

User Manual

(For Officers)

IRS Online
Deputation Module

<http://49.50.72.70>

PREPARED By



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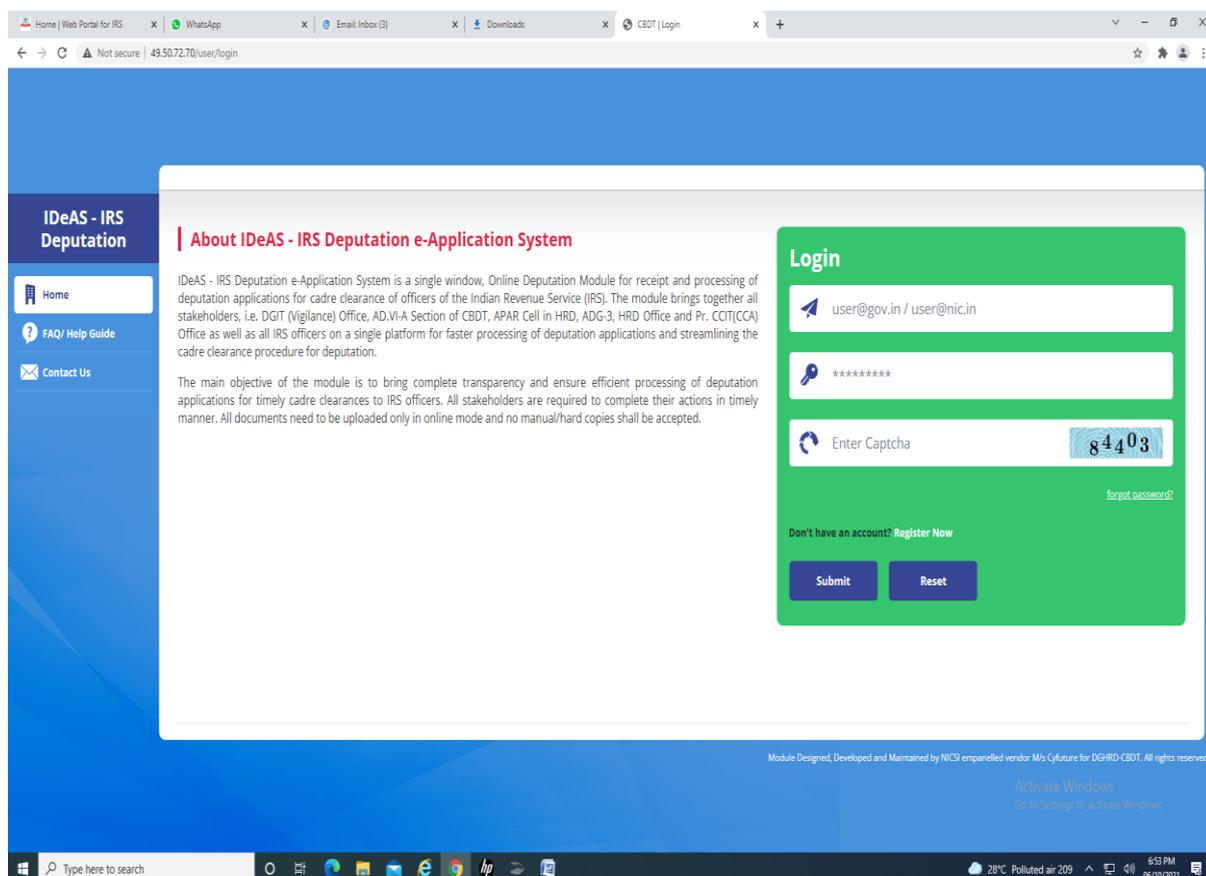
IRS Online Deputation Module

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.

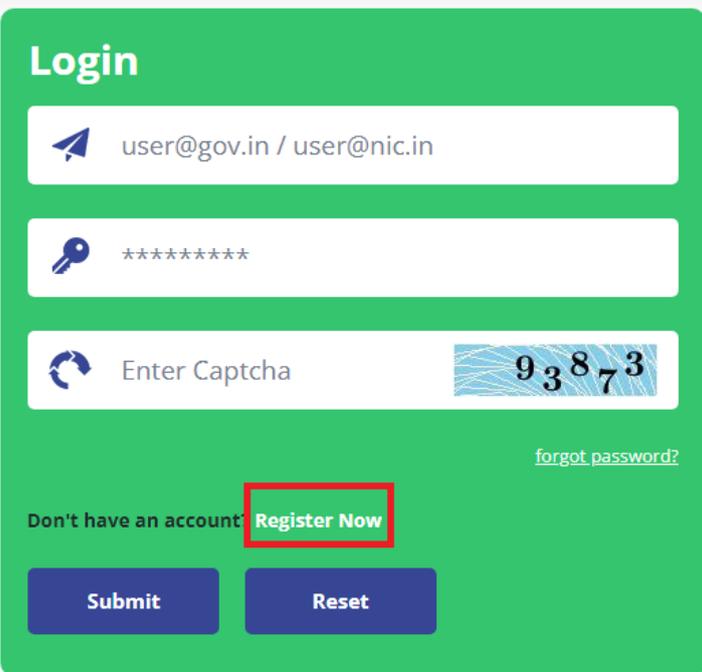
1. CREATION OF USER ACCOUNTS

To access the module, type <http://49.50.72.70> in the web browser. This will take you to the **Deputation e Application System**.



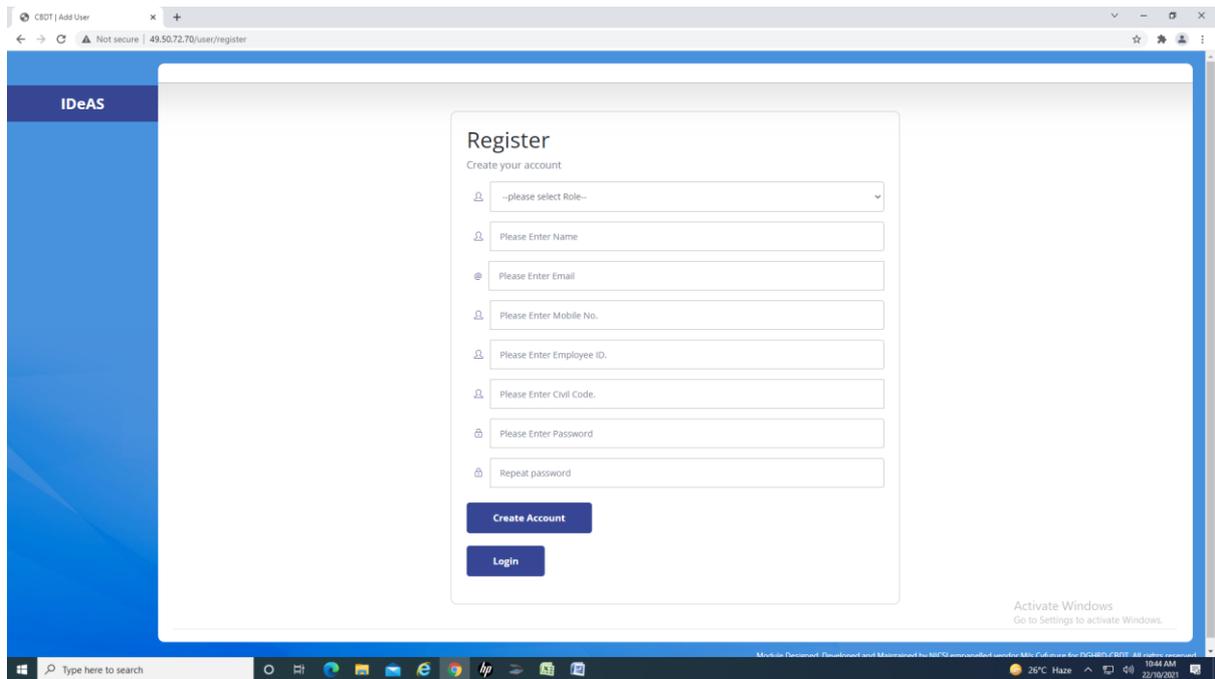
1.1 Register Account

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



The image shows a login form on a green background. At the top, the word "Login" is written in white. Below it are three input fields: the first for an email address (containing "user@gov.in / user@nic.in"), the second for a password (masked with asterisks), and the third for a captcha (containing the numbers "93873"). To the right of the captcha field is a link that says "forgot password?". Below the input fields, there is a link that says "Don't have an account: Register Now", where "Register Now" is highlighted with a red box. At the bottom of the form are two buttons: "Submit" and "Reset".

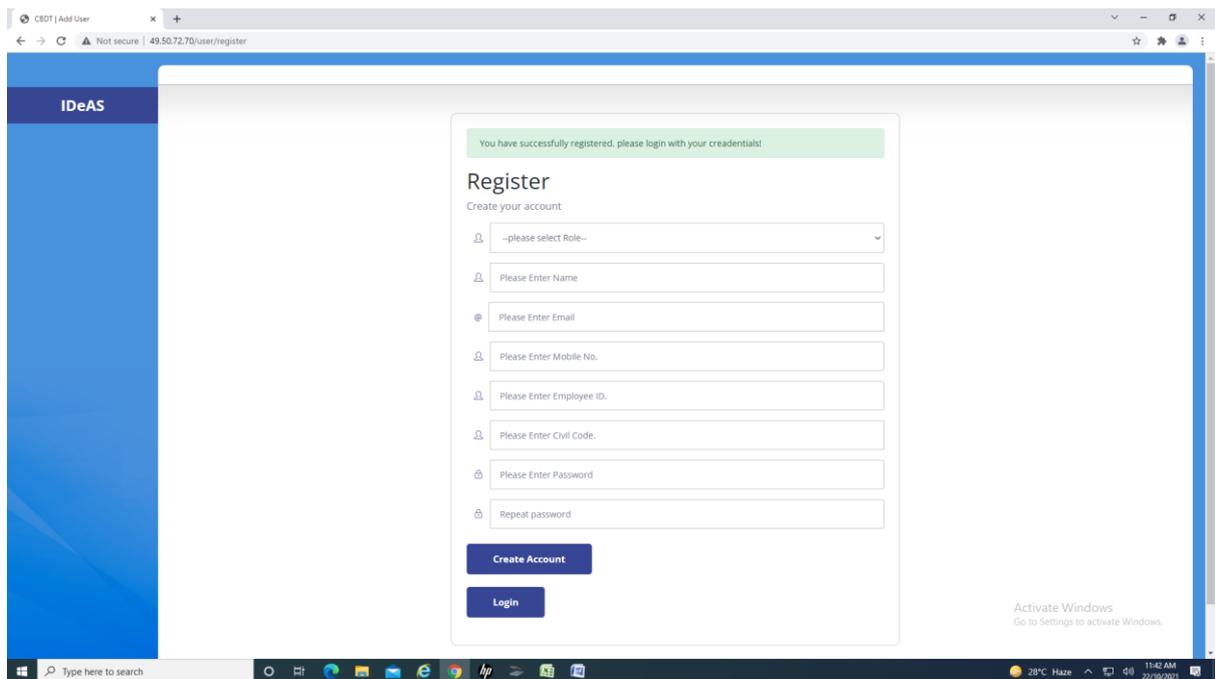
Or click on <http://49.50.72.70/user/register> and the below page will load.
Enter all the details.



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:



1.2 Log IN

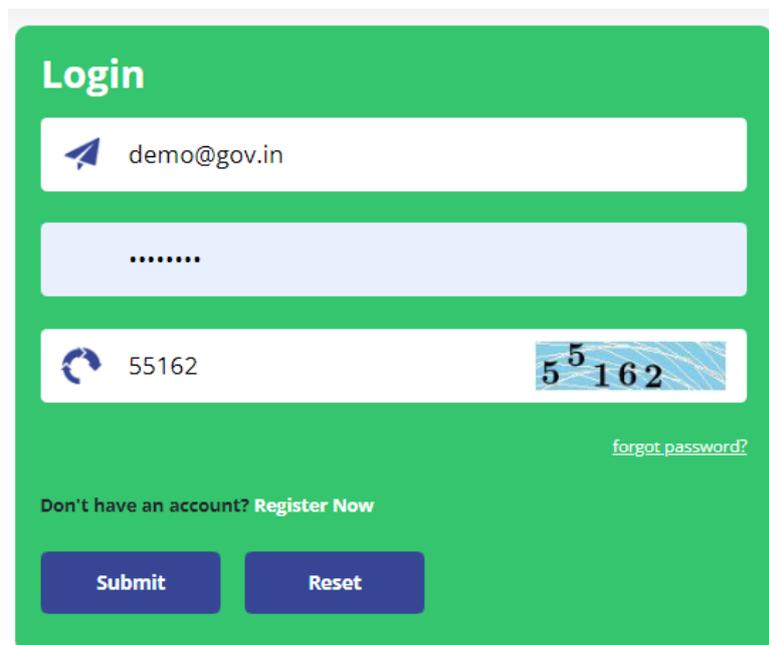
After creating an account, log in with username and password which is received on the given email ID.

Enter your user name.

Enter your Password.

Complete the Captcha.

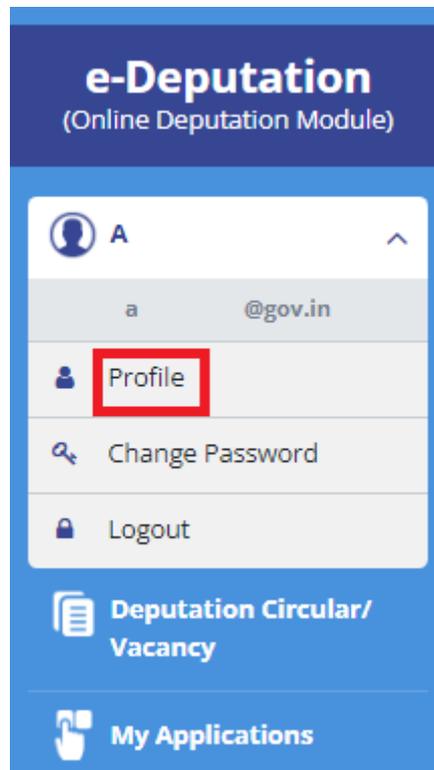
Click on the “**Submit**” button.



The image shows a login form with a green background. At the top left, the word "Login" is written in white. Below it, there are three input fields: the first contains the email address "demo@gov.in" with a blue envelope icon; the second is a password field with a light blue background and a series of dots; the third is a captcha field containing the number "55162" and a blue wavy graphic with the numbers "5 5 1 6 2". To the right of the captcha field is a link that says "forgot password?". Below the input fields, there is a link that says "Don't have an account? Register Now". At the bottom, there are two blue buttons: "Submit" and "Reset".

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](http://49.50.72.70/cbdt/user/profile)

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

e-Deputation
(Online Deputation Module)

Arun kumar singh

Deputation Application

Application status

Saved Draft Applications

Track Application

Inbox

About e-Deputation

FAQ/ Help Guide

Contact Us

Name* A Service* IRS

Employee Code* 383124 Civil Code* 987651

Date Of Birth* 09/07/1974 Father Name* FGSGSFDGSD

Exam year 1996 Allotment Year/ Batch 1997

Date of entering into IRS (IT) (DD-MM-YYYY) 30-01-1998 Email ID a @gov.in

Date of Superannuation (DD-MM-YYYY) 26/08/2021 Gender Male

Category* General Domicile/ Home State HRYANA

Phone Number +91 9578253614 Address FGASFHGHNBGHGSHFGSGSFGS

Pay Level (as per 7th CPC)* 10th Pay level Basic Pay (as on date of issue of deputation circular) 123100

Present PCCIT(CCA) Region/Directorate* Pr. PCCIT, Calicut, Kerala Present Post Held (Designation/ Grade) * ADD CIT

Deputation Post being applied* DIRECTOR Whether Regular/ Ad-hoc* REGULAR

Mode of entry into IRS (IT) Direct recruit

Whether Completed Probation, if applicable, indicate Yes/ No YES Whether the Officer has completed three years in cadre post after repatriation from an ex-cadre post on deputation/ foreign service (Indicate Yes/ No) YES

Past deputation details

	Organisation	Pay Scale	post	From	To
1	test	14th Pay level	po	10/07/2021	03/07/2021
2	test	14th Pay level	dfgfdg	10/07/2021	03/07/2021

Trainings/Certifications/Academic degree

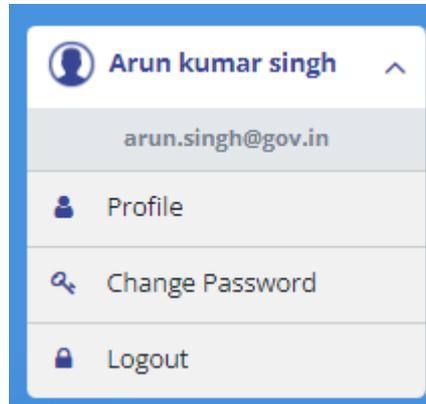
	Special Degree	Year	Institution	Grade/Marks	Remarks
1	BNVCNV B	2010	VBXBX	9.0	VERY GOOD

Update 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.

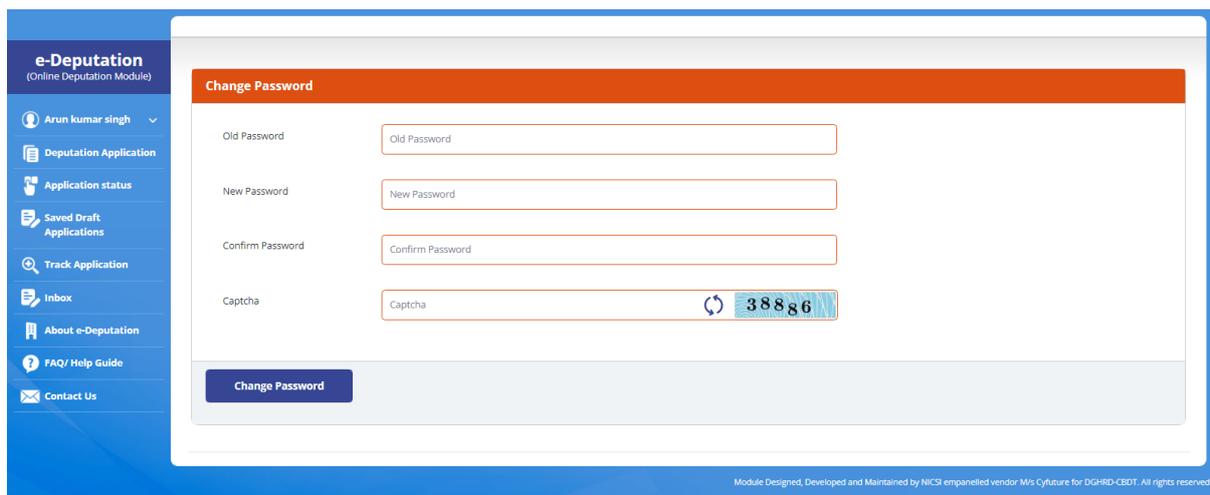
1.4 Password

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.

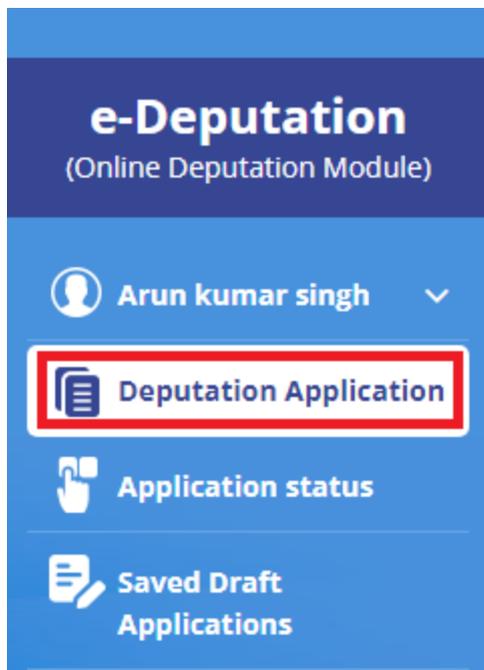
Click on **“Change Password”**.

A screenshot of the 'Change Password' form in the 'e-Deputation (Online Deputation Module)'. The form includes fields for 'Old Password', 'New Password', 'Confirm Password', and 'Captcha'. The captcha image shows the number '38886'. A 'Change Password' button is located at the bottom of the form. The left sidebar contains navigation options like 'Deputation Application', 'Application status', 'Saved Draft Applications', 'Track Application', 'Inbox', 'About e-Deputation', 'FAQ/ Help Guide', and 'Contact Us'.

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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

Showing 1 to 5 of 5 entries

Sl. No.	Nature of Vacancy	Deputation Circular No. and Date/PDFs	Tenure of deputation	Pay level	Last date	Action
1	CSS	2487845	3	16	30-Sep-2021	Applied
2	Non-CSS	dfsdf	45	13	30-Sep-2021	Apply
3	State Government-Prior Approval	bn	1	13	29-Jul-2021	Last date Over
4	State Government-Advertised	tttt	76	13	29-Jul-2021	Last date Over
5	State Government-Prior Approval	test	45	11	22-Jul-2021	Last date Over

Not found the desired Vacancy Circular. [Click Here](#) to Create and apply.

Note: Officers to apply at least 30 days working days prior to the last date.

Attention: Vacancy Circulars meant for restricted/ confidential circulation shall not be Uploaded/ processed through IDEAS.

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.

Not found the desired Vacancy Circular. [Click Here](#) to Create and apply.

This will navigate you to the [http:// 49.50.72.70/cbdt/vacancy/create](http://49.50.72.70/cbdt/vacancy/create)

Click on “**Next**” to create the Vacancy Circular.

Please provide the Deputation vacancy details

Application Category*
State Government-Prior Approval

Deputation Circular No. and Date
GFGR65789

Tenure of deputation*
45987

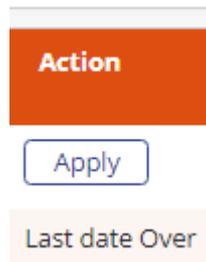
Last date for submitting application to the Deputationist Organisation*
30/11/2021

Pay level*
13th Pay level

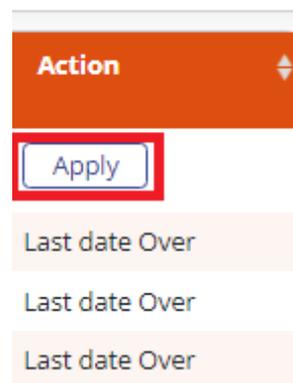
Next

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**”.

e-Deputation
(Online Deputation Module)

Arun kumar singh

- Deputation Application
- Application status
- Saved Draft Applications
- Track Application
- Inbox
- About e-Deputation
- FAQ/ Help Guide
- Contact Us

Basic Information/Service Particulars
← Back

Name*	A	Service*	IRS
Employee Code*	383124	Civil Code*	987651
Date Of Birth*	09/07/1974	Father Name*	Father Name
Exam year	1996	Allotment Year/ Batch	1997
Date of entering into IRS (IT) (DD-MM-YYYY)	30-01-1998	Email ID	a @gov.in
Date of Superannuation (DD-MM-YYYY)	Date of Superannuation	Gender	Male
Category*	General	Domicile/ Home State	HRYANA
Phone Number	+91 9578253614	Address	FGASFHGHNBGHGSHFGFGSFGS
Pay Level (as per 7th CPC)*	10th Pay level	Basic Pay (as on date of issue of deputation circular)	123100
Present PCCIT(CCA) Region/Directorate*	Pr.CCIT, Odisha-1234585	Present Post Held (Designation/ Grade)*	Present Post Held (Designation/ Grade)
Deputation Post being applied*	test	Whether Regular/ Ad-hoc*	REGULAR
Mode of entry into IRS (IT)	Direct recruit	Whether the Officer has completed three years in cadre post after repatriation from an ex-cadre post on deputation/ foreign service (Indicate Yes/ No)	YES
Whether Completed Probation, if applicable, indicate Yes/ No	YES		

Past deputation details

	Organisation	Pay Scale	post	From	To
1	test	14th Pay level	po	10/07/2021	03/07/2021
2	test	14th Pay level	dfgfdg	10/07/2021	03/07/2021

Certification that Executive Profile is correct and if found incorrect, the application is liable to be rejected.

Mandatory check button: All details furnished above are true.

Disclaimer: The above information is on the basis of Civil list data and may not be construed for any claim including Seniority/Batch etc.

Save as Draft

Save and Next

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”**.

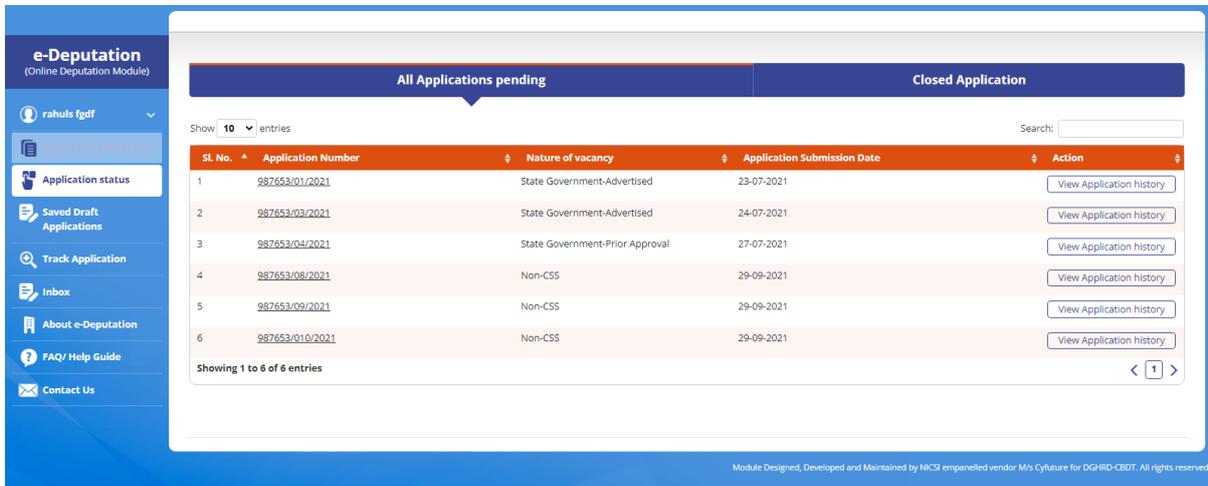
After the final submission of the application, the following confirmation message will be shown.

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.

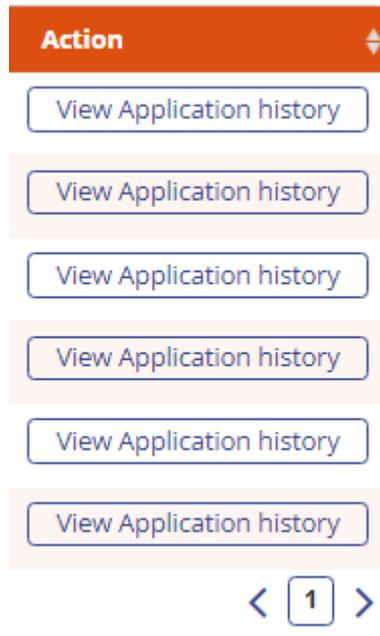
The User (officer) application is now submitted.

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.



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”**



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](#)

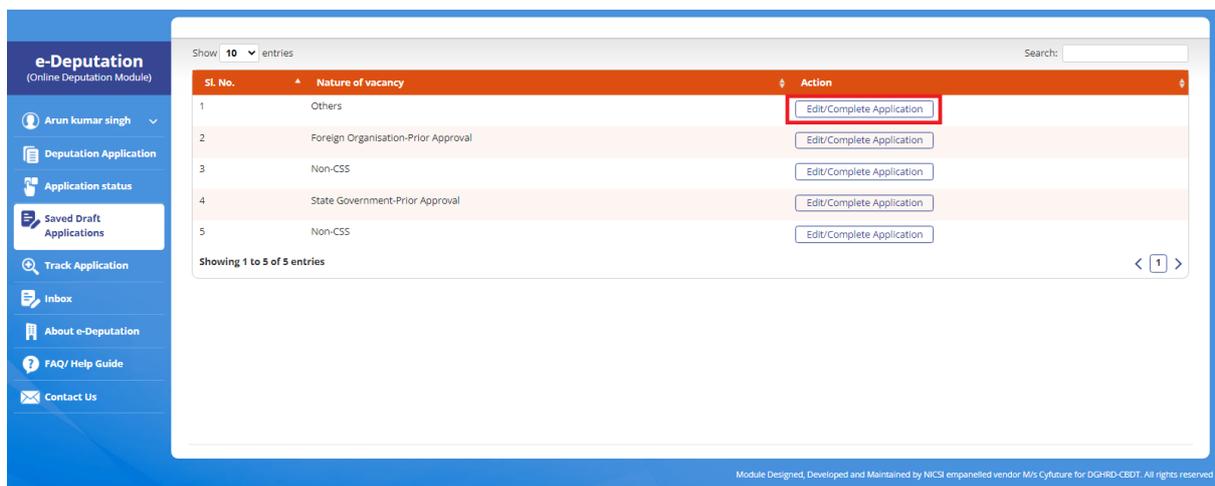
Attachments
Biodata/ Application Proforma/ CV etc. Sought By Deputationist Organization [View / Download](#)

Clarification/ further Information etc. sought by CCA/officer office CBDT [Clarification/ further Information etc. sought by CCA/officer office CBDT](#)

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.



The screenshot displays the 'e-Deputation' (Online Deputation Module) interface. On the left, a navigation menu includes options like 'Deputation Application', 'Application status', 'Saved Draft Applications' (highlighted), 'Track Application', 'Inbox', 'About e-Deputation', 'FAQ/ Help Guide', and 'Contact Us'. The main content area shows a table with 5 entries. The first entry, 'Others', has its 'Edit/Complete Application' button highlighted with a red box. The table also includes a search bar, a 'Show 10 entries' dropdown, and a pagination control showing 'Showing 1 to 5 of 5 entries'.

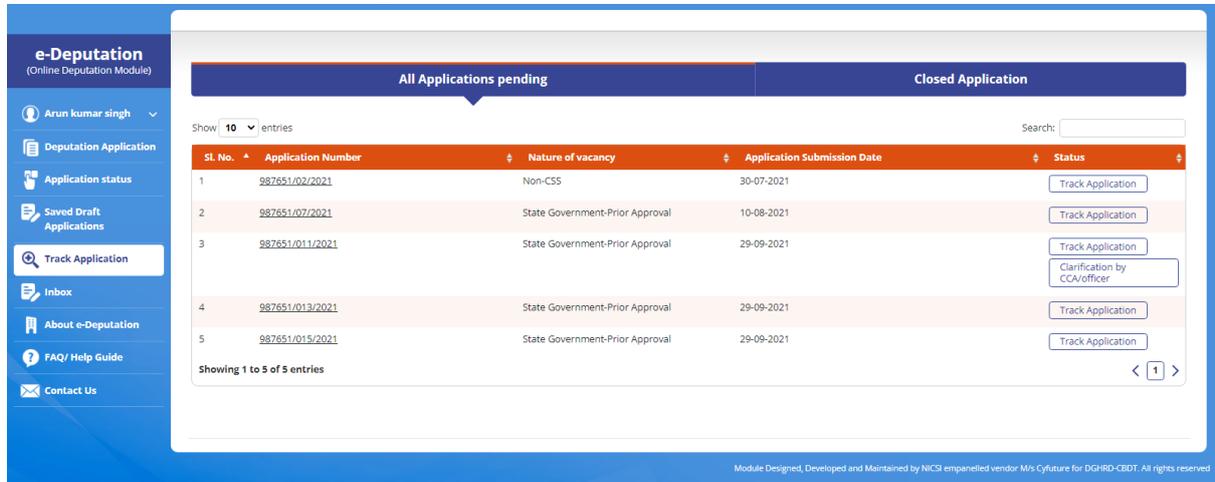
Sl. No.	Nature of vacancy	Action
1	Others	Edit/Complete Application
2	Foreign Organisation-Prior Approval	Edit/Complete Application
3	Non-CSS	Edit/Complete Application
4	State Government-Prior Approval	Edit/Complete Application
5	Non-CSS	Edit/Complete Application

Showing 1 to 5 of 5 entries

5. TRACK APPLICATION

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

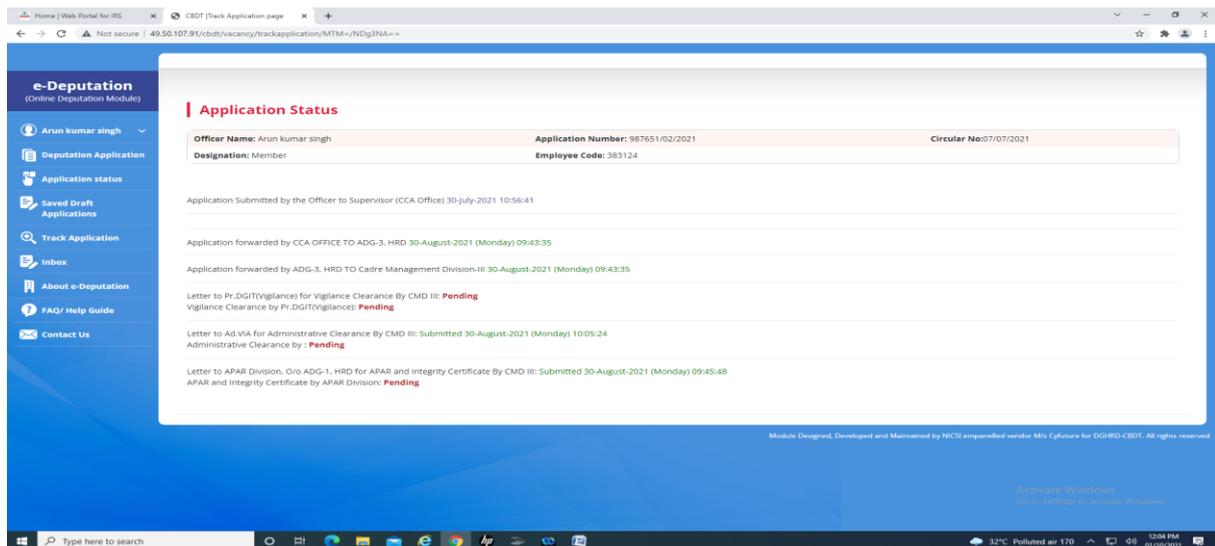
The list of all the pending applications will be shown as below:



The screenshot displays the 'e-Deputation' (Online Deputation Module) interface. The user is logged in as 'Arun kumar singh'. The main content area is titled 'All Applications pending' and shows a table of pending applications. The table has columns for 'Sl. No.', 'Application Number', 'Nature of vacancy', 'Application Submission Date', and 'Status'. There are 5 entries listed. Each entry has a 'Track Application' button. The status column also includes a 'Clarification by CCA officer' button for the first entry. The interface also shows a search bar and a 'Showing 1 to 5 of 5 entries' indicator.

Sl. No.	Application Number	Nature of vacancy	Application Submission Date	Status
1	987651/02/2021	Non-CSS	30-07-2021	Track Application
2	987651/07/2021	State Government-Prior Approval	10-08-2021	Track Application
3	987651/011/2021	State Government-Prior Approval	29-09-2021	Track Application
4	987651/013/2021	State Government-Prior Approval	29-09-2021	Track Application
5	987651/015/2021	State Government-Prior Approval	29-09-2021	Track Application

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



The screenshot displays the 'e-Deputation' (Online Deputation Module) interface showing the detailed status of a specific application. The user is logged in as 'Arun kumar singh'. The main content area is titled 'Application Status' and shows the following details:

- Officer Name: Arun kumar singh
- Application Number: 987651/02/2021
- Circular No: 07/07/2021
- Designation: Member
- Employee Code: 383124

The application status is shown as 'Pending' in red text. The application was submitted by the Officer to Supervisor (CCA Office) on 30-july-2021 10:56:41. The application was forwarded by CCA OFFICE TO ADG-3, HRD on 30-August-2021 (Monday) 09:43:35. The application was forwarded by ADG-3, HRD TO Cadre Management Division-III on 30-August-2021 (Monday) 09:43:35. The application was forwarded by ADG-3, HRD TO ADG-1, HRD for APAR and Integrity Certificate by CMD III on 30-August-2021 (Monday) 10:05:24. The application was forwarded by ADG-1, HRD for APAR and Integrity Certificate by CMD III on 30-August-2021 (Monday) 09:45:48. The application was forwarded by ADG-1, HRD for APAR and Integrity Certificate by CMD III on 30-August-2021 (Monday) 09:45:48. The application was forwarded by ADG-1, HRD for APAR and Integrity Certificate by CMD III on 30-August-2021 (Monday) 09:45:48.

The closed applications list will be shown as below:

The screenshot shows the 'e-Deputation' interface with a sidebar on the left and a main content area. The sidebar includes options like 'Deputation Application', 'Application status', 'Track Application', 'Inbox', and 'FAQ/ Help Guide'. The main content area is titled 'All Applications pending' and 'Closed Application'. It displays a table with the following data:

Sl. No.	Application Number	Nature of vacancy	Application Submission Date	Status
1	987651/01/2021	State Government-Advised	21-07-2021	View Application history
2	987651/03/2021	Others	30-07-2021	View Application history
3	987651/05/2021	Others	30-07-2021	View Application history
4	987651/06/2021	Non-CSS	02-08-2021	View Application history
5	987651/08/2021	Non-CSS	11-08-2021	View Application history

Below the table, it indicates 'Showing 1 to 5 of 5 entries' and includes 'Previous' and 'Next' navigation buttons.

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

The screenshot shows the 'e-Deputation' interface with a sidebar on the left and a main content area titled 'Application Status'. The main content area displays the following information:

Application Status

Officer Name: Arun kumar singh Application Number: 987651/01/2021 Circular No:tttt

Designation: Member Employee Code: 383124

Application Submitted by the Officer to Supervisor (CCA Office) 21-july-2021 13:00:22

Application forwarded by CCA OFFICE TO ADG-3, HRD 21-july-2021 (Wednesday) 13:01:17

Application forwarded by ADG-3, HRD TO Cadre Management Division-III 21-july-2021 (Wednesday) 13:01:17

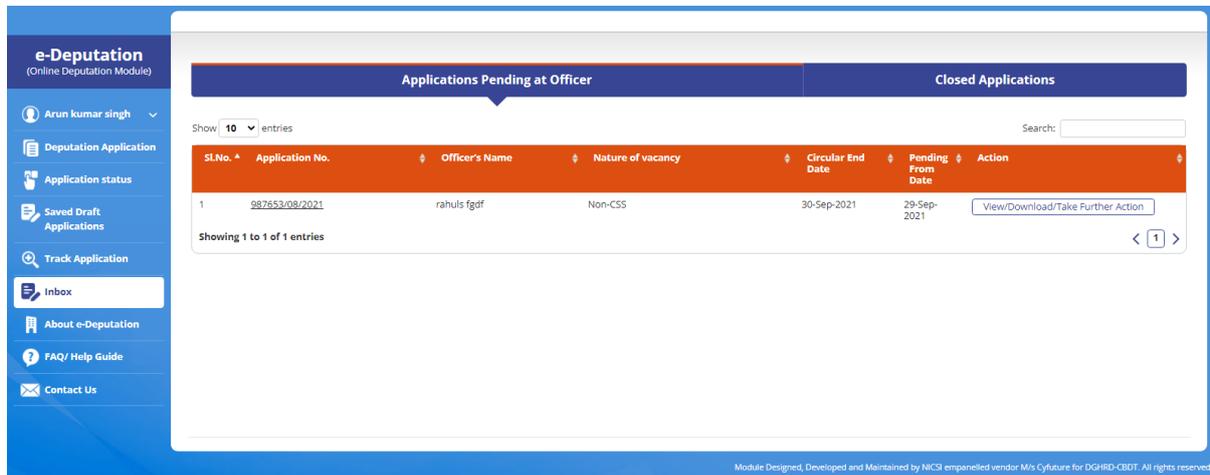
Letter to Pr.DGIT(Vigilance) for Vigilance Clearance By CMD III: Submitted 21-july-2021 (Wednesday) 13:01:58
Vigilance Clearance by Pr.DGIT(Vigilance): Submitted 21-july-2021 (Wednesday) 13:02:31

Letter to Ad.VIA for Administrative Clearance By CMD III: Submitted 21-july-2021 (Wednesday) 13:03:11
Administrative Clearance by : Submitted 21-july-2021 (Wednesday) 13:05:22

Letter to APAR Division, O/o ADG-1, HRD for APAR and Integrity Certificate By CMD III: Submitted 21-july-2021 (Wednesday) 13:07:54
APAR and Integrity Certificate by APAR Division: Submitted 21-july-2021 (Wednesday) 13:09:39

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.

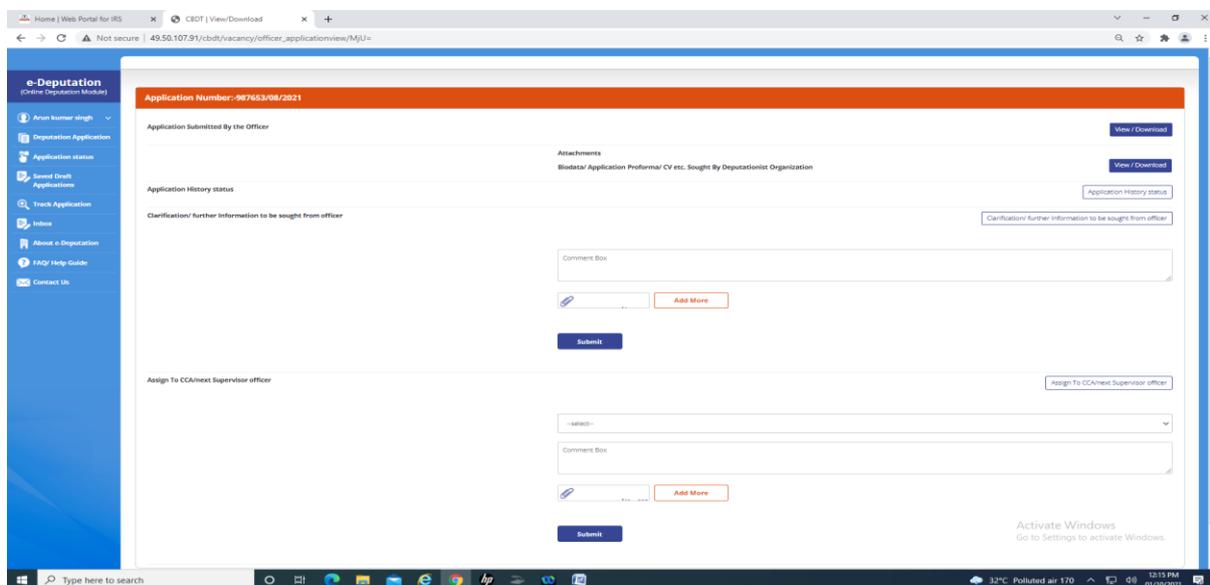


The screenshot shows the 'e-Deputation (Online Deputation Module)' interface. The left sidebar contains navigation options: Arun kumar singh, Deputation Application, Application status, Saved Draft Applications, Track Application, Inbox, About e-Deputation, FAQ/ Help Guide, and Contact Us. The main content area is titled 'Applications Pending at Officer' and 'Closed Applications'. It displays a table with the following data:

Sl.No.	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	987653/08/2021	rahuls fgdf	Non-CSS	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes a search bar and pagination controls.

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.



The screenshot shows the 'Application Number: 987653/08/2021' details page. The interface includes sections for 'Application Submitted By the Officer', 'Attachments' (with a 'View / Download' button), 'Application History status' (with an 'Application History status' button), and 'Clarification/ further information to be sought from officer'. There is a 'Comment Box' with an 'Add More' button and a 'Submit' button. Below this, there is a section for 'Assign To CCA/next Supervisor officer' with a dropdown menu, a 'Comment Box', and another 'Add More' button and 'Submit' button. The bottom of the page features an 'Activate Windows' watermark.

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

The screenshot displays the 'e-Deputation (Online Deputation Module)' interface. On the left is a navigation sidebar with options: Arun kumar singh, Deputation Application, Application status, Saved Draft Applications, Track Application, Inbox, About e-Deputation, FAQ/ Help Guide, and Contact Us. The main content area has two tabs: 'Applications Pending at Officer' and 'Closed Applications'. The 'Closed Applications' tab is active, showing a table with columns: Sl.No., Application No., Officer's Name, Nature of vacancy, Circular End Date, Pending From Date, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A search bar and pagination controls ('Previous', 'Next') are also visible.

7. CONTACT US

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