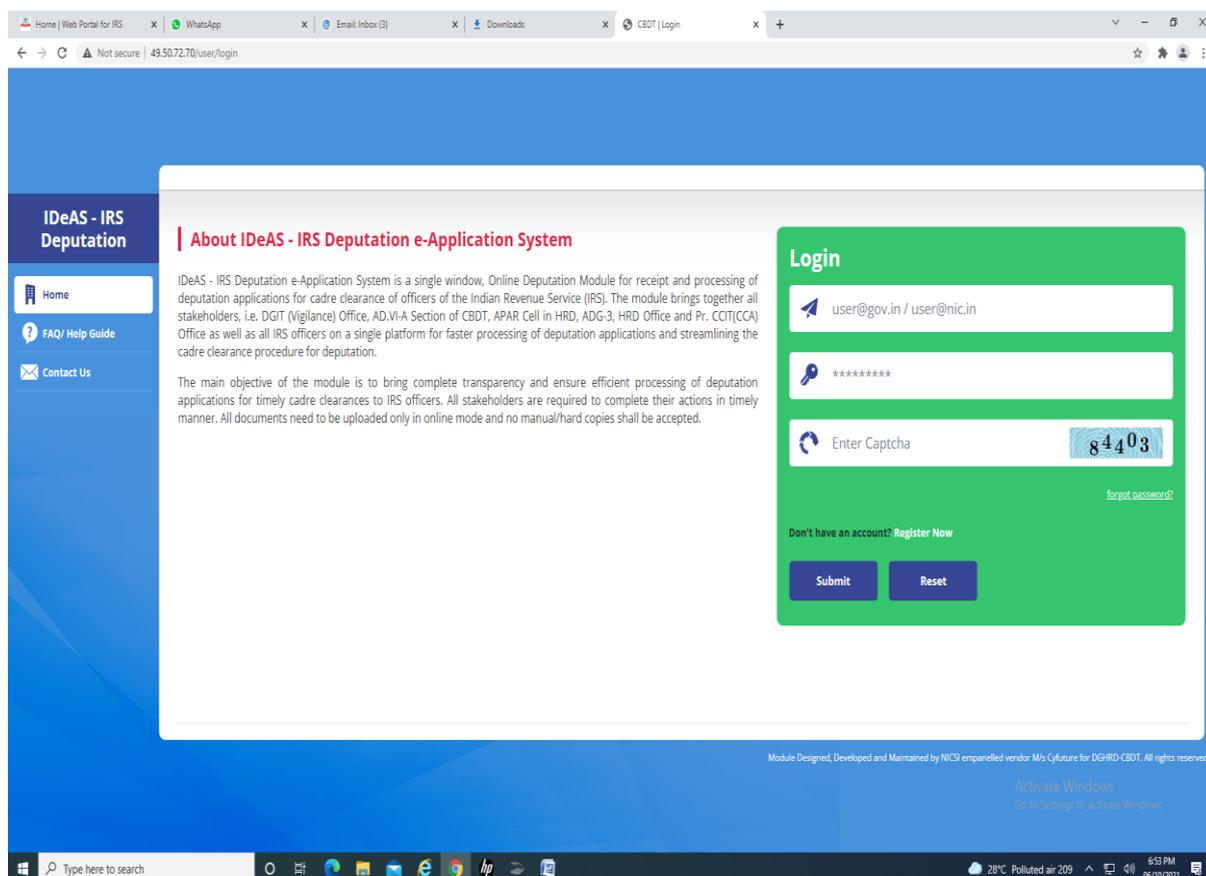
1.1 Register Account

To begin using the IRS deputation portal, first create an account by clicking on the "**Register Now**" button.

Or click on **http://49.50.72.70/user/register** and the below page will load. Enter all the details.

After filling all the details, click on "**Create Account**".

For account verification, User (officer) will receive OTP on the given email id/mobile. User (officer) has to enter the OTP to verify the User account.

On clicking "Verify", the Home page will display the message given below:

IRS Online Deputation Module
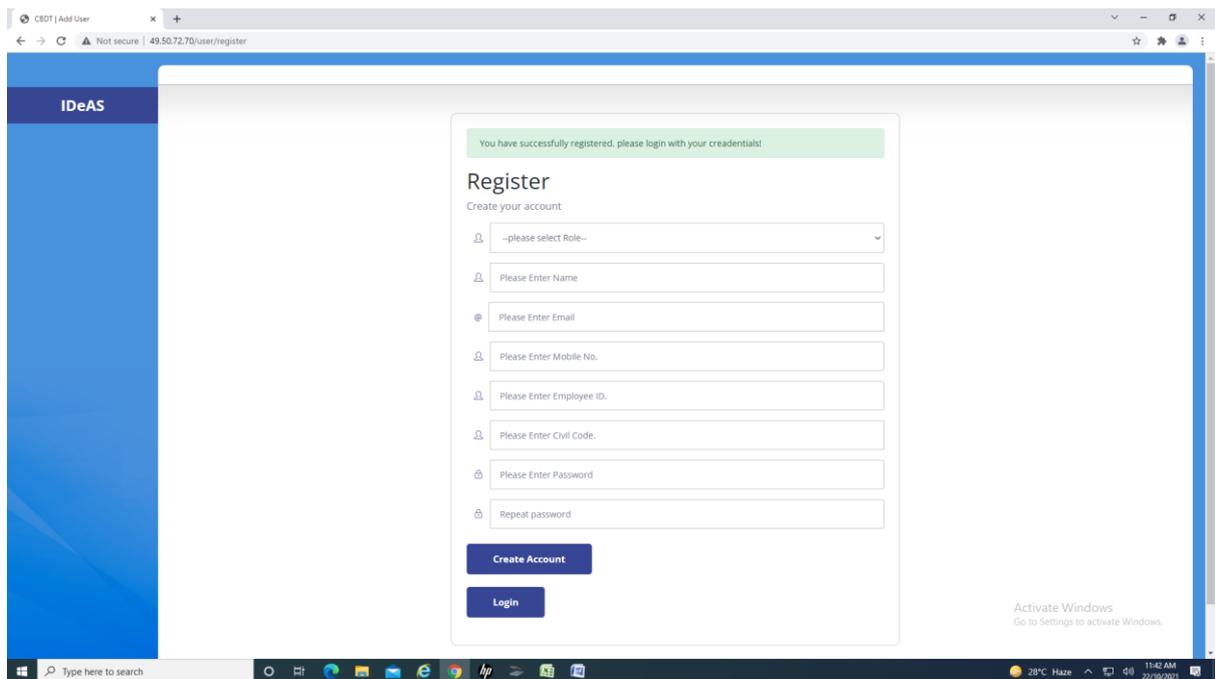
1.2 Log IN

After creating an account, log in with username and password which is received on the given email ID.

Enter your user name.
Enter your Password.
Complete the Captcha.
Click on the "**Submit**" button.
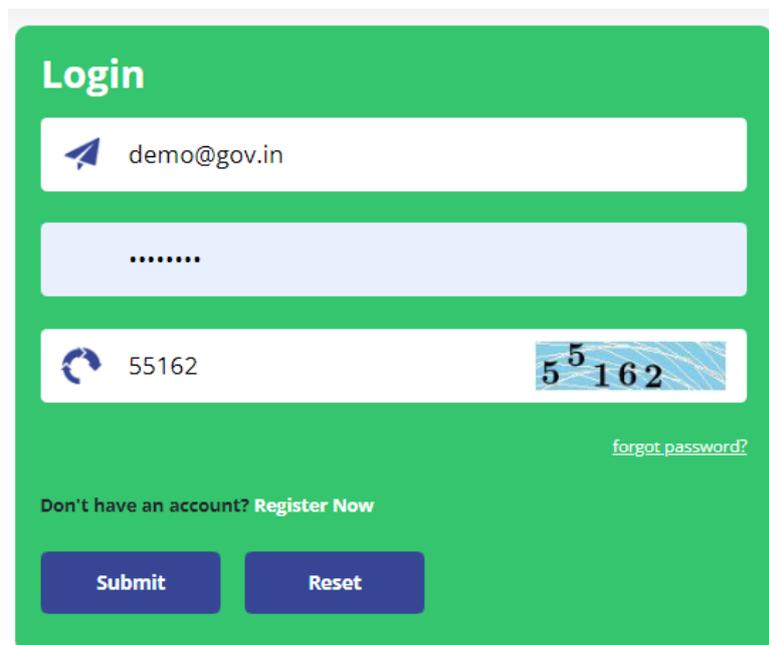
IRS Online Deputation Module

1.3 Profile

After logging in, the User(officer) will land on the main dashboard of IDeAS module. First, go to the profile section to complete the profile. Click on the "**Profile**" button.
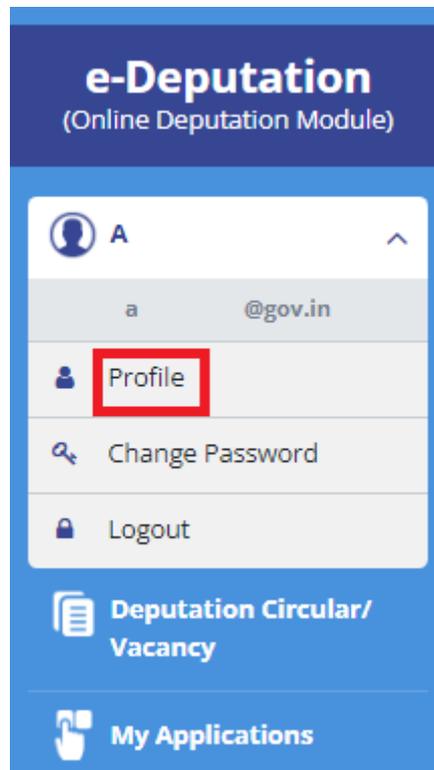
Or click on this link - **http:// 49.50.72.70/cbdt/user/profile**

Click "**Update Profile**" to fill in all the details and complete the profile.

After filling in all the details, click again on the "**Update Profile**". It is mandatory to complete the profile. An incomplete profile won't let the user do any action.
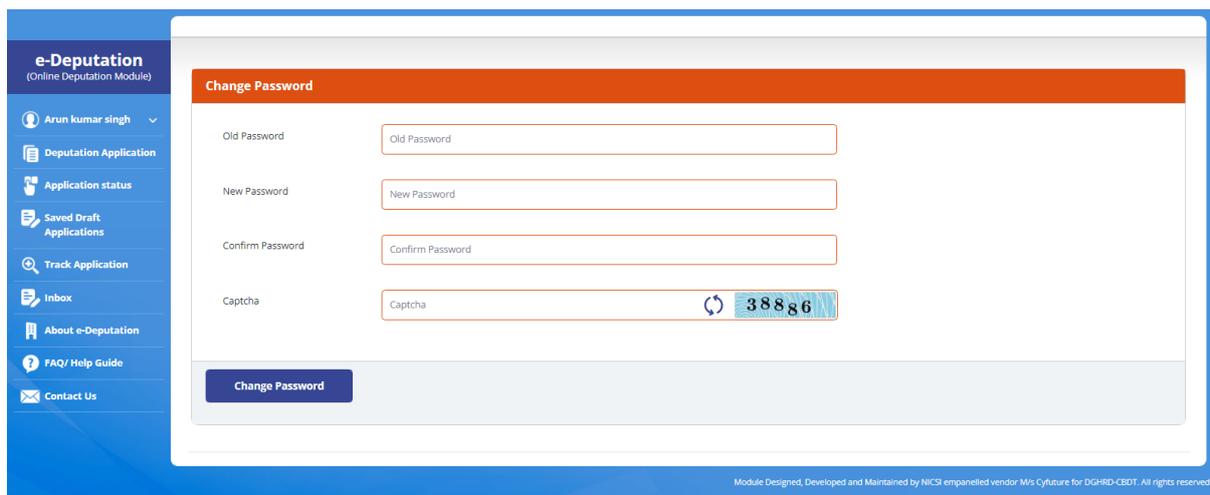
IRS Online Deputation Module

1.4 Password

Click on the Change Password to change existing credentials.
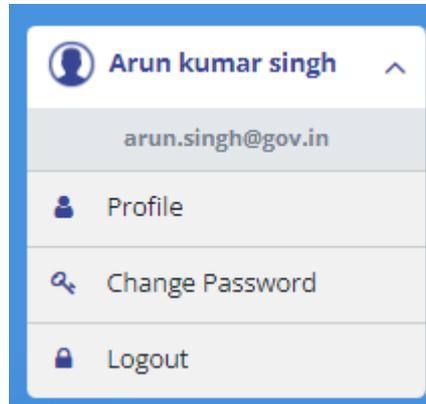
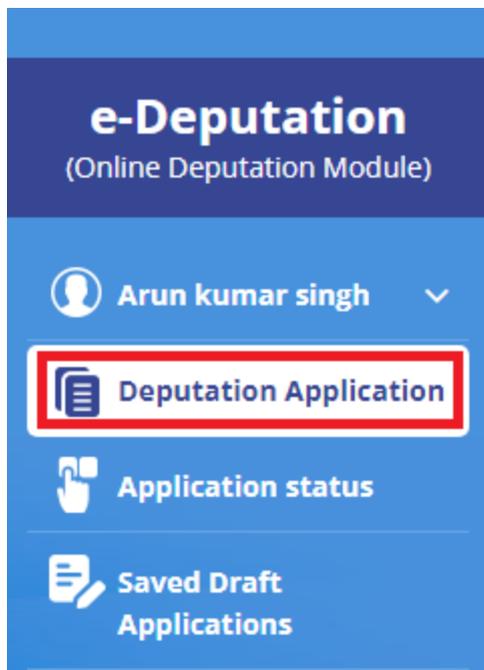To change the password, enter old password then new password and confirm password. Complete the captcha.

Click on "**Change Password**".

IRS Online Deputation Module

2. DEPUTATION APPLICATION

To apply for deputation, click on the "**Deputation Application"** functionality.

The Deputation Application dashboard shows all the details about the deputation vacancies. User (officer) can list entries by clicking on the "**Show**". For seeing circular as per the calendar year, click on "**All Deputation Circulars**". You can also click on the "**Search**" button to search on the following parameters:

- Nature of Vacancy
- Deputation Circular No. and Date/ PDFs
- Tenure of deputation
- Pay Level
- Last Date
- Action

2.1 Circulars uploaded by Directorate of HRD
The Vacancy Circulars uploaded by the Directorate of HRD will be visible in the Deputation Application dashboard.

2.2 Circulars uploaded by Users (Officers)
The User (officer) can also create a Vacancy Circular which is not available in the dashboard. For creating a new Vacancy Circular, click on the "**Click Here**" button.

This will navigate you to the **http:// 49.50.72.70/cbdt/vacancy/create**

Click on "**Next**" to create the Vacancy Circular.


13

IRS Online Deputation Module

2.3 Process for filling the application

In the Deputation Application dashboard, all the Vacancy Circulars are visible. The "**Action**" column shows the "**Apply**" button. The "**Action**" column will show the "**Last Date Over**" after the vacancy date has passed.
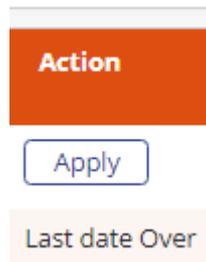
Step 1: To apply for the listed vacancy, click on the "**Apply**" button on the dashboard under "Action' Tab
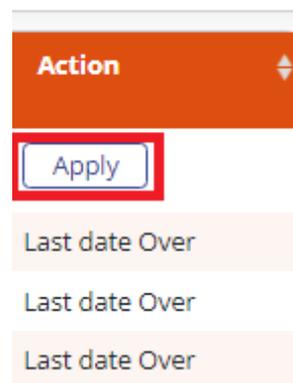
As the User (officer) clicks on the Apply, IDeAS will navigate to **http://49.50.72.70/cbdt/vacancy/apply/Mzc=**

Step 2: The details on this page will be populated from the Profile of the User (officer) and the User(officer) should fill out the remaining details. Then click on "**Save and Next**" or the User(officer) can save the application at any point by clicking on "**Save as Draft**".

IRS Online Deputation Module

Click on "**Save and Next**" will take the User (officer) to next page of the application.

Step 3: The details related to Trainings/ Certifications/ Academic degrees will be populated from the Profile of the User (officer). The User (officer) can then upload all the documents related to these Training/ Certification/Academic degrees here. To add more Trainings/ Certifications/ Academic degrees or any specific ones, the User(officer) can do so by "**Updating Profile**".

Then click on "**Save and Next**" to go to last page of the application.

Step 4: Upload passport size photo and User(officer) can also upload any other reference document/CV here.

Step 5: Select the Supervisory Authority/CCA. Then click on "**Final Submit**".

IRS Online Deputation Module

After the final submission of the application, the following confirmation message will be shown.

Dear **rahuls fgdf**, your application for the post of **test** against circular no **dfsf** has been submitted date **29-09-2021** (Wednesday) at **11:50:17 hours**. Your application ID number is **987653/09/2021**.
A confirmatory message has been sent to mobile number **9939775123** and email id **rahul@gmail.com**. You will be getting notification/alerts through email/SMS.
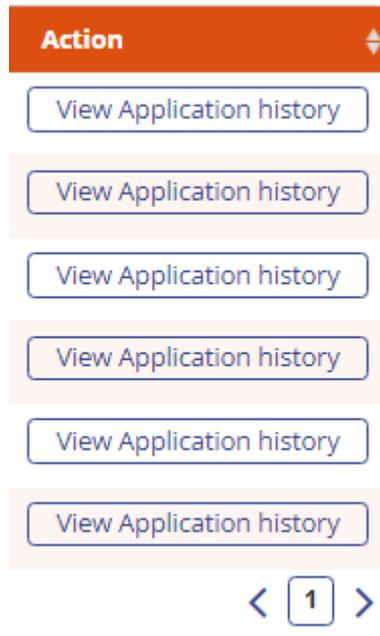
The User (officer) application is now submitted.

IRS Online Deputation Module

3. APPLICATION STATUS

The User (officer) can track the status of his/her submitted applications under this functionality.
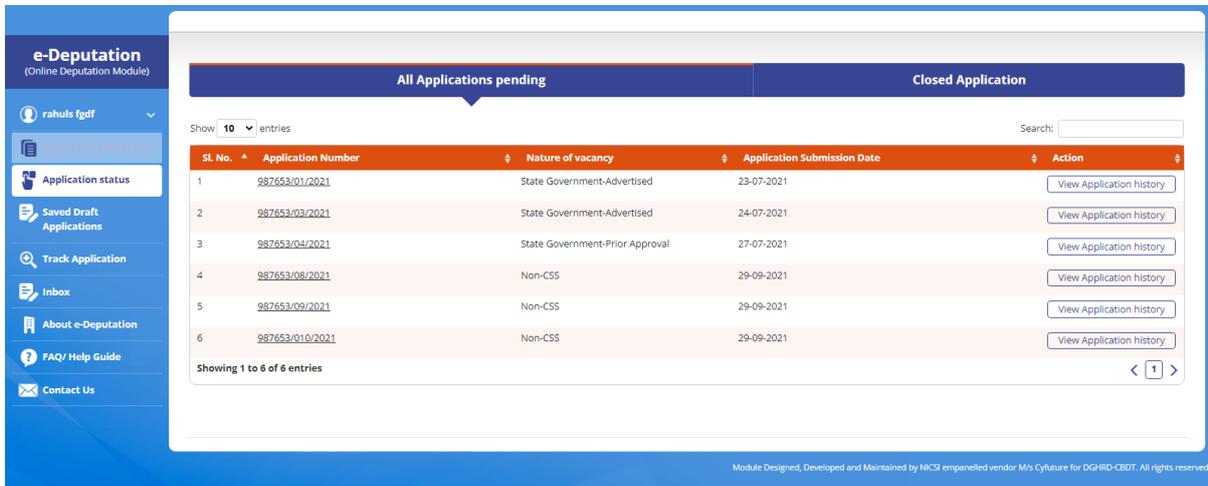
On clicking **View Application History,** detailed information about the status of the application will be shown.

IRS Online Deputation Module

The application status will be shown as follows :

Application Status

Officer Name: rahuls fgdf	Application Number: 987653/01/2021	Circular No:tttt
Designation:	Employee Code: 123450	

Application Submitted by the Officer to Supervisor (CCA Office) 23-July-2021 09:47:32

Application forwarded by CCA OFFICE TO ADG-3, HRD 13-August-2021 (Friday) 06:51:11

Application forwarded by ADG-3, HRD TO Cadre Management Division-III 13-August-2021 (Friday) 06:51:11

Letter to Pr.DGIT(Vigilance) for Vigilance Clearance By CMD III: Submitted 30-August-2021 (Monday) 09:19:55
Vigilance Clearance by Pr.DGIT(Vigilance): **Pending**

Letter to Ad.VIA for Administrative Clearance By CMD III: **Pending**
Administrative Clearance by : **Pending**

Letter to APAR Division, O/o ADG-1, HRD for APAR and Integrity Certificate By CMD III: Submitted 13-August-2021 (Friday) 07:22:25
APAR and Integrity Certificate by APAR Division: Submitted 13-August-2021 (Friday) 07:23:57

If any clarification has been sought by CCA office/Supervisory Authority, it will be visible under the Tab "**Clarification by CCA/Supervisory officer**"

IRS Online Deputation Module

Click on the "**Clarification by CCA/Supervisory Officer**" tab to respond to the query sought.

Application Number:-987651/011/2021	
Application Submitted By the Officer	View / Download
Attachments Biodata/ Application Proforma/ CV etc. Sought By Deputationist Organization	View / Download
Clarification/ further Information etc. sought by CCA/officer office CBDT	Clarification/ further Information etc. sought by CCA/officer office CBDT

IRS Online Deputation Module

4. SAVED DRAFT APPLICATIONS

The "Saved Draft Applications" functionality will show all the applications that are yet to be completed by the User(officer). It will show all the applications that have been saved by clicking on the "**Save as Draft**" tab.

User (officer) can click on the "**Edit/Complete Application**" to complete and submit their application as per the steps defined in Section 2.3.

IRS Online Deputation Module

5. TRACK APPLICATION

Track application functionality can be used to track "**All Applications Pending**" and "**Closed Applications**" of the User (officer).

The list of all the pending applications will be shown as below:

To track his/her pending application, user may click on "**Track Application**" tab under Status column.

IRS Online Deputation Module

The closed applications list will be shown as below:

To view his/her closed applications history, User (officer) may click on "**View Application History**" tab under Status column.

IRS Online Deputation Module

6. INBOX

This functionality is relevant for all the Supervisory Authorities. Inbox will display all the applications that are pending at their level for approval and further forwarding. The Supervisory Authority has to click the "**View/Download/Take Further Action**" tab under Action column to complete further actions.
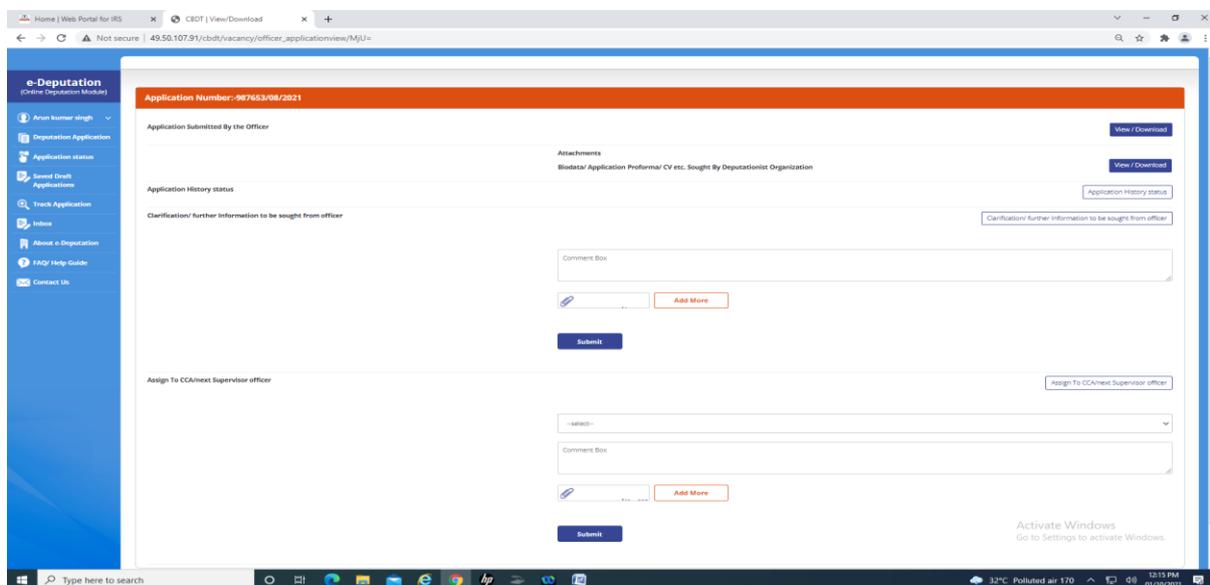

On clicking "**View/Download/Take Further Action**" tab, the following window will be visible to take appropriate action. The Supervisory Authority can seek clarification from the applicant officer or forward the application to the concerned CCA office.

IRS Online Deputation Module

The Supervisory Authority can also view the number of closed applications under the "**Closed Application**" tab under Action column.

IRS Online Deputation Module

7. CONTACT US

For any support or query, Users (officers) may send email at
support.irsdepportal@incometax.gov.in

IRS Online Deputation Module