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आज़ादी का
अमृत महोत्सव

IRS DEPUTATION E- APPLICATION SYSTEM –IDEAS

<http://49.50.72.70>

USER MANUAL

DIRECTORATE OF HRD, CBDT

cyfuture
Thinking Future. Moving Ahead

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IDeAS – IRS DEPUTATION e APPLICATION SYSTEM

IDeAS – IRS Deputation e Application System is a single window, online deputation module designed for receipt and the faster processing of the deputation applications and streamlining the deputation cadre clearance of the IRS 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 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 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 module will enable users to view and take all the necessary actions at their end.



USER MANUAL

FOR OFFICERS

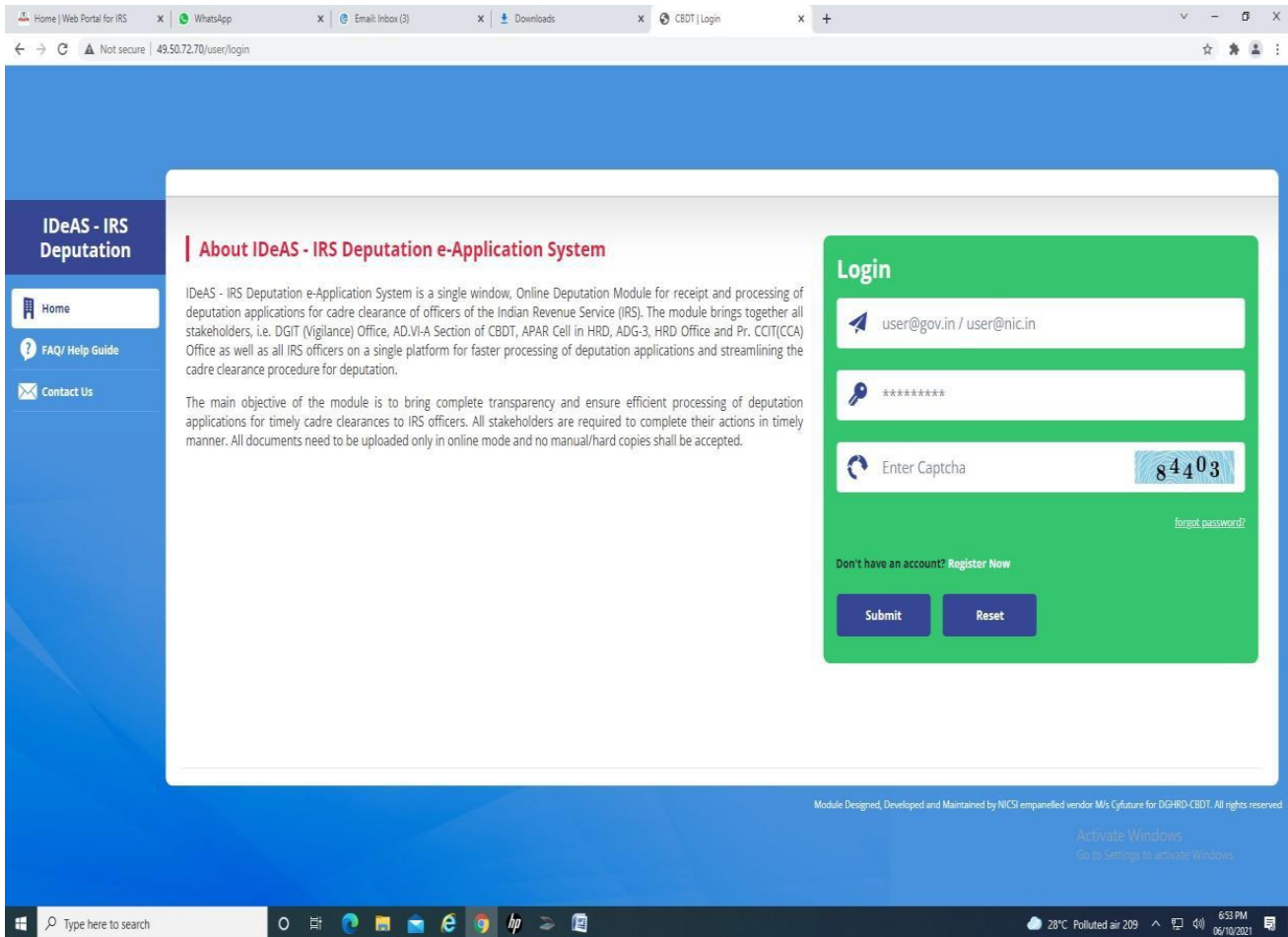
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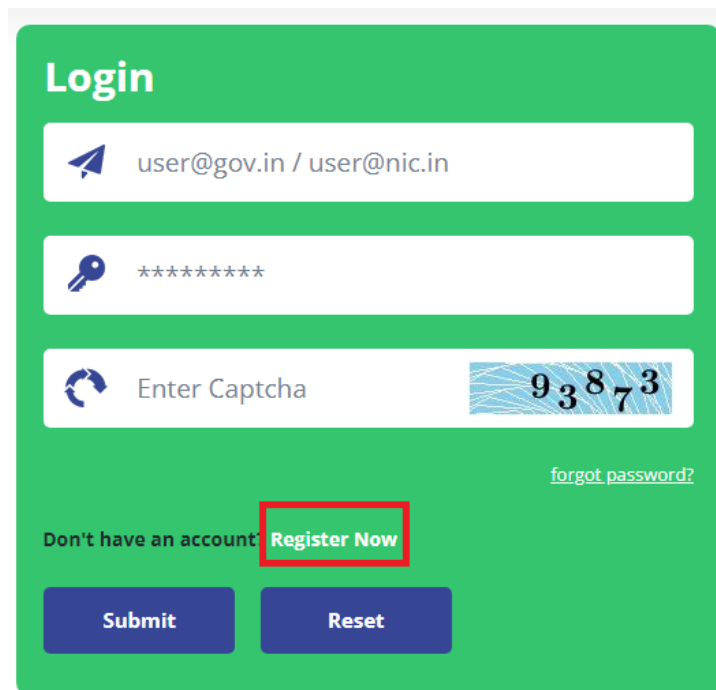
1. CREATION OF USER ACCOUNTS

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



I.1 REGISTER ACCOUNT

To begin using **IDeAS - IRS Deputation e-Application System**, first create an account by clicking on the “**Register Now**” button.



Login

user@gov.in / user@nic.in

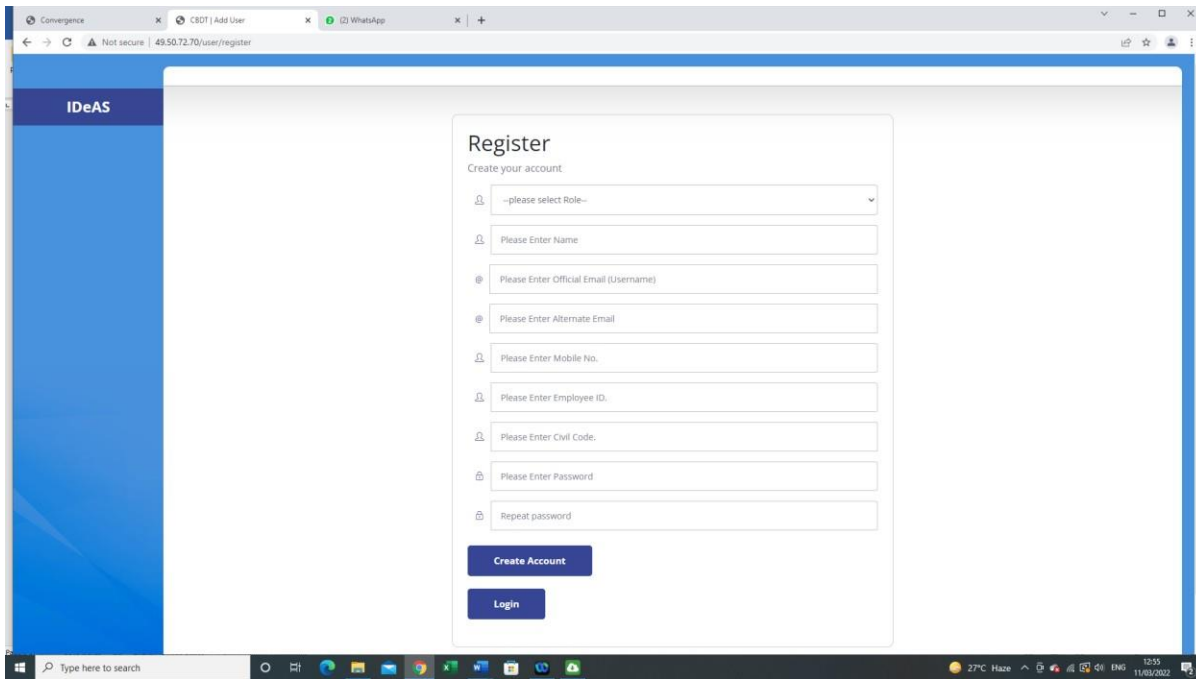
Enter Captcha 93873

[forgot password?](#)

Don't have an account? **Register Now**

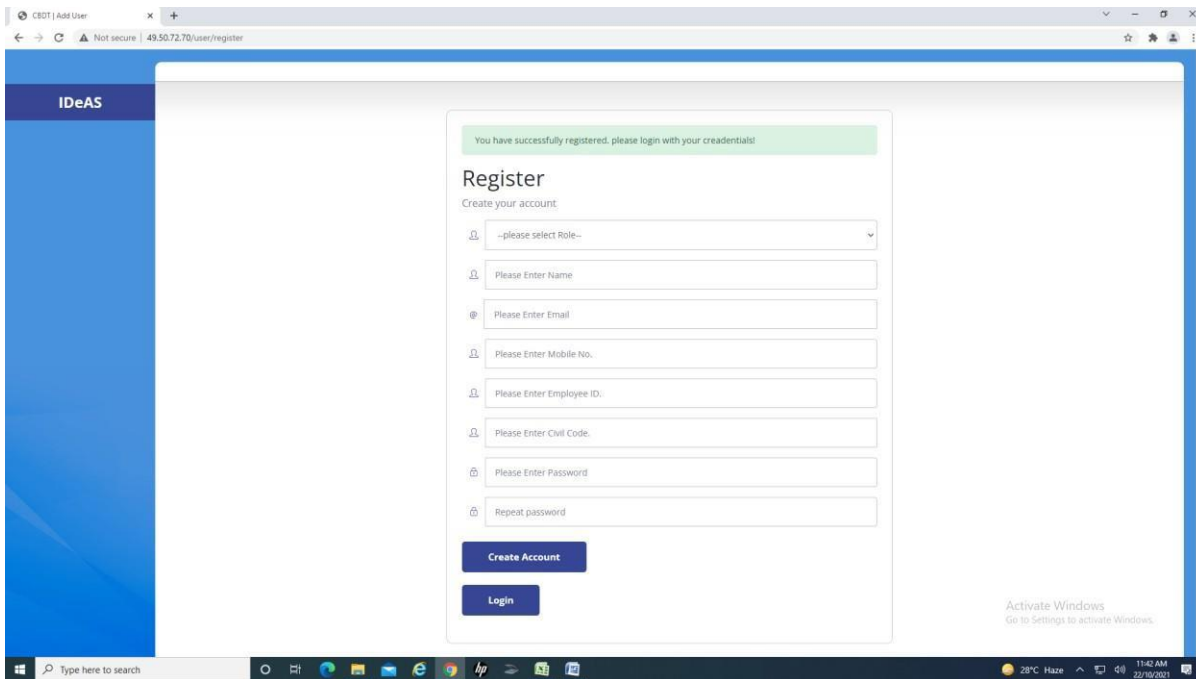
Submit Reset

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**”.

On clicking “**Create Account**” the Home page will display the message given below:



1.2 LOG IN

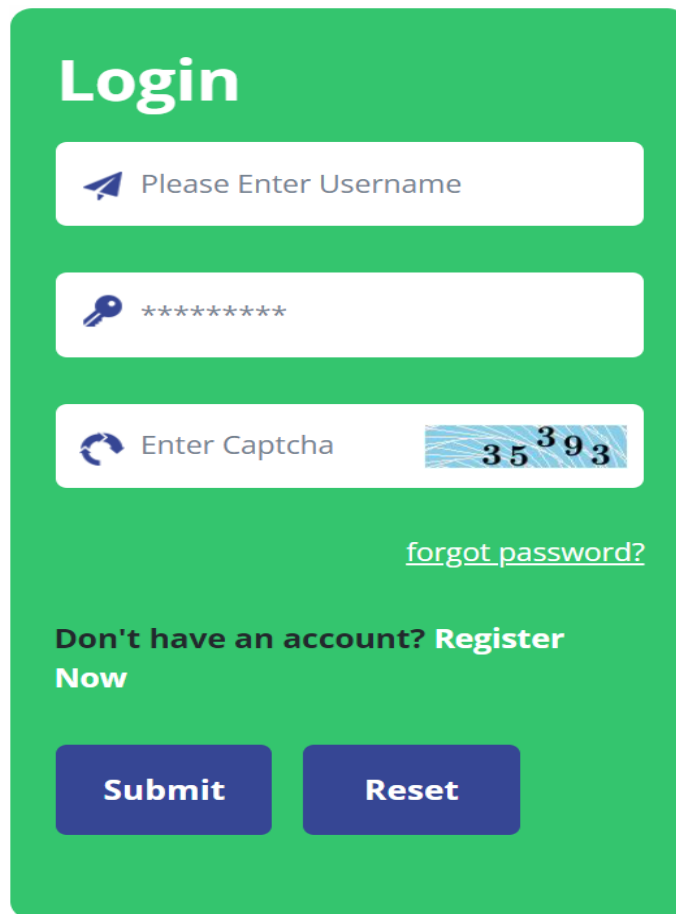
After creating an account, log in with username and password [as entered by the User in registration form]

Enter your Username (Official Email Id entered in registration form).

Enter your Password.

Complete the Captcha.

Click on the “Submit” button



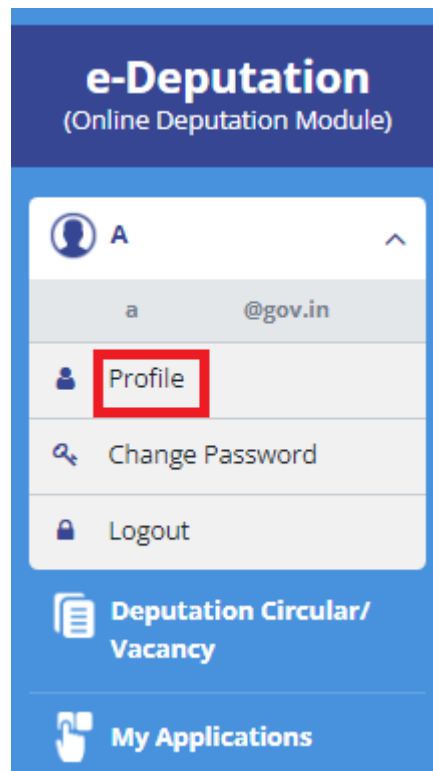
The screenshot shows a green login form with the following elements:

- Header:** "Login" in white text on a green background.
- Username Field:** A white input box with a blue cursor icon and the placeholder text "Please Enter Username".
- Password Field:** A white input box with a blue key icon and placeholder text "*****".
- Captcha Field:** A white input box with a blue refresh icon, the text "Enter Captcha", and a captcha image showing the numbers "35393".
- Forgot Password Link:** A blue text link "[forgot password?](#)" located below the captcha field.
- Registration Prompt:** The text "Don't have an account? Register Now" in white, with "Register" in bold.
- Buttons:** Two blue buttons at the bottom: "Submit" and "Reset".

I.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.

IDEAS
test

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

To fill in the details, click "Update Profile"

Update Profile

Name*	<input type="text" value="test"/>	Service*	<input type="text" value="ttt"/>
Employee Code*	<input type="text" value="324567"/>	Civil Code*	<input type="text" value="00987"/>
Date Of Birth*	<input type="text" value="20-10-2004"/>	Father /Mother Name*	<input type="text" value="tttt"/>
Exam year	<input type="text" value="2222"/>	Allotment Year/ Batch	<input type="text" value="222"/>
Date of entering into IRS (DD-MM-YYYY)	<input type="text" value="14-10-2021"/>	Email ID*	<input type="text" value="arunk@gov.in"/>
Date of Superannuation (DD-MM-YYYY)	<input type="text" value="27-10-2021"/>	Gender	<input type="text" value="Male"/>
Category*	<input type="text" value="General"/>	Domicile/ Home State	<input type="text" value="sdfs"/>
Phone Number	<input type="text" value="+91 8883567890"/>	Address	<input style="height: 40px;" type="text" value="Address"/>
Pay Level (as per 7th CPC)*	<input type="text" value="11th Pay level"/>	Basic Pay (as on date of issue of deputation circular)	<input type="text" value="tt"/>
Present PCCIT(CCA) Region/Directorate*	<input type="text" value="Pr.CCIT, Gujarat-"/>	Present Post Held (Designation/ Grade) *	<input type="text" value="tt"/>
Deputation Post being applied	<input type="text" value="test"/>	Mode of entry into IRS	<input type="text" value="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)	<input type="text" value="Yes"/>	Whether Completed Probation, if applicable, indicate Yes/ No	<input type="text" value="test"/>

Past deputation details (if yes ,please fill in the details below otherwise leave blank).

	Organisation	Pay Scale	post	From	To
1	<input type="text"/>	<input type="text" value="--select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trainings/Certifications/Academic degree

	Degree/Certifications	Year	Institution	Grade/Marks	Remarks
1	<input type="text" value="tt"/>	<input type="text" value="2222"/>	<input type="text" value="tt"/>	<input type="text" value="a"/>	<input type="text" value="tt"/>

Update Profile

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

No. of Visitors: 488

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The screenshot shows a web browser window with the URL 49.50.72.70/user/profile/edit. The page contains a form for editing a user profile. On the left, there is a blue sidebar with 'FAQ/ Help Guide' and 'Contact Us' links. The main form area includes the following fields:

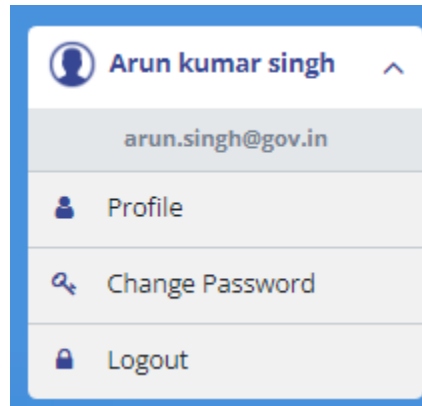
- Phone Number*: A text input field with a '+91' dropdown and a 'Phone Number' label.
- Address: A large text area for the user's address.
- Pay Level (as per 7th CPC)*: A dropdown menu with '--select--'.
- Basic Pay (as on date of issue of deputation circular): A text input field.
- Present PCCIT(CCA) Region/Directorate*: A dropdown menu with '--select--'.
- Present Post Held (Designation/ Grade)*: A text input field.
- Deputation Post being applied: A text input field.
- Mode of entry into IRS: A dropdown menu with '--select--'.
- Whether Completed Probation, if applicable, indicate Yes/ No: A text input field.
- Whether the Officer has completed three years in cadre post after repatriation from an ex-cadre post on deputation/ foreign service (Indicate Yes/ No): A dropdown menu with '--select--'.
- Past deputation details (if yes, please fill in the details below otherwise leave blank): A table with columns for Organisation, Pay Scale, post, From, and To. It contains one row with a '+' icon to add more details.
- Trainings/Certifications/Academic degree: A table with columns for Degree/Certifications, Year, Institution, Grade/Marks, and Remarks. It contains one row with a '+' icon to add more details.

At the bottom of the form, there is a checkbox labeled 'I hereby declare that the above information/particulars are correct to the best of my knowledge.' and a blue 'Save Profile' button. Below the button is a disclaimer: 'Disclaimer: The above information is on the basis of Civil list data and may not be construed for any claim including Seniority/Batch etc.'

After filling in all the details, click again on the **“Save Profile”**. It is mandatory to complete the profile. An incomplete profile won't let the User do any action.

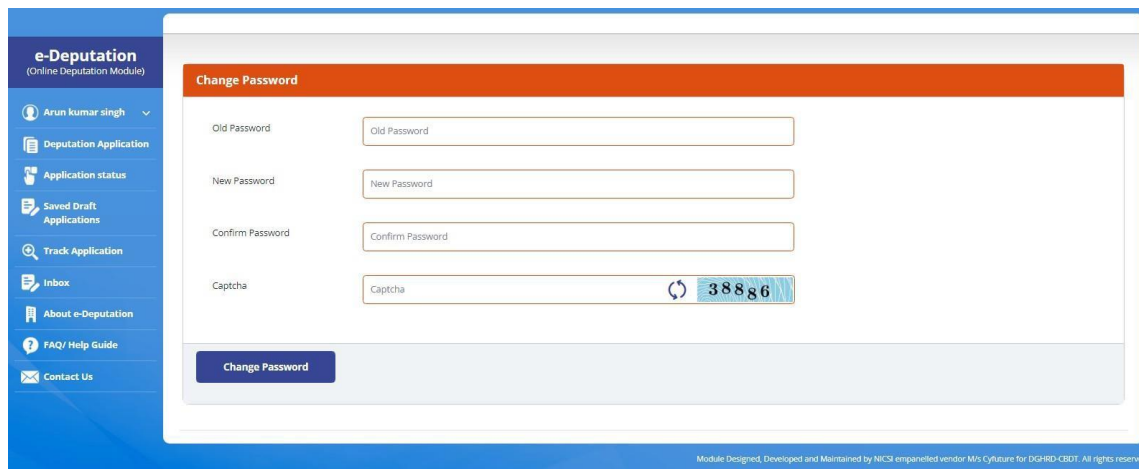
I.4 PASSWORD

Click on the Change Password to change existing credentials.



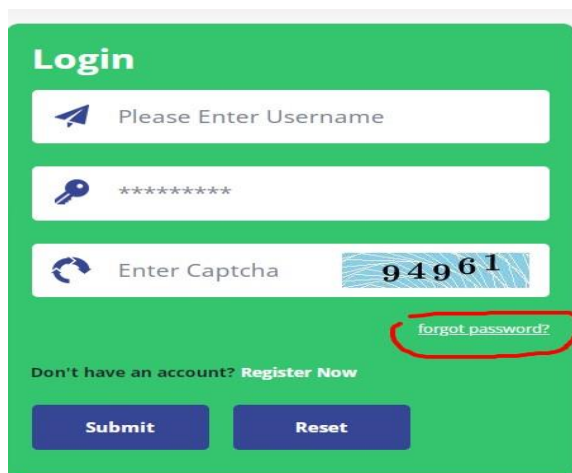
To change the password, enter old password, then new password and confirm password. Complete the captcha.

Click on “**Change Password**”.

A screenshot of the 'Change Password' form in the e-Deputation system. The form is titled 'Change Password' and is located within a sidebar menu. The sidebar menu includes options like 'Deputation Application', 'Application status', 'Saved Draft Applications', 'Track Application', 'Inbox', 'About e-Deputation', 'FAQ/ Help Guide', and 'Contact Us'. The form itself has four input fields: 'Old Password', 'New Password', 'Confirm Password', and 'Captcha'. The 'Captcha' field contains the number '38886'. A 'Change Password' button is located at the bottom of the form. At the bottom of the page, there is a small footer text: 'Module Designed, Developed and Maintained by NICSI empanelled vendor M/s Cyfuture for DGHDRD-CBDD. All rights reserved.'

I.5 FORGOT PASSWORD

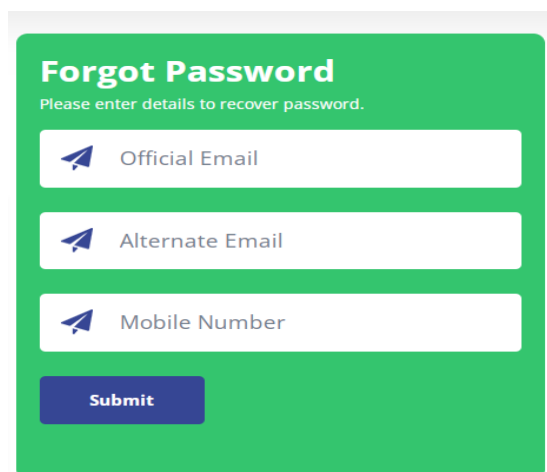
In case the User has forgotten his old password, the User can use the “**Forgot Password**” facility to obtain a new password. To use this facility, click on “**Forgot Password**” link on the login page.



The screenshot shows a green login form with the following elements:

- Login** header
- Username field: "Please Enter Username" with a paper plane icon.
- Password field: "*****" with a key icon.
- Captcha field: "Enter Captcha" with a refresh icon and a captcha image showing the numbers "94961".
- A red circle highlights the text "forgot password?" located below the captcha field.
- Text: "Don't have an account? Register Now"
- Buttons: "Submit" and "Reset"

A new window displays wherein the User has to input the official email and/or alternate email and mobile number used to receive the account password.



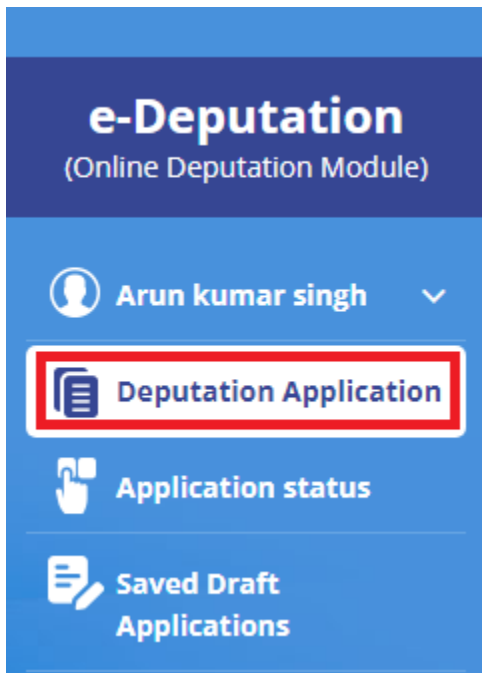
The screenshot shows a green "Forgot Password" form with the following elements:

- Forgot Password** header
- Text: "Please enter details to recover password."
- Official Email field: "Official Email" with a paper plane icon.
- Alternate Email field: "Alternate Email" with a paper plane icon.
- Mobile Number field: "Mobile Number" with a paper plane icon.
- Submit button: "Submit"

Click on **Submit** button to receive the new password on email and SMS.

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

The screenshot displays the IDEAS web application interface. On the left is a navigation sidebar with options like 'Deputation Application', 'Application status', 'Saved Draft Applications', 'Track Application', 'Inbox', 'About e-Deputation', 'FAQ/ Help Guide', and 'Contact Us'. The main content area shows a table of deputation circulars for the year 2021. The table has columns for Sl. No., Nature of Vacancy, Deputation Circular No. and Date/PDFs, Tenure of deputation, Pay level, Vacancy circular File, Last date, and Action. Below the table, there is a note for officers to apply at least 30 working days prior to the last date, and an attention note regarding restricted/confidential circulation. The footer of the application mentions it is designed and maintained by NICSI empanelled vendor M/s Cyfuture for DGHRD-CBDT.

Sl. No.	Nature of Vacancy	Deputation Circular No. and Date/PDFs	Tenure of deputation	Pay level	Vacancy circular File	Last date	Action
1	Non-CSS	F. No. 10/014/2020-NCLT (Pt-II)/286 dated 24.02.2022	3	14		25-Mar-2022	Apply
2	Non-CSS	F.No.12011/2/2021-HR dated 16.02.2022	3	13		28-Feb-2022	Last date Over
3	Non-CSS	F.No.12011/2/2021-HR dated 16.02.2022	3	12		28-Feb-2022	Last date Over
4	Non-CSS	F. No. 10/01/2016-NCLT (Pt-IV) dated 17.02.2022	5	13		21-Mar-2022	Apply
5	Non-CSS	F. No. A-12011/2/2021-HR dated 03.02.2022	3	13		03-Mar-2022	Apply

Showing 1 to 5 of 37 entries

If the desired Vacancy Circular cannot be found in the above list, the User can [Click Here](#) to Create the Vacancy Circular and then apply.

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

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

2.1 CIRCULAR'S UPLOADED BY DIRECTORATE OF HRD

The Vacancy Circulars uploaded by the Directorate of HRD will be visible in the Deputation Application dashboard. The uploaded Vacancy Circular can be viewed by clicking on the relevant pdf file under the heading “Vacancy Circular File”.

2.2 CIRCULAR'S 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.

If the desired Vacancy Circular cannot be found in the above list, the User can [Click Here](#) to Create the Vacancy Circular and then apply.

This will navigate the User to <http://49.50.72.70/cbdt/vacancy/create>

The screenshot displays a web browser window with the URL <http://49.50.72.70/vacancy/create>. The page title is "Please provide the Deputation vacancy details". The form contains the following fields:

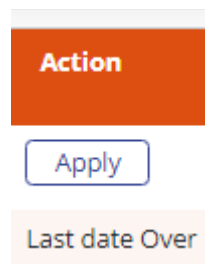
- Application Category***: A dropdown menu with "--Select--" selected.
- Deputation Circular No. and Date**: A text input field with "Deputation Circular No. and Date" as a placeholder.
- Tenure of deputation***: A text input field with "Tenure of deputation" as a placeholder.
- Last date for submitting application to the Deputationist Organisation***: A date input field with "Vacancy End Date (DD/MM/YYYY)" as a placeholder.
- Pay level***: A dropdown menu with "--select--" selected.
- Upload PDF**: A file upload button labeled "Choose File" next to the text "No file chosen". Below it, it says "Only Pdf (Maximum size 10 MB)".

A "Next" button is located at the bottom of the form. A "Back" button is in the top right corner of the form area. The left sidebar shows the IDeAS logo and navigation menu items: test, Deputation Application, Application status, Saved Draft Applications, Track Application, Inbox, About e-Deputation, FAQ/ Help Guide, and Contact Us. At the bottom of the sidebar, it says "No. of Visitors: 488". The footer of the page contains the text: "Module Designed, Developed and Maintained by NICSI empanelled vendor M/s Cyfuture for DGHRO-CBDDT. All rights reserved. Go to Settings to activate Windows." The system tray shows the time as 12:56 PM on 3/3/2022.

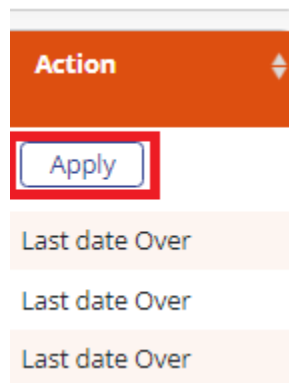
Fill in the relevant fields, upload the Vacancy Circular and click on “**Next**” to create the Vacancy Circular.

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=>

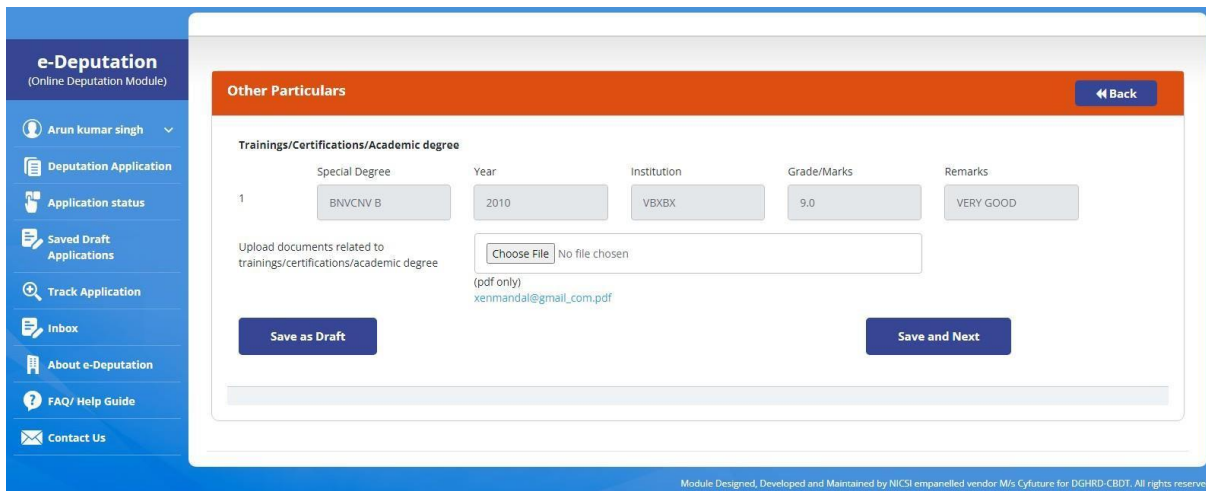
Step 2: The details on this page will be populated from the Profile of the User (officer) and the User(officer) should fill out the remaining details. Then click on “**Save and Next**” or the User(officer) can save the application at any point by clicking on “**Save as Draft**”.

The screenshot displays the 'Basic Information/Service Particulars' form within the 'e-Deputation' module. The form is organized into several sections:

- Personal Information:** Name (A), Employee Code (383124), Date of Birth (09/07/1974), Exam year (1996), Date of entering into IRS (IT) (30-01-1998), Date of Superannuation (Date of Superannuation), Category (General), Phone Number (+91 9578253614).
- Service Information:** Service (IRS), Civil Code (987651), Father Name (Father Name), Allotment Year/ Batch (1997), Email ID (a @gov.in), Gender (Male), Domicile/ Home State (HRAYANA), Address (FGASFHGHNBGHSGHFGSGFGS).
- Pay and Post Details:** Pay Level (10th Pay level), Basic Pay (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 Completed Probation (YES), Whether the Officer has completed three years in cadre post after repatriation (YES).
- Past deputation details:** A table with columns for Organisation, Pay Scale, post, From, and To. Two entries are shown, both with 'test' as the organisation and '14th Pay level' as the pay scale.
- Checkboxes:** 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.
- Buttons:** 'Save as Draft' and 'Save and Next' buttons are highlighted with red boxes at the bottom of the form.

Clicking on “Save and Next” will take the User (officer) to next page of the application.

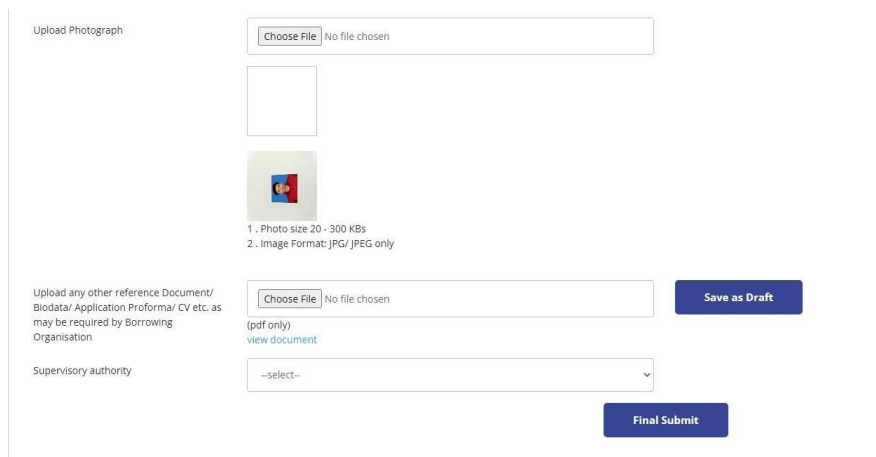
Step 3: The details related to Trainings/ Certifications/ Academic degrees will be populated from the Profile of the User (officer). The User (officer) can then upload all the documents related to these Training/ Certification/Academic degrees here. To add more Trainings/ Certifications/ Academic degrees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



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”**.



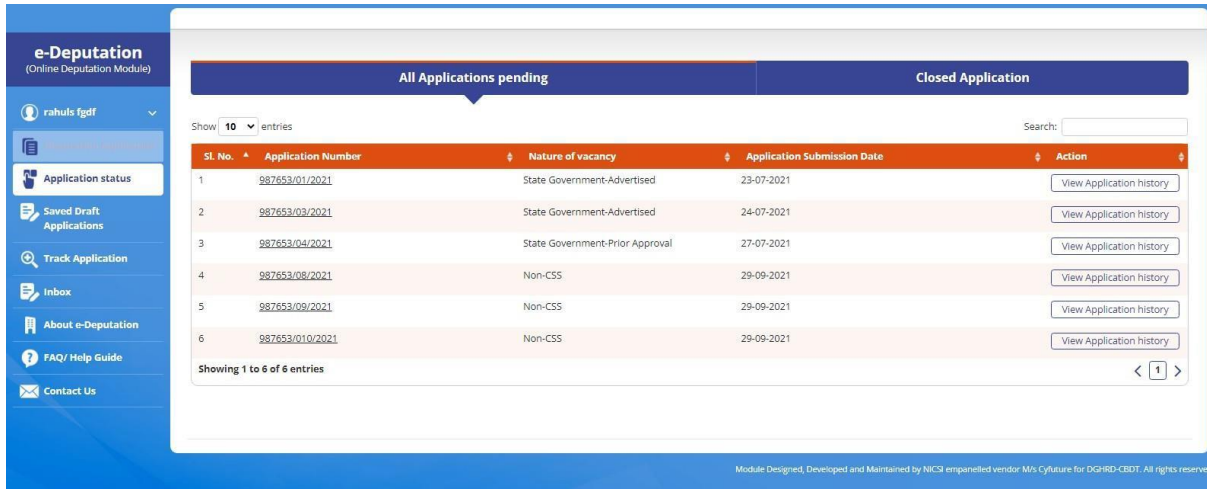
After the final submission of the application, the following confirmation message will be shown.

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.

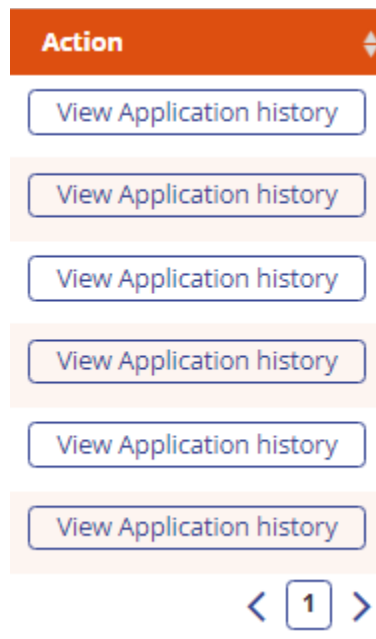
The User (officer) application is now submitted.

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**”

Action

- View Application history
- View Application history
- View Application history
- Clarification by CCA/officer**
- View Application history
- View Application history

< 1 >

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

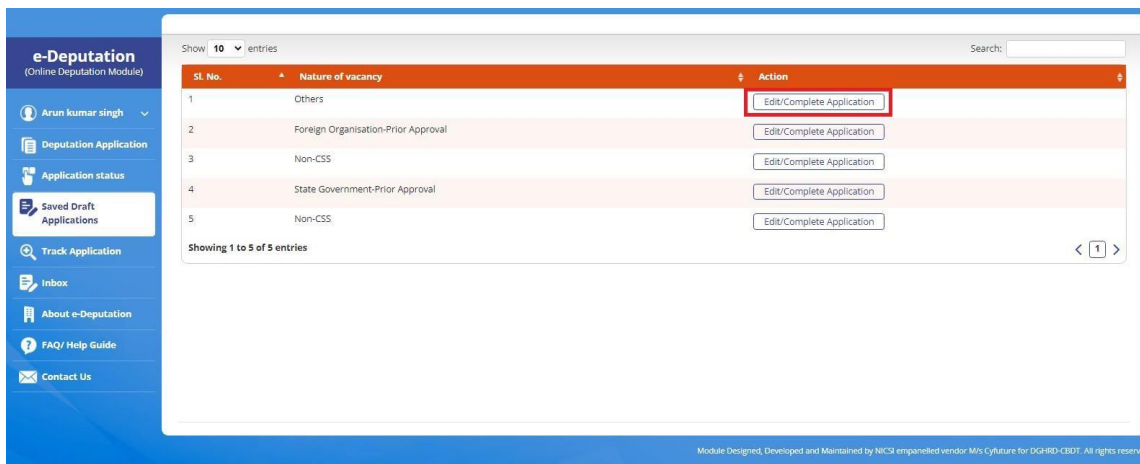
Biodata/ Application Proforma/ CV etc. Sought By Deputationist Organization [View / Download](#)

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 is a navigation sidebar with options: Arun kumar singh, 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 table has columns for 'Sl. No.', 'Nature of vacancy', and 'Action'. The 'Action' column contains 'Edit/Complete Application' buttons for each row. The first button is highlighted with a red box. Below the table, it says 'Showing 1 to 5 of 5 entries' and includes a pagination control showing '1'.

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

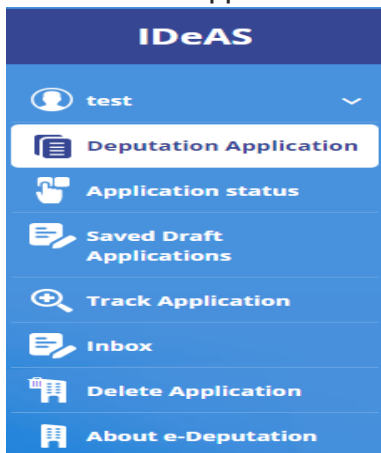
Showing 1 to 5 of 5 entries

Module Designed, Developed and Maintained by NICSI empanelled vendor M/s Cyfuture for DGHDRD-CBDT. All rights reserved.

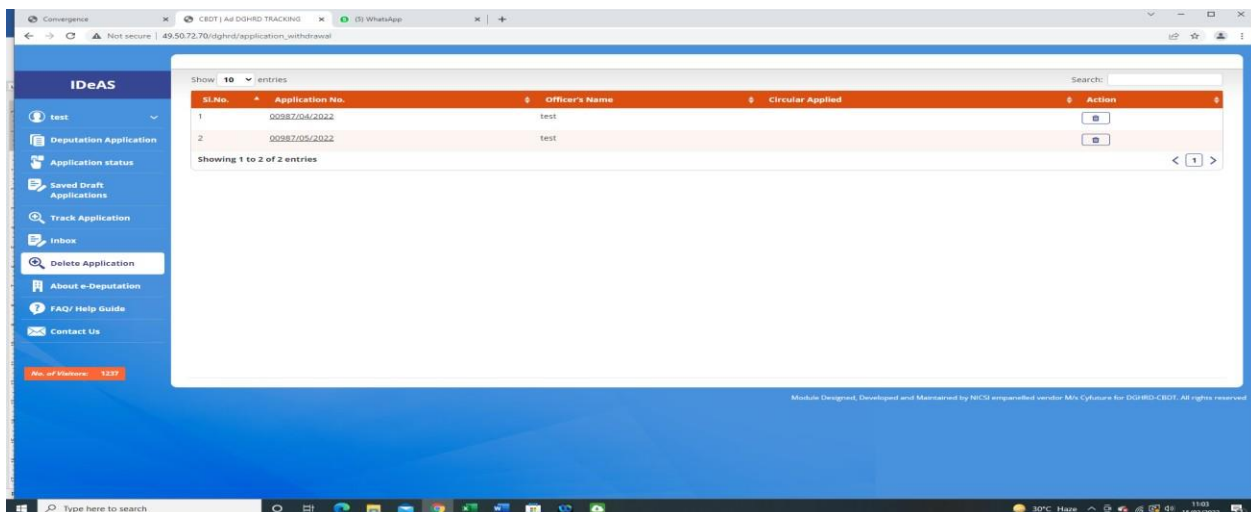
5. DELETE APPLICATION

The 'Delete Application' functionality provides the User(officers) the option to delete deputation application which the officer, upon submitting to the superior authority/CCA, feels has been submitted with incorrect details or inadvertently submitted.

To Delete an Application, Click the "Delete Application" Tab



On clicking this tab, the following screen will appear:



The applications which have been submitted to the Superior Authority/CCA will be shown here. The User(officer) can delete his application by using the Delete icon under the 'Action' tab.

Action

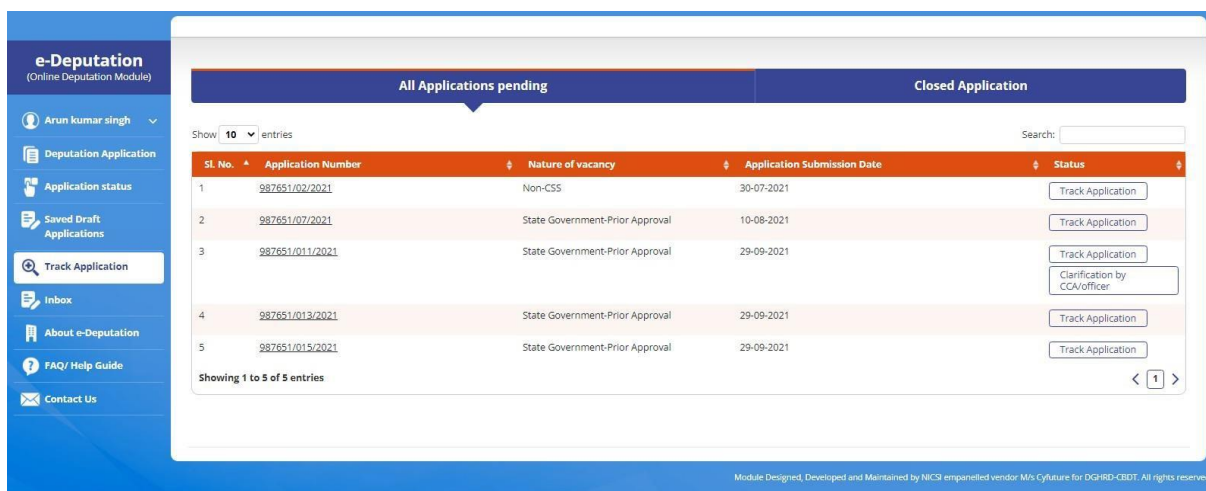


This option is available to the User(officer) till the Supervisory Authority/CCA doesn't take any action on the application.

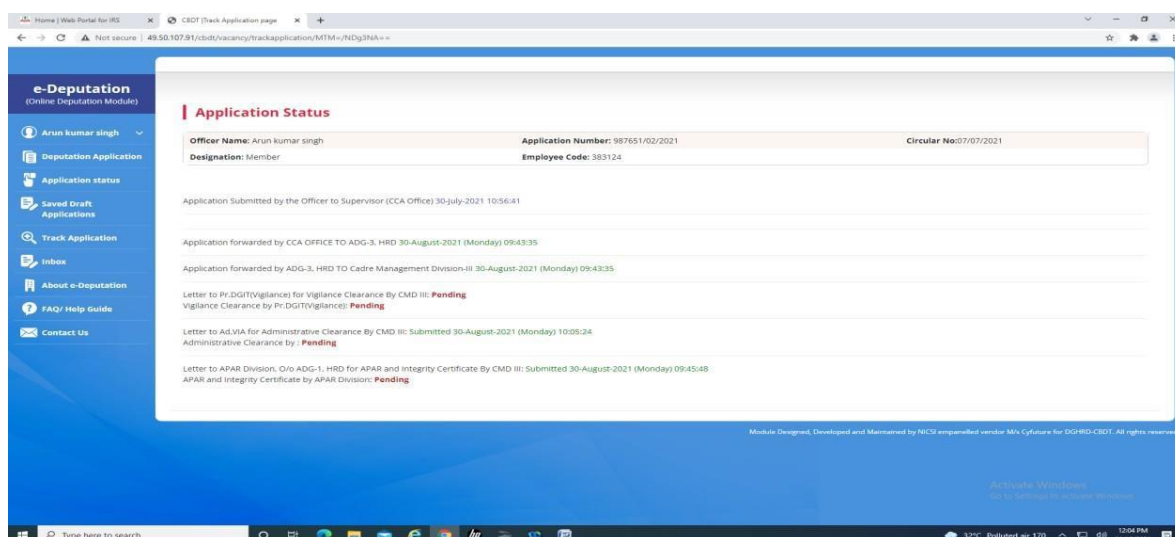
6. TRACK APPLICATION

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

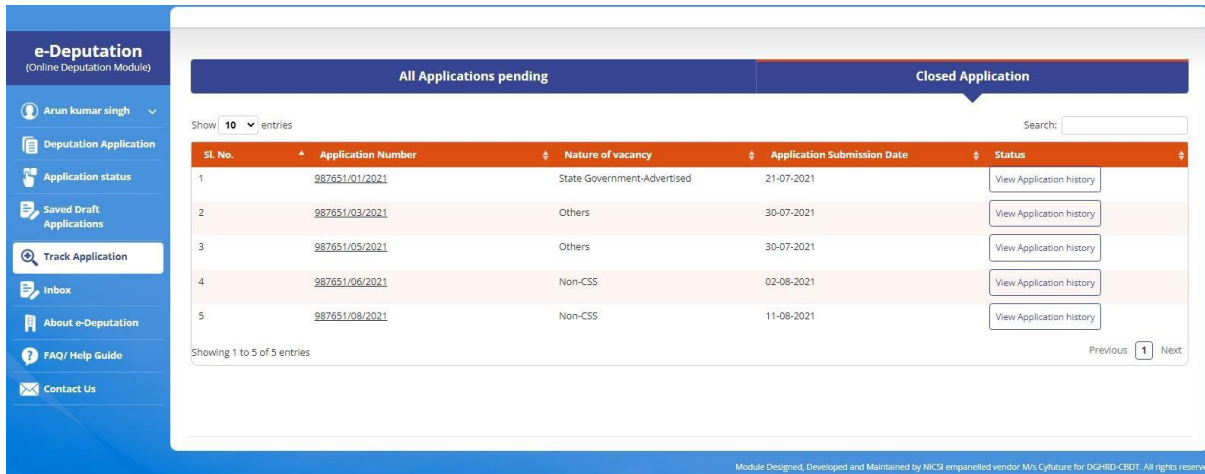
The list of all the pending applications will be shown as below:



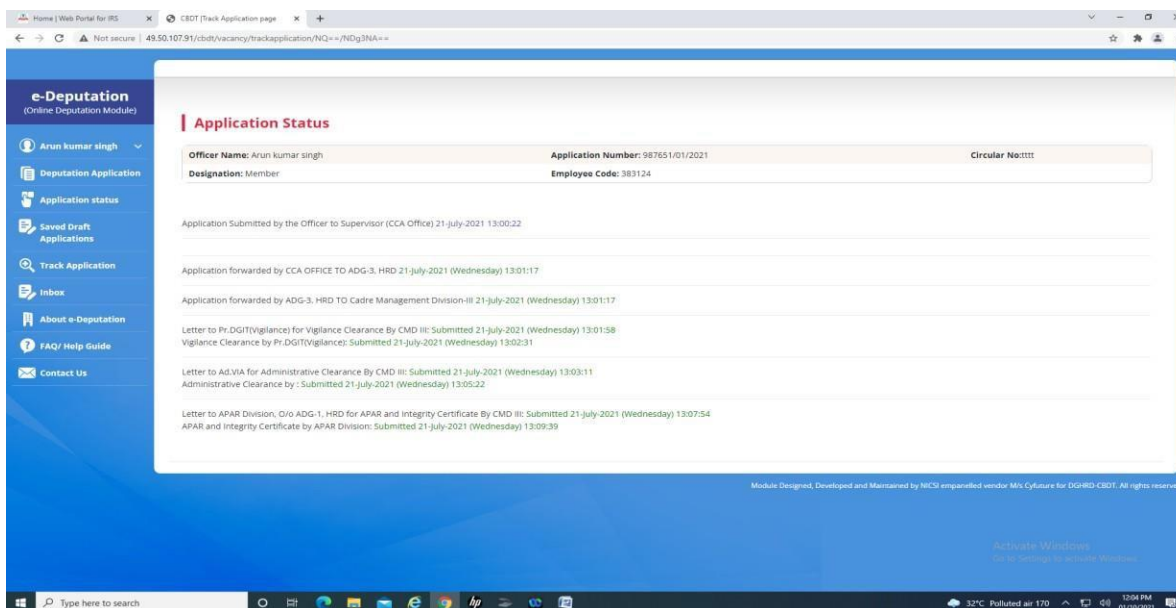
To track his/her pending application, user may click on “Track Application” tab under Status column.



The closed applications list will be shown as below:

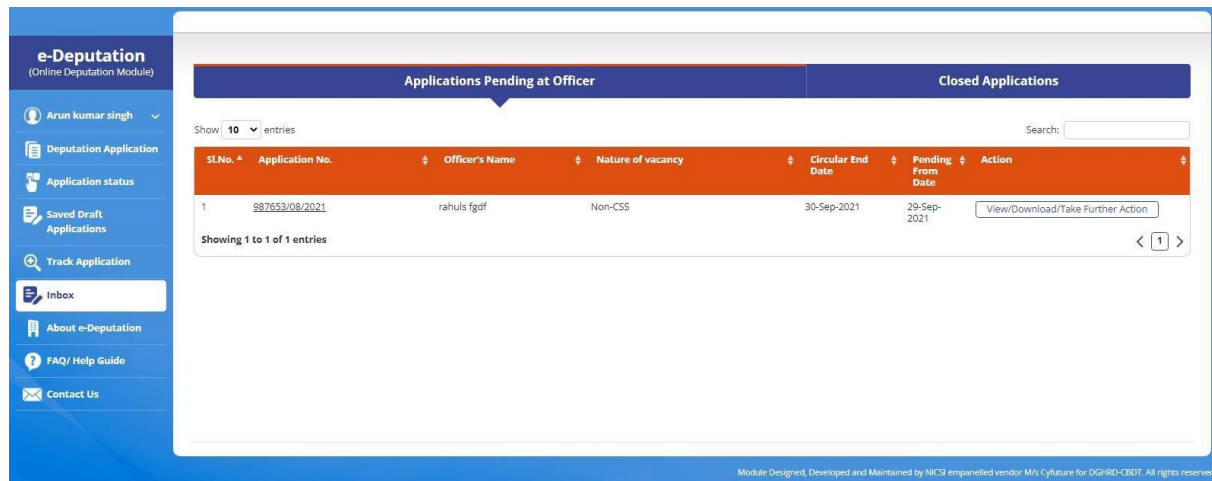


To view his/her closed applications history, User (officer) may click on “**View Application History**” tab under Status column.

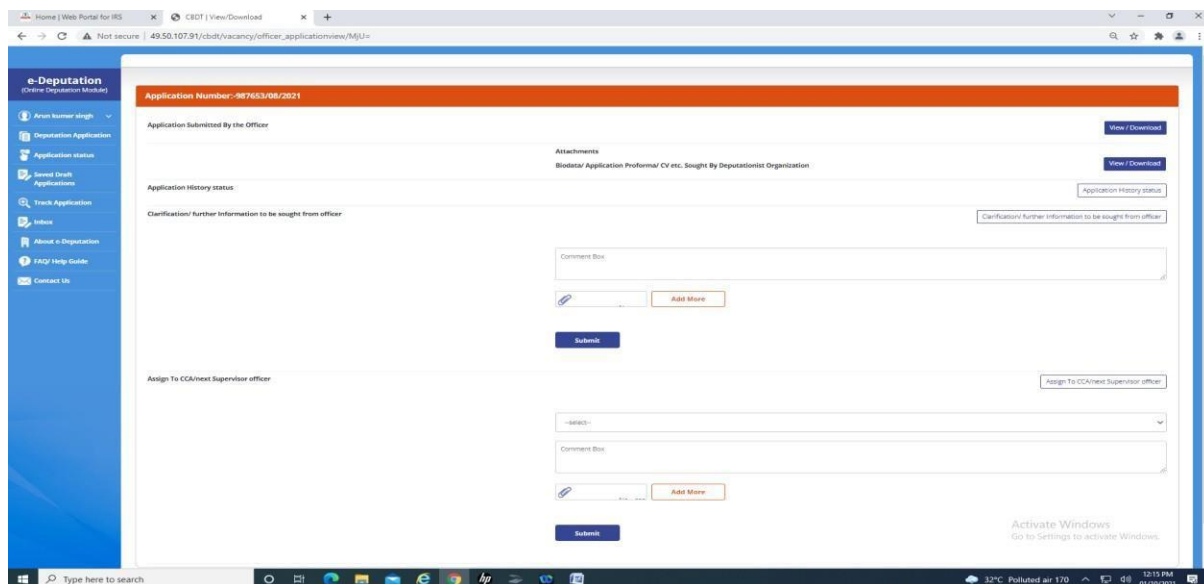


7. INBOX

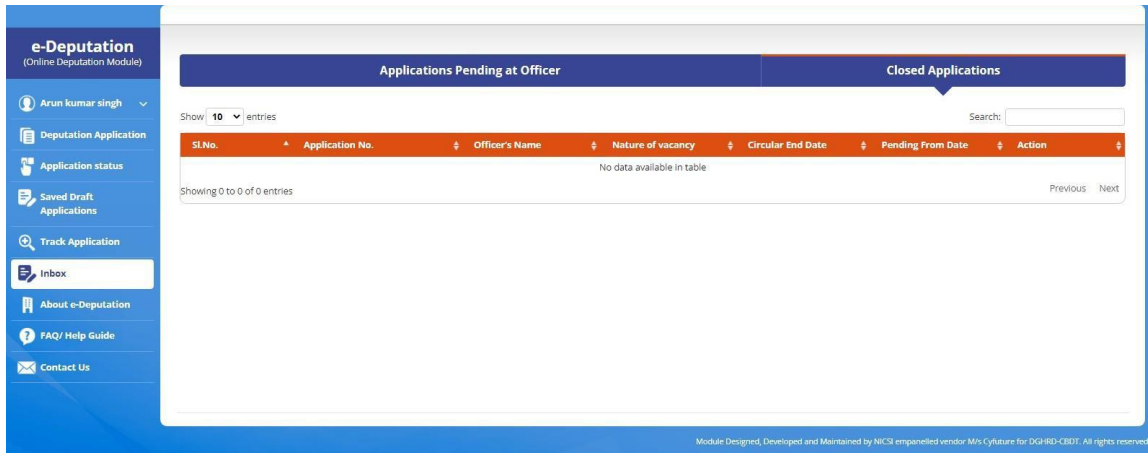
This functionality is relevant for all the Supervisory Authorities. Inbox will display all the applications that are pending at their level for approval and further forwarding. The Supervisory Authority has to click the “**View/Download/Take Further Action**” tab under Action column to complete further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



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





Principal Chief Commissioner
Income Tax.

USER MANUAL FOR CCA/DIRECTORATES

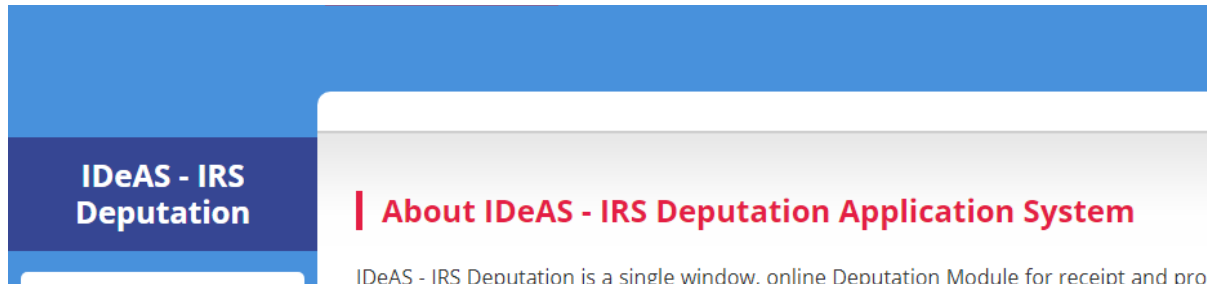
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B. User Manual [For Cadre Controlling Authorities/Directorates]

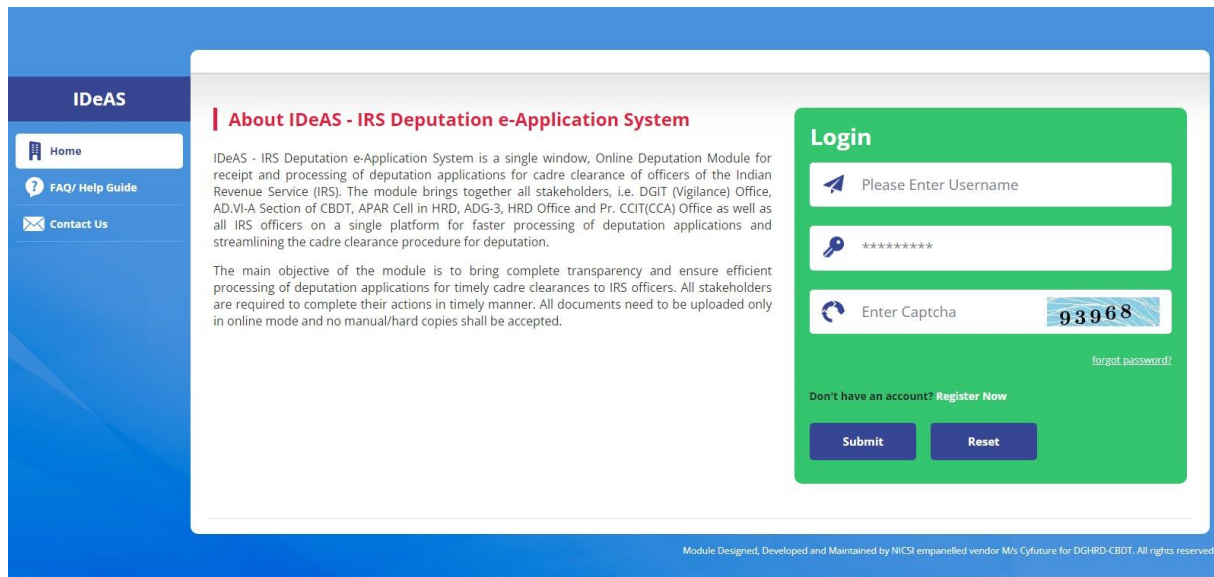
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4.3 Forgot password.....	38-39
5. Inbox.....	40-47
6. Track Application.....	48-49

1. IDEAS - IRS DEPUTATION e-APPLICATION SYSTEM (ACCESS)

On the URL bar of your web browser, type <http://49.50.72.70/login>

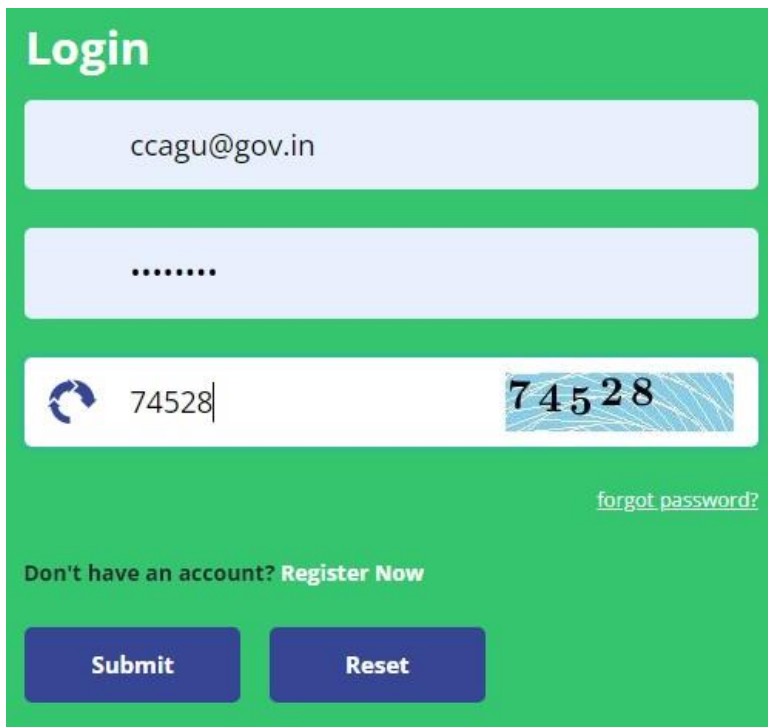


This will take you to **IDeAS - IRS Deputation e-Application System**.



2. LOG IN

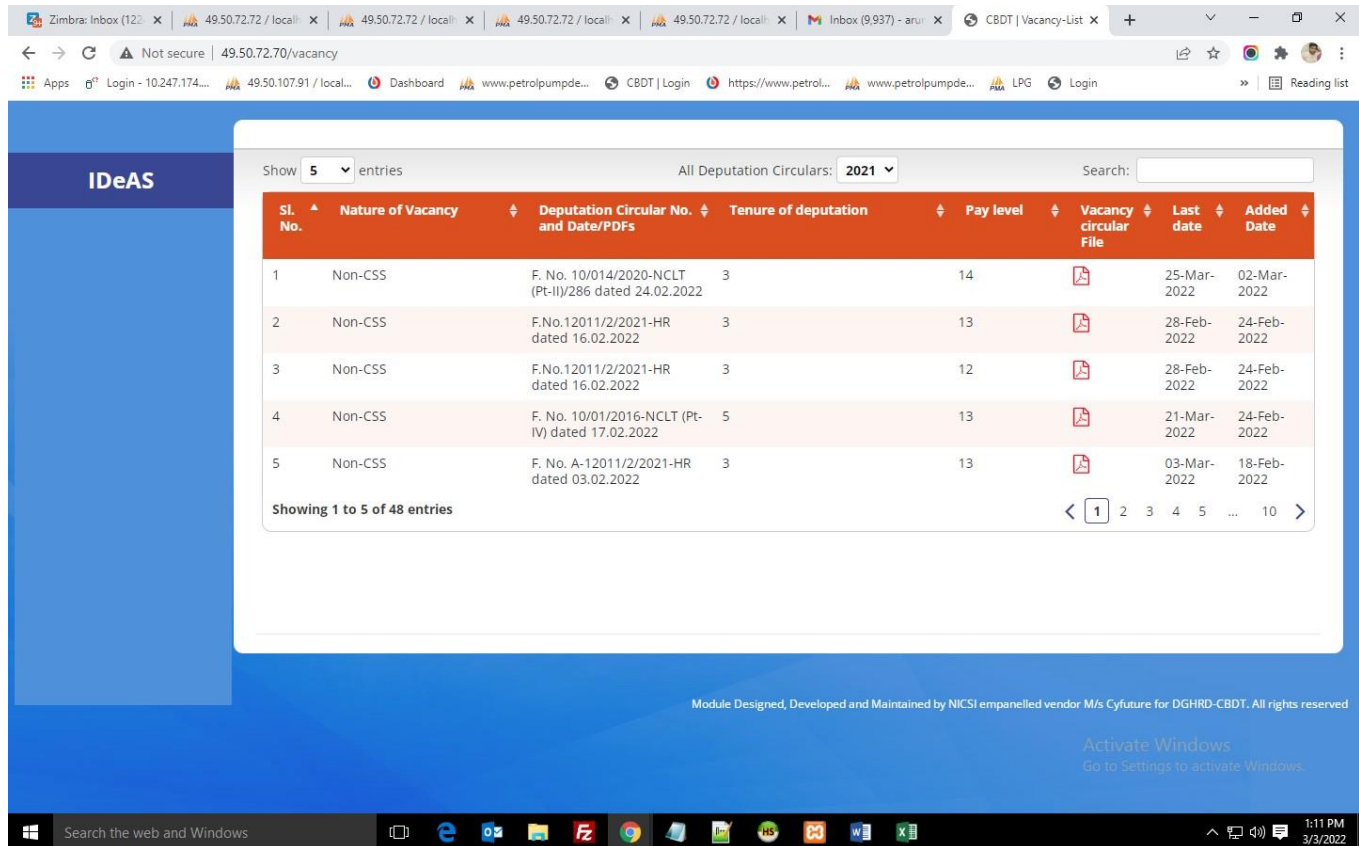
- Enter your “**Username**” and “**Password**” as provided by the Directorate of HRD
- Complete the **Captcha**
- Click on the “**Submit**” button



The screenshot shows a login form titled "Login" on a green background. It features three input fields: a username field containing "ccagu@gov.in", a password field with masked characters ".....", and a captcha field containing the number "74528" next to a blue circular refresh icon. Below the captcha field is a link for "forgot password?". At the bottom, there is a link "Don't have an account? Register Now" and two buttons: "Submit" and "Reset".

3. DEPUTATION VACANCY CIRULAR

After logging in, User will navigate to the main page, as shown below:



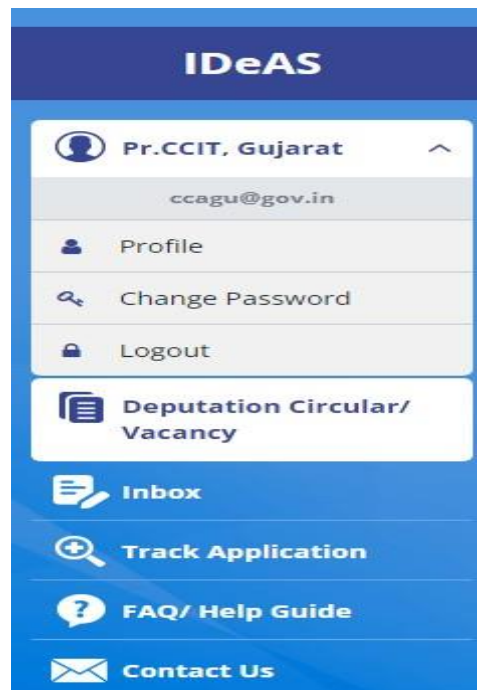
The Deputation Application dashboard shows all the details about the deputation vacancies. For seeing circular as per the calendar year, click on “**All Deputation Circulars**”. You can also click on the “**Search**” button to search on the following parameters:

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

The Vacancy Circulars uploaded by the Directorate of HRD will be visible in the Deputation Application dashboard. The uploaded vacancy circular can be viewed by clicking on the relevant pdf file under the heading “Vacancy Circular File”.

4.1 PROFILE

IRS Online Deputation Module offers different options for the designated profile:



Starting from the User Name, Click on “**Profile**” to update profile details. Click on “**Update profile**” to change the details. User can update profile as per their needs.

Name	Pr.CCIT, Gujarat
Email ID *	ccagu@gov.in
Mobile No	+91-1234567890

[Update Profile](#)

User will get two options to change/ modify – Name and Mobile Number. After entering details, click on “**Update Profile**”

Name	Pr.CCIT, Gujarat
Email ID *	ccagu@gov.in
Mobile No	+91- 1234567890

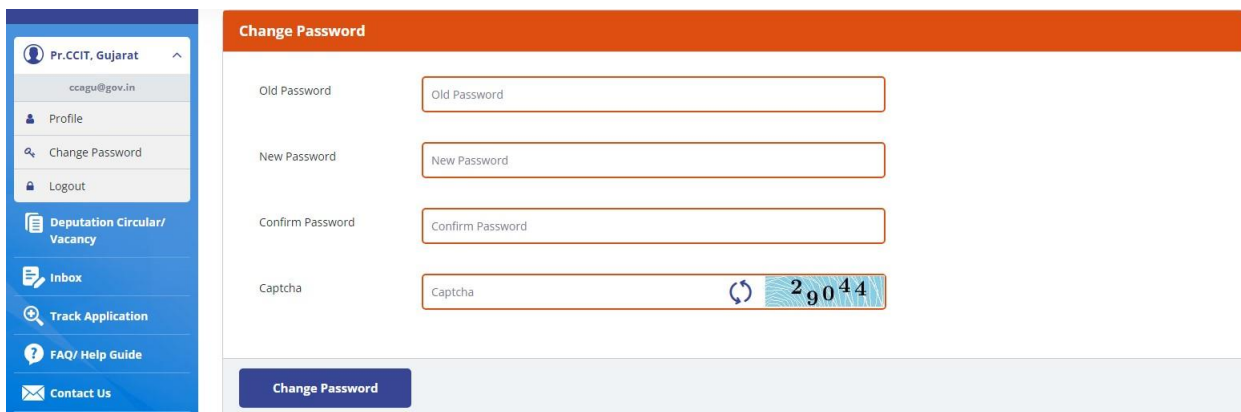
I hereby declare that the above information/particulars are correct to the best of my knowledge.

[Update Profile](#)

4.2 CHANGE PASSWORD

To Change password, Enter: -

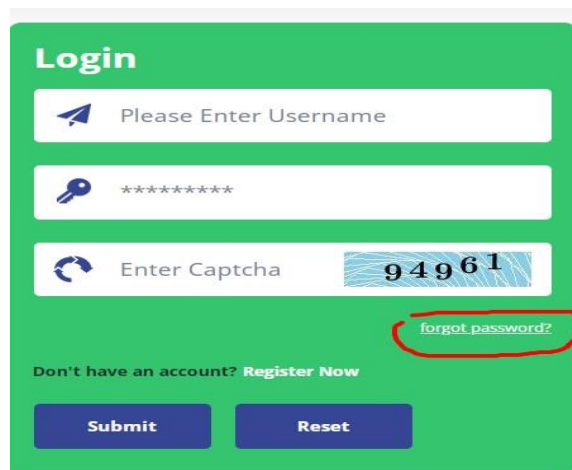
- **Old Password**
- **New Password**
- **Confirm Password**
- **Captcha**
- Click on **“Change Password”**



The screenshot shows a web interface for changing a password. On the left is a blue sidebar menu with options: Profile, Change Password, Logout, Deputation Circular/Vacancy, Inbox, Track Application, FAQ/ Help Guide, and Contact Us. The main content area is titled 'Change Password' and contains four input fields: 'Old Password', 'New Password', 'Confirm Password', and 'Captcha'. The captcha field shows the number '29044'. A 'Change Password' button is located at the bottom of the form.

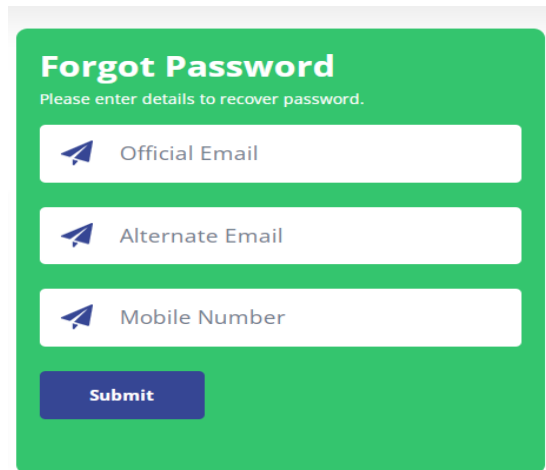
4.3 FORGOT PASSWORD

In case the User has forgotten his old password, the User can use the “Forgot Password” facility to obtain a new password. To use this facility, click on **“Forgot Password”** link on the login page.



The screenshot shows a green login form with the title 'Login'. It has three input fields: 'Please Enter Username', a password field with masked characters '*****', and 'Enter Captcha' with the number '94961'. A link labeled 'forgot_password?' is circled in red below the captcha field. At the bottom, there are 'Submit' and 'Reset' buttons, and a text prompt: 'Don't have an account? Register Now'.

A new window displays wherein the User has to input the e-mail id and mobile number of the designated Nodal Officer of the CCA/Directorate concerned.



Forgot Password
Please enter details to recover password.

Official Email

Alternate Email

Mobile Number

Submit

Click on **Submit** button to receive the new password on email and SMS.

5. INBOX

Inbox contains two tabs:-

- **Applications Pending at CCA**
- **Closed Applications**

5.1 Under the Tab “**Applications Pending at CCA**”, all applications that have been received by the CCA are shown. Applications which have been forwarded by CCA to ADG-3, HRD will show the message “Forwarded to ADG-3, HRD” under the “View/ Download/ Take Further Action” tab. User can Search or View/ Download/ Take Further Action under this tab.

“**Applications Pending at CCA**” tab will display: -

- **Sr. No.**
- **Application No.**
- **Officer’s Name**
- **Nature of Vacancy**
- **Circular End Date**
- **Pending From Date**
- **Action**

SI.No.	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action
2	987653/01/2021	rahuls fgdf	State Government-Advertised	29-jul-2021	21-jul-2021	View/Download/Take Further Action
3	987653/01/2021	rahuls fgdf	State Government-Advertised	29-jul-2021	21-jul-2021	View/Download/Take Further Action
4	987653/01/2021	rahuls fgdf	State Government-Advertised	29-jul-2021	21-jul-2021	View/Download/Take Further Action
5	987653/01/2021	rahuls fgdf	State Government-Advertised	29-jul-2021	21-jul-2021	View/Download/Take Further Action
6	987653/01/2021	rahuls fgdf	State Government-Advertised	29-jul-2021	21-jul-2021	View/Download/Take Further Action
7	987653/04/2021	rahuls fgdf	State Government-Prior Approval	29-jul-2021	25-jul-2021	View/Download/Take Further Action
8	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-jul-2021	View/Download/Take Further Action

SEARCH FUNCTIONALITY

In Search box, User can search application with application no., officer's name, nature of vacancy, circular end-date, and pending from date as shown below:

APPLICATION NO.

Applications Pending at CCA
Closed Applications

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	<input type="text" value="987651/015/2021"/>	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action

Showing 1 to 1 of 1 entries (filtered from 14 total entries) < 1 >

OFFICER'S NAME

Applications Pending at CCA
Closed Applications

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
2	987653/01/2021	<input type="text" value="rahuls fgdf"/>	State Government-Advertised	29-Jul-2021	21-Jul-2021	View/Download/Take Further Action
3	987653/01/2021	<input type="text" value="rahuls fgdf"/>	State Government-Advertised	29-Jul-2021	21-Jul-2021	View/Download/Take Further Action

NATURE OF VACANCY

Applications Pending at CCA
Closed Applications

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	987651/015/2021	Arun kumar singh	<input type="text" value="State Government-Prior Approval"/>	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action
7	987653/04/2021	rahuls fgdf	<input type="text" value="State Government-Prior Approval"/>	29-Jul-2021	25-Jul-2021	View/Download/Take Further Action

Showing 1 to 2 of 2 entries (filtered from 14 total entries) < 1 >

CIRCULAR END-DATE

Applications Pending at CCA					Closed Applications		
Sl.No.	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action	
8	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View/Download/Take Further Action	

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

PENDING FROM DATE

Applications Pending at CCA					Closed Applications		
Sl.No.	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action	
7	987653/04/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	25-Jul-2021	View/Download/Take Further Action	

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

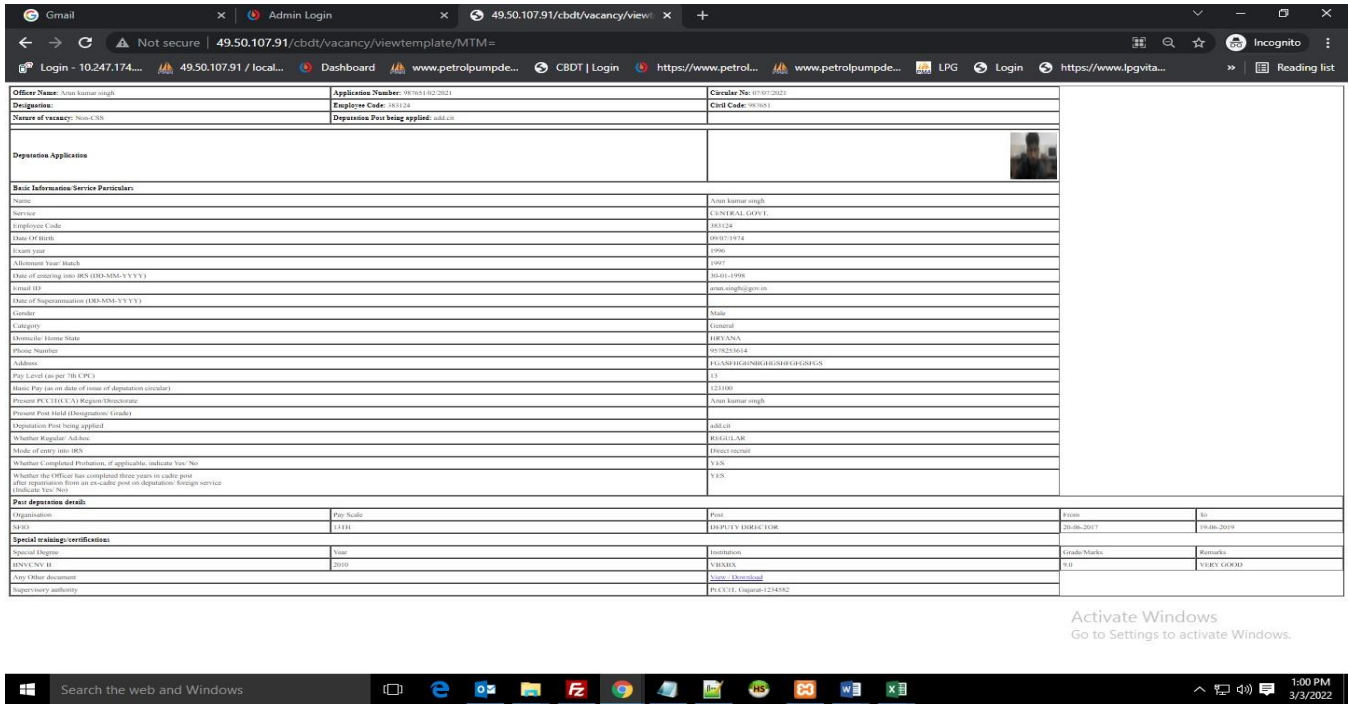
View/ Download/ Take Further Action Functionality

Click on “**View/ Download/ Take Further Action**”

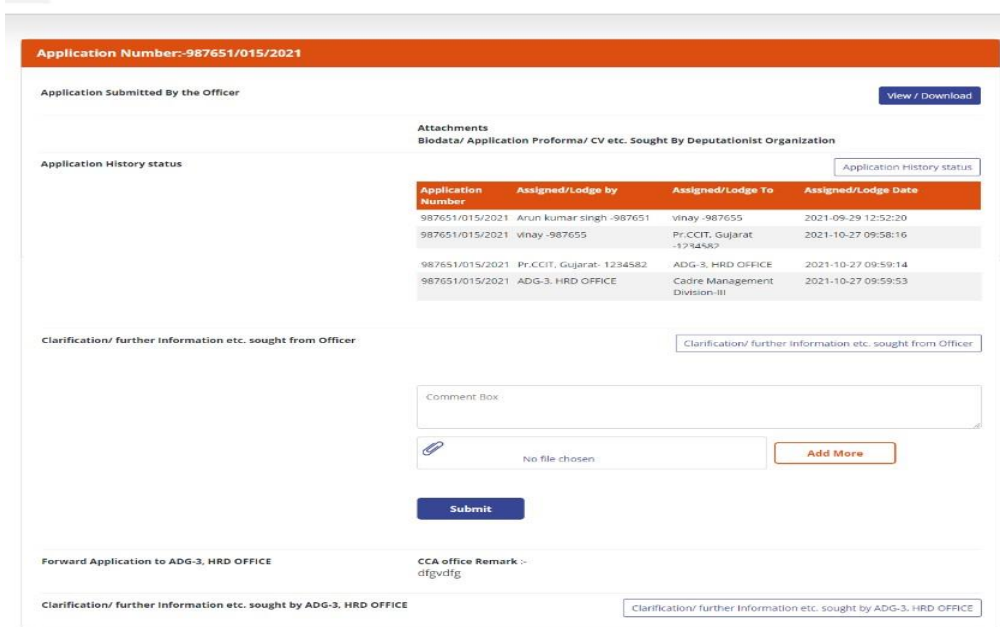
1	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action
---	---------------------------------	------------------	---------------------------------	-------------	-------------	---

It will navigate the User to another page to take the necessary actions. The User can do the following:

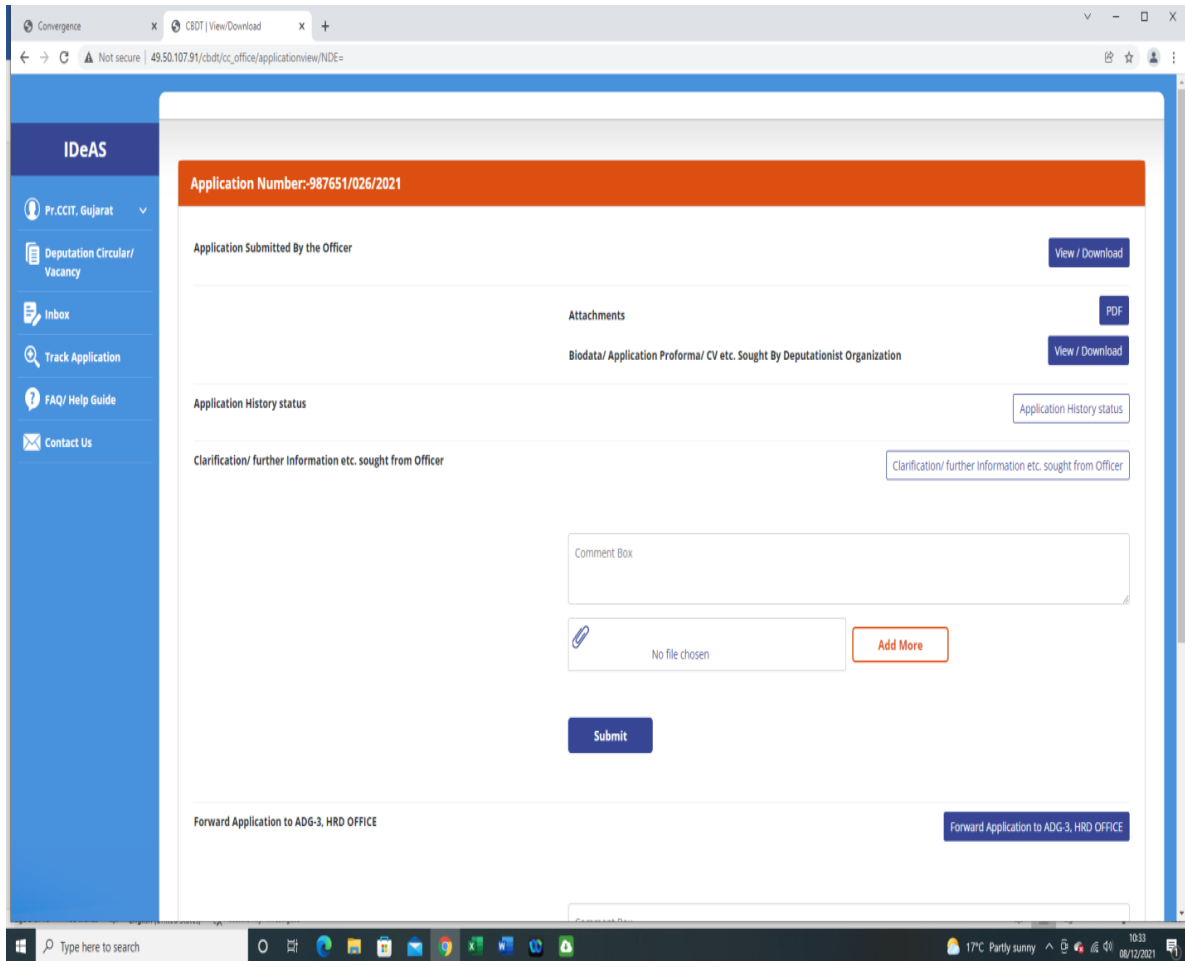
- **View/ Download**–View/ download the submitted application details.



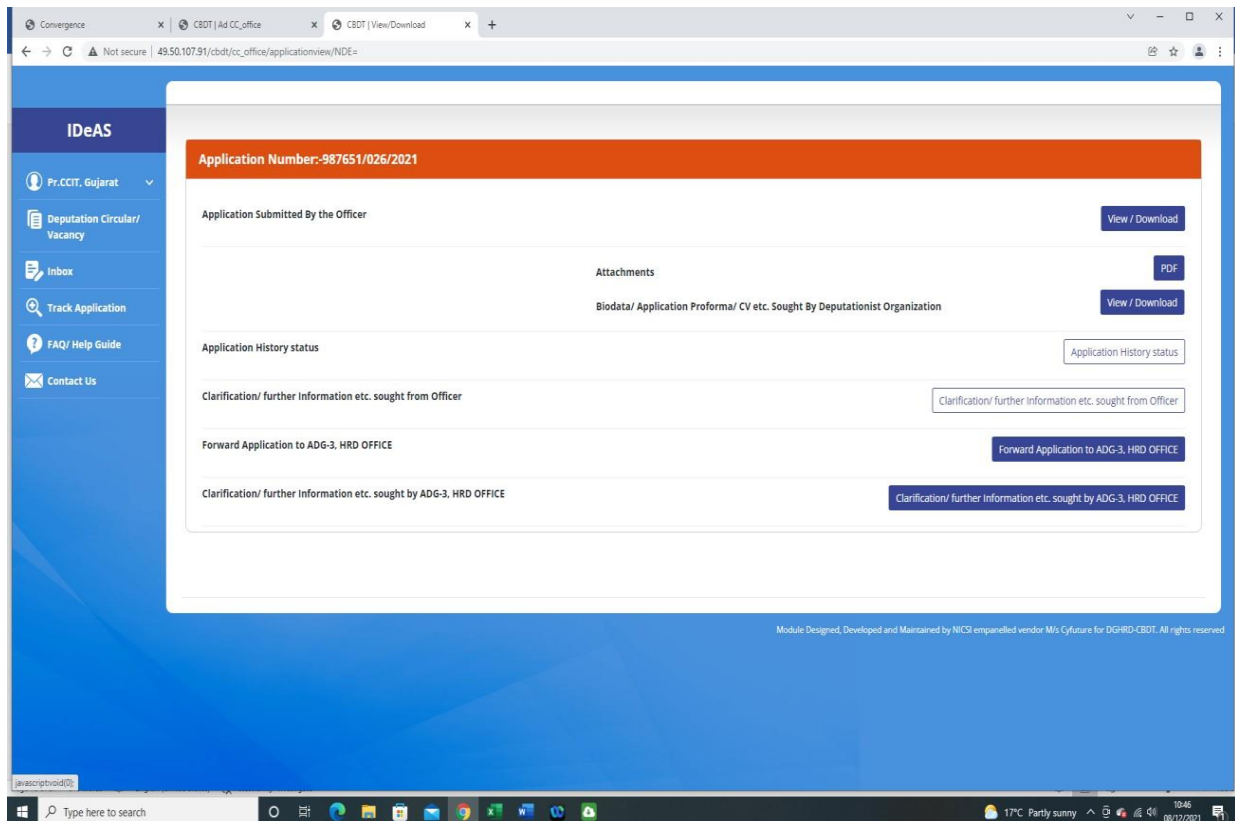
➤ Application History Status – View the application history status



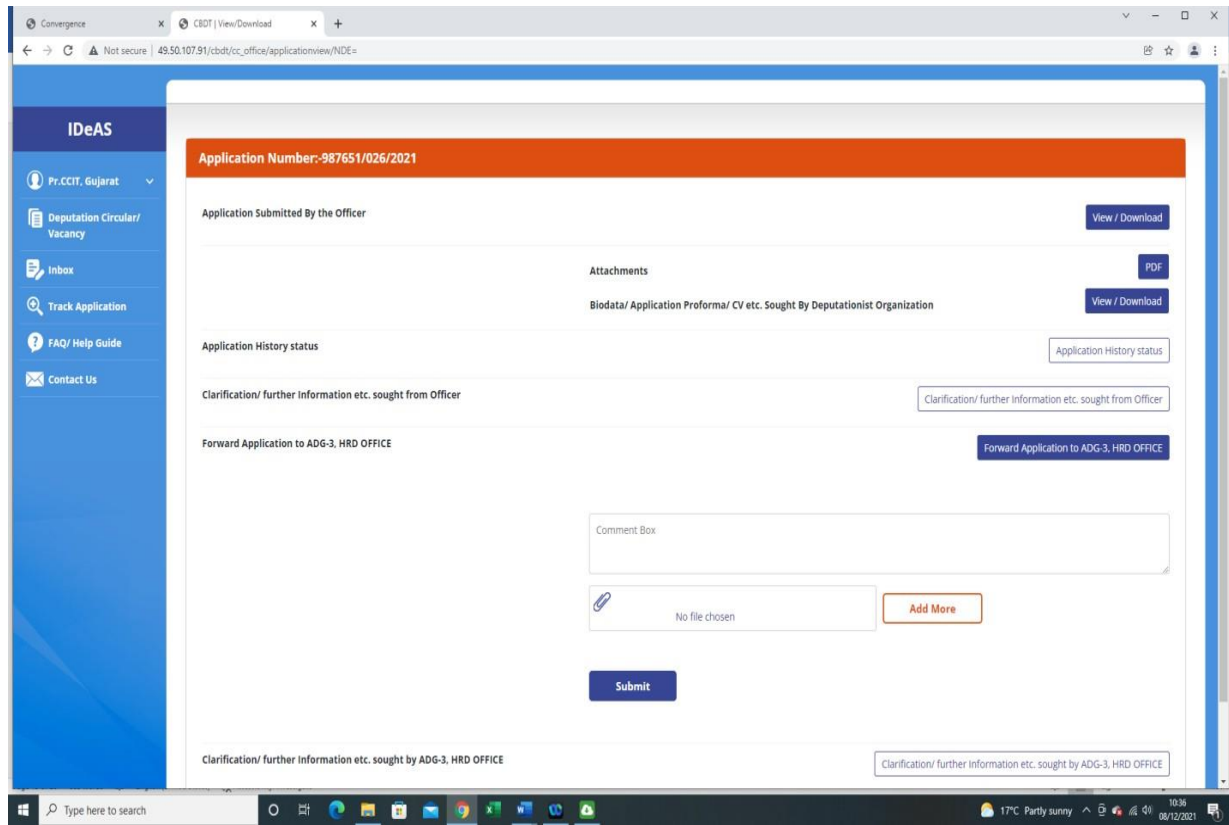
- **Clarification/Further Information etc. sought from officer-** CCA office can also seek any clarification/further information from the officer in respect of the deputation application submitted by the officer. To do this, enter the necessary comments, upload the (pdf) file (if any) and submit.



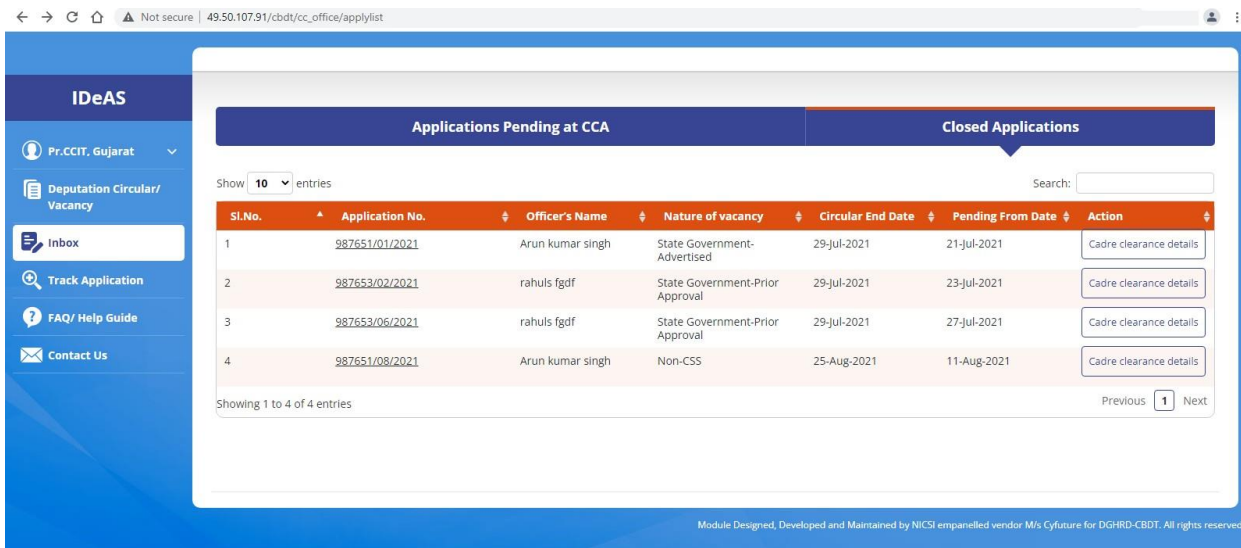
- **Clarification /Further Information etc. sought by ADG-3 HRD office** – If any clarification/further information has been sought by ADG-3 HRD office, the same can be viewed by clicking on this tab and responded through the same.



- **Forward Application to ADG-3, HRD Office** - This tab is used for forwarding the deputation application of the officer to ADG-3, HRD office for further processing. To do this, enter the necessary comments, upload the (pdf) file and submit.

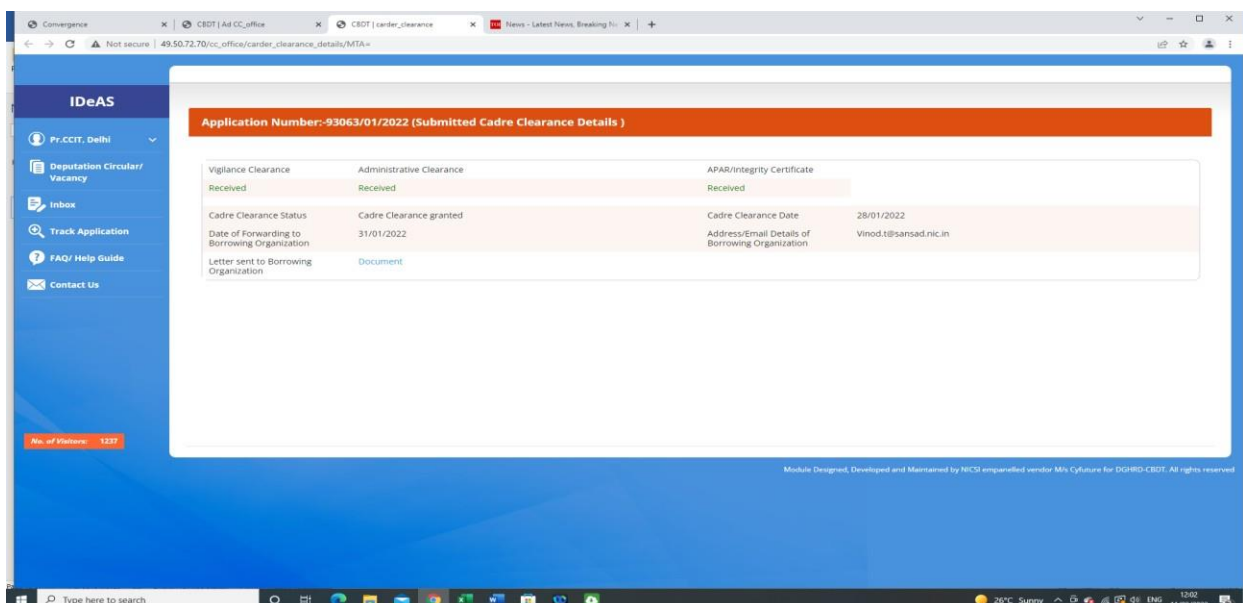


5.2 In “**Closed Applications**”, it will display all the applications which have been processed by the Directorate of HRD.



On clicking the “**Cadre Clearance Details**” tab, the following details are shown:

- Status of Vigilance Clearance, Administrative Clearance and APAR/Integrity Certificate
- Cadre Clearance Status
- Cadre Clearance Date
- Date of Forwarding to Borrowing Organization
- Address/Email details of Borrowing Organization
- Uploaded Document



6. TRACK APPLICATION

With this tab, User can search an application with any of the following details:

- **Name**
- **Email ID**
- **Civil Code**
- **Application No.**

Enter any of the above details and then press Search.

The screenshot shows a search form with four input fields: Name (Arun kumar singh), Civil Code (987651), Email ID (arun.singh@gov.in), and Application No. (987651/024/2021). A blue 'Search' button is below the form. Below the search form, there is a table with the following data:

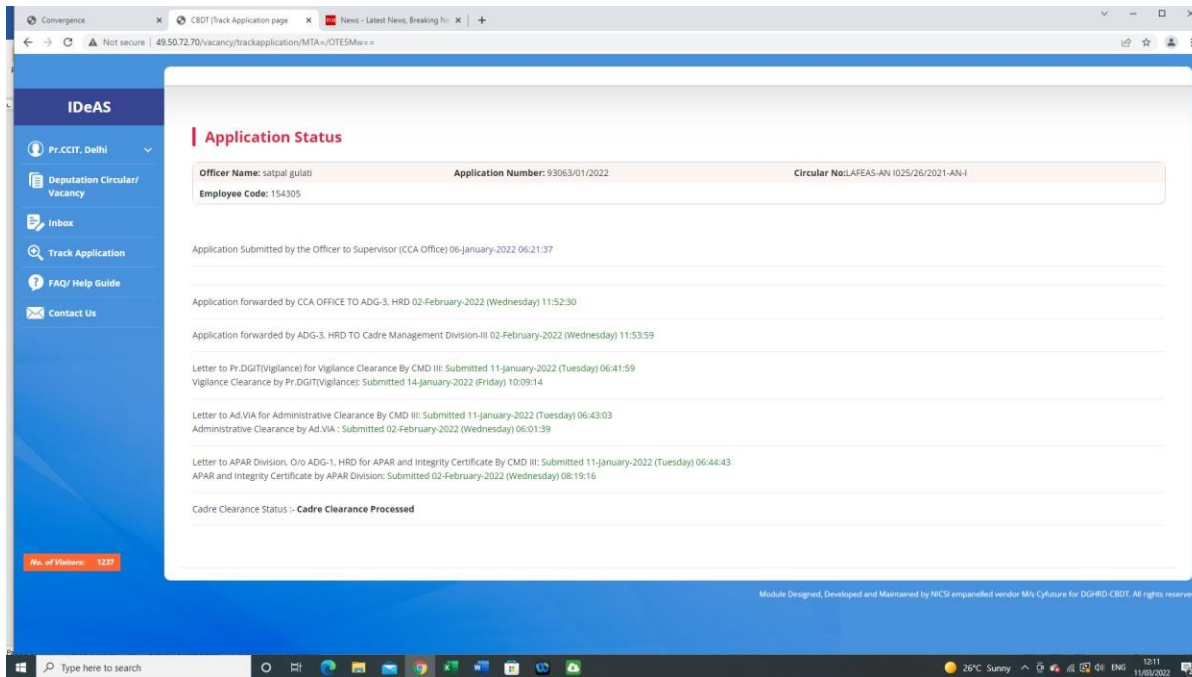
Sl. No.	Application Number	Name	Employee Code	Email ID	Nature of vacancy	Action
1	987651/024/2021	Arun kumar singh	383124	arun.singh@gov.in		Track Application

Below the table, it says 'Showing 1 to 1 of 1 entries' and there is a pagination control showing '1'.

To get more details on the application, click on “Track Application”.

Track Application

On clicking the “Track Application” tab, complete details of “Application Status” at all stages will be displayed.





**USER MANUAL
FOR DIRECTORATE
OF VIGILANCE OFFICE**

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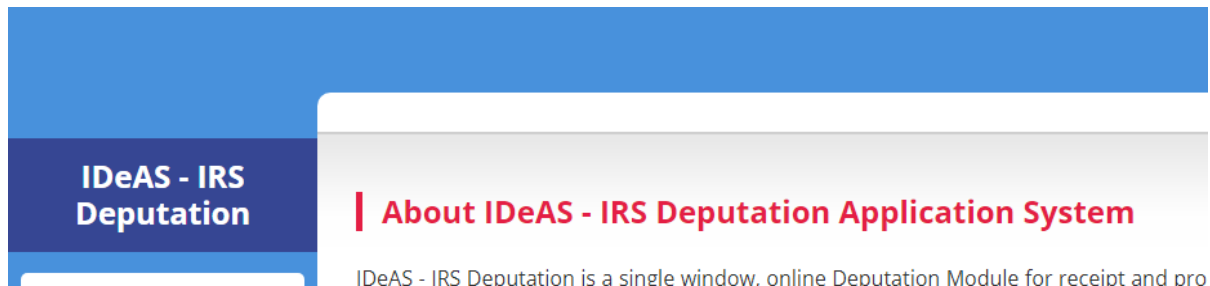
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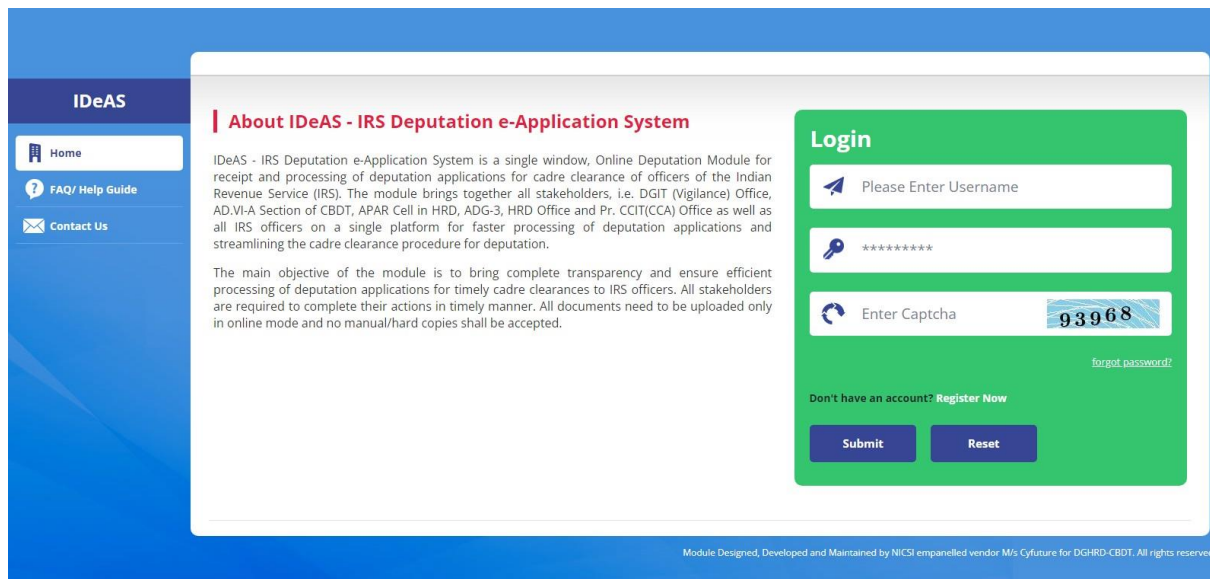
6. Track Application.....64

1. IDEAS - IRS DEPUTATION e-APPLICATION SYSTEM (ACCESS)

On the URL bar of your web browser, type <http://49.50.72.70/login>




This will take you to **IDEAS - IRS Deputation e-Application System**.




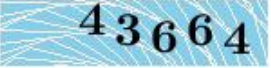
2. LOGIN

- Enter your “**Username**” and “**Password**” as provided by the Directorate of HRD
- Complete the **Captcha**
- Click on the “**Submit**” button

Login

 dgoffice@gov.in

.....

 43664 

[forgot password?](#)

Don't have an account? [Register Now](#)

Submit **Reset**

3. DEPUTATION VACANCY CIRCULAR

After logging in, User will navigate to the main page, as shown below:

The screenshot displays the IDeAS dashboard interface. At the top, there is a navigation bar with the IDeAS logo. Below it, a search bar and a dropdown menu for "All Deputation Circulars" set to "2021" are visible. The main content area features a table with the following data:

Sl. No.	Nature of Vacancy	Deputation Circular No. and Date/PDFs	Tenure of deputation	Pay level	Vacancy circular File	Last date	Added Date
1	Non-CSS	F. No. 10/014/2020-NCLT (Pt-II)/286 dated 24.02.2022	3	14		25-Mar-2022	02-Mar-2022
2	Non-CSS	F.No.12011/2/2021-HR dated 16.02.2022	3	13		28-Feb-2022	24-Feb-2022
3	Non-CSS	F.No.12011/2/2021-HR dated 16.02.2022	3	12		28-Feb-2022	24-Feb-2022
4	Non-CSS	F. No. 10/01/2016-NCLT (Pt-IV) dated 17.02.2022	5	13		21-Mar-2022	24-Feb-2022
5	Non-CSS	F. No. A-12011/2/2021-HR dated 03.02.2022	3	13		03-Mar-2022	18-Feb-2022

Below the table, it indicates "Showing 1 to 5 of 48 entries" and includes a pagination control with buttons for 1, 2, 3, 4, 5, and 10.

At the bottom of the dashboard, there is a footer that reads: "Module Designed, Developed and Maintained by NICSI empanelled vendor M/s Cyfuture for DGHRD-CBDT. All rights reserved." and an "Activate Windows" watermark.

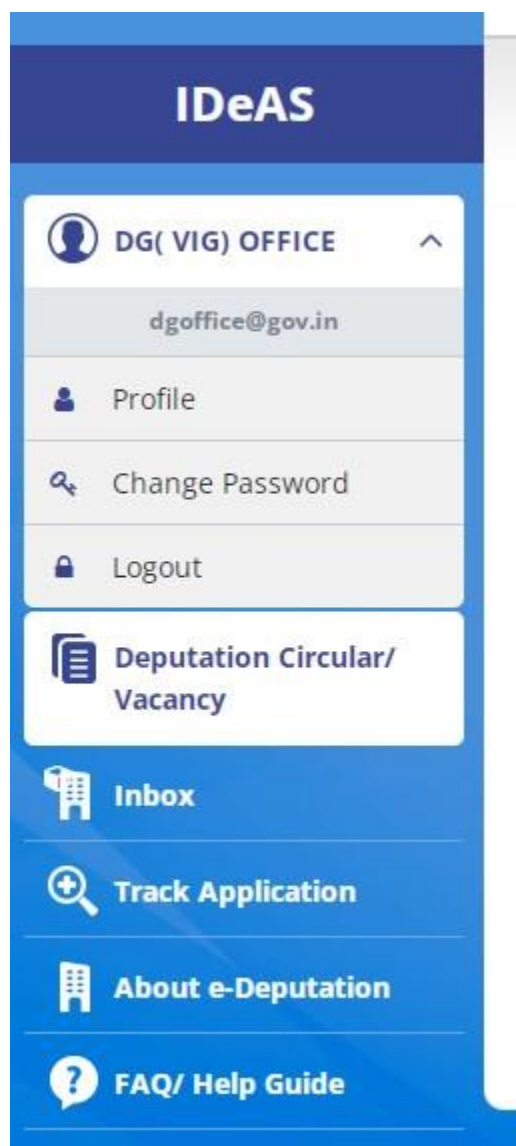
The Deputation Application dashboard shows all the details about the deputation vacancies. For seeing circular as per the calendar year, click on “**All Deputation Circulars**”. You can also click on the “**Search**” button to search on the following parameters:

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

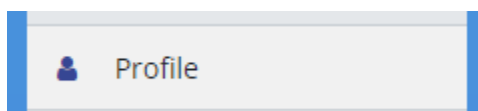
The Vacancy Circulars uploaded by the Directorate of HRD will be visible in the Deputation Application dashboard. The uploaded Vacancy Circular can be viewed by clicking on the relevant pdf file under the heading “Vacancy Circular File”.

4.1 PROFILE

IRS Online Deputation Module offers different options for the designated profile:



Starting from the User Name, Click on “**Profile**” to update profile details.



Click on **“Update profile”** to change the details. User can update profile as per their needs.

Name	Pr.CCIT, Gujarat
Email ID *	ccagu@gov.in
Mobile No	+91-1234567890

[Update Profile](#)

User will get two options to change/ modify – Name and Mobile Number. After entering details, click on **“Update Profile”**

IDEAS

- [DG\(VIG\) OFFICE](#)
- [Deputation Circular/ Vacancy](#)
- [Inbox](#)
- [Track Application](#)
- [About e-Deputation](#)
- [FAQ/ Help Guide](#)

Name	DG(VIG) OFFICE
Email ID *	dgoffice@gov.in
Mobile No	+91- 1234567890

I hereby declare that the above information/particulars are correct to the best of my knowledge.

[Update Profile](#)

4.2 CHANGE PASSWORD

To Change password, Enter: -

- **Old Password**
- **New Password**
- **Confirm Password**
- **Captcha**
- **Click on “Change Password”**

Pr.CCIT, Gujarat

ccagu@gov.in

- [Profile](#)
- [Change Password](#)
- [Logout](#)
- [Deputation Circular/ Vacancy](#)
- [Inbox](#)
- [Track Application](#)
- [FAQ/ Help Guide](#)
- [Contact Us](#)

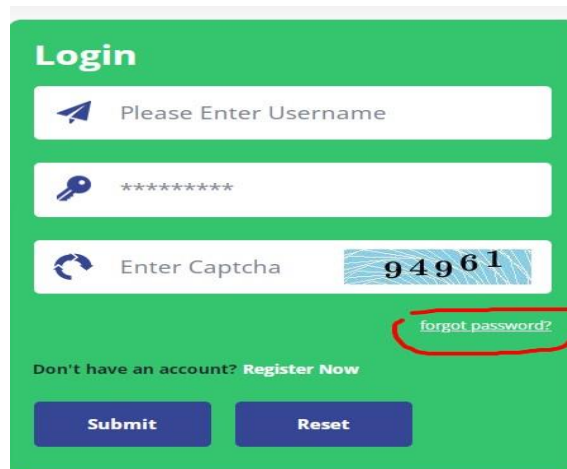
Change Password

Old Password	<input type="password" value="Old Password"/>
New Password	<input type="password" value="New Password"/>
Confirm Password	<input type="password" value="Confirm Password"/>
Captcha	<input type="text" value="Captcha"/>

[Change Password](#)

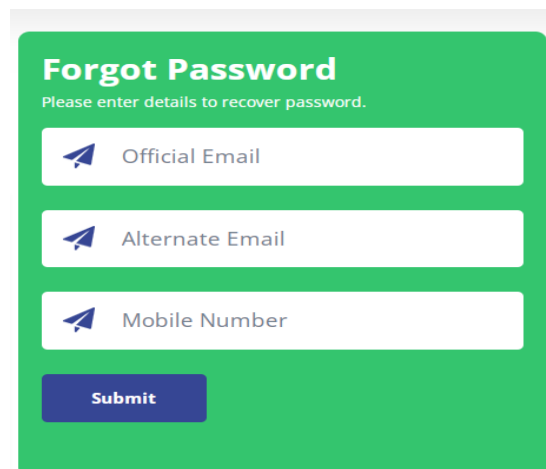
4.3 FORGOT PASSWORD

In case the User has forgotten his old password, the user can use the “Forgot Password” facility to obtain a new password. To use this facility, click on “**Forgot Password**” link on the login page.



The screenshot shows a green login form titled "Login". It contains three input fields: "Please Enter Username", "Password" (masked with asterisks), and "Enter Captcha" (with a captcha image showing "94961"). Below the captcha field is a red circle highlighting the text "forgot password?". At the bottom, there are "Submit" and "Reset" buttons, and a link "Don't have an account? Register Now".

A new window displays wherein the User has to input the e-mail id and mobile number of the designated Nodal Officer of the Directorate concerned.



The screenshot shows a green form titled "Forgot Password" with the instruction "Please enter details to recover password." It contains three input fields: "Official Email", "Alternate Email", and "Mobile Number". A "Submit" button is located at the bottom.

Click on **Submit** button to receive the new password on e-mail and SMS.

5. INBOX

Inbox contains two tabs:-

- Pending Applications for Vigilance Clearance
- Completed Applications for Vigilance Clearance

5.1 Under the Tab “Pending Application for Vigilance Clearance”, all applications that have been received from CMD-III, HRD Division by DG(Vigilance) office requesting for vigilance status/clearance are shown. User can also Search or View/ Download/ Take Further Action under this tab.

“Pending Application for Vigilance Clearance” tab will display: -

- Sr. No.
- Application No.
- Officer’s Name
- Nature of Vacancy
- Circular End Date
- Pending From Date
- Action

Pending Applications for Vigilance Clearance				Completed Applications for Vigilance Clearance			
Show <input type="text" value="10"/> entries				Search: <input type="text"/>			
Sl.No. ^	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action	
1	987653/01/2021	rahuls fgdf	State Government-Advertised	29-Jul-2021	23-Jul-2021	View/ Download Application/ Take Further Action	
2	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View/ Download Application/ Take Further Action	
3	987651/011/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/ Download Application/ Take Further Action	
4	987651/017/2021	Arun kumar singh	Non-CSS	13-Oct-2021	30-Sep-2021	View/ Download Application/ Take Further Action	
5	987651/022/2021	Arun kumar singh	CSS	30-Nov-2021	16-Nov-2021	View/ Download Application/ Take Further Action	
6	987651/024/2021	Arun kumar singh	CSS	16-Dec-2021	26-Nov-2021	View/ Download Application/ Take Further Action	
Showing 1 to 6 of 6 entries						<input type="button" value="1"/>	

SEARCH FUNCTIONALITY

In Search box, User can search application with application no., officer's name, nature of vacancy, circular end-date, and pending from date as shown below:

APPLICATION NO.

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	<input type="text" value="987651/015/2021"/>	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	<input type="button" value="View/Download/Take Further Action"/>

Showing 1 to 1 of 1 entries (filtered from 14 total entries) < 1 >

OFFICER'S NAME

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
2	987653/01/2021	<input type="text" value="rahuls fgdf"/>	State Government-Advertised	29-Jul-2021	21-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>
3	987653/01/2021	rahuls fgdf	State Government-Advertised	29-Jul-2021	21-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>

NATURE OF VACANCY

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	987651/015/2021	Arun kumar singh	<input type="text" value="State Government-Prior Approval"/>	30-Sep-2021	29-Sep-2021	<input type="button" value="View/Download/Take Further Action"/>
7	987653/04/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	25-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>

Showing 1 to 2 of 2 entries (filtered from 14 total entries) < 1 >

CIRCULAR END-DATE

Show entries

Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
8	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View/Download/Take Further Action

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

< 1 >

PENDING FROM DATE

Show entries

Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
7	987653/04/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	25-Jul-2021	View/Download/Take Further Action

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

< 1 >

View/ Download/ Take Further Action Functionality (Steps to submit Vigilance Clearance/Status)

Click on “View/ Download/ Take Further Action”

1	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action
---	---------------------------------	------------------	---------------------------------	-------------	-------------	---

It will navigate the User to another page to take the necessary actions. The User can do the following:

- View/Download/print letter which has been received from CMD-III, HRD Division by DG(Vigilance) office seeking Vigilance Clearance/Status for the officer who has applied for deputation application.
- View the Remarks under the “Remarks” Tab.
- Add a comment in the “Comment Box” while sending the Vigilance Clearance/Status to ADG-3, HRD or CMD-III, HRD Division

Application Number:-987653/01/2021

Letter seeking Vigilance Clearance Received from :-

Cadre Management Division-III
Remarks:- hi

letter

Comment Box

--Select status--

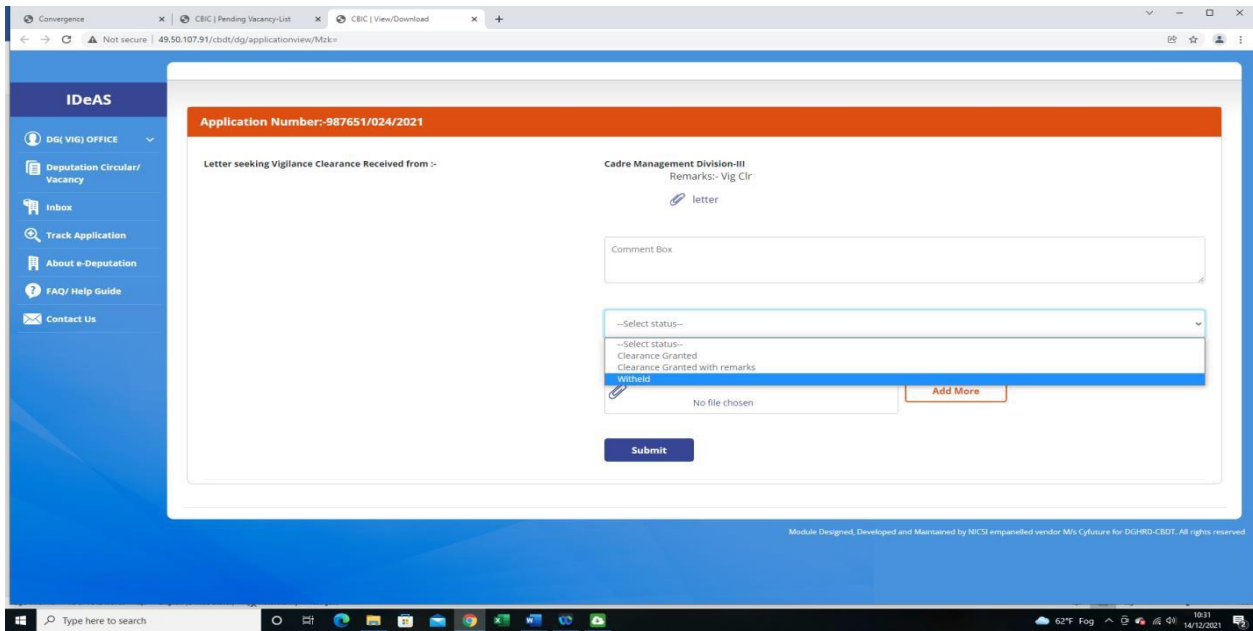
Upload Clearance :

No file chosen

Add More

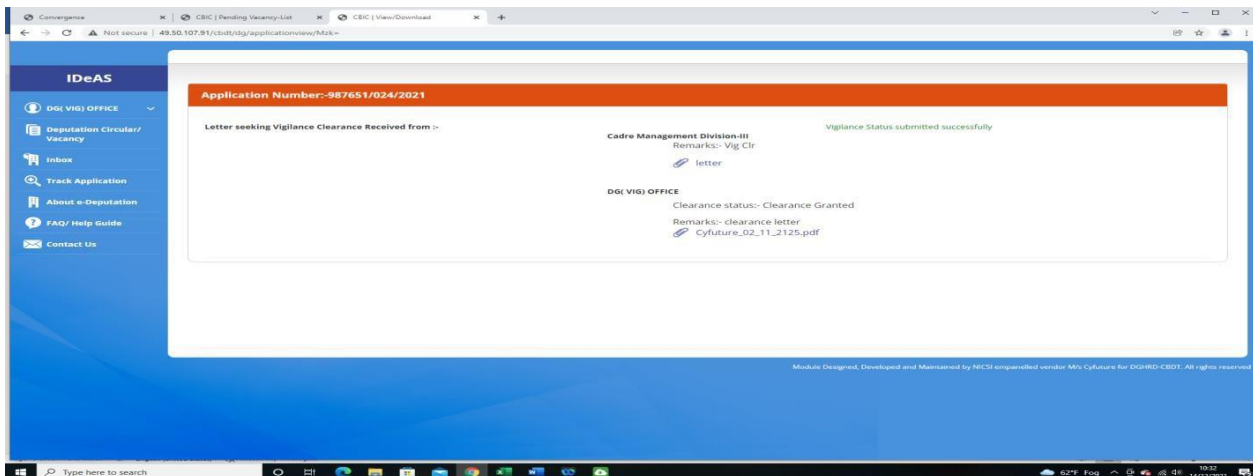
Submit

- Select the appropriate status under “Select Status” dropdown:
 - Clearance Granted
 - Clearance Granted with Remarks
 - Withheld



- Upload the **Vigilance Clearance/Status letter pdf** through the upload button and click **“Submit”**.

On clicking the submit button, the message **“Vigilance Status submitted successfully”** will be shown.



Once the vigilance clearance/status has been submitted successfully, the application will move to the **“Completed Applications for Vigilance Clearance”** Tab.

5.2 Under the “**Completed Application for Vigilance Clearance**” tab, it will display all the applications where vigilance clearance/status have been submitted successfully to CMD-III Division, HRD

Pending Applications for Vigilance Clearance						Completed Applications for Vigilance Clearance	
SI.No.	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action	
1	987651/01/2021	Arun kumar singh	State Government-Advertised	29-Jul-2021	21-Jul-2021	View Application	
2	987653/02/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	23-Jul-2021	View Application	
3	987653/06/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	27-Jul-2021	View Application	
4	987651/03/2021	Arun kumar singh	Others	08-Aug-2021	30-Jul-2021	View Application	
5	987651/05/2021	Arun kumar singh	Others	15-Sep-2021	30-Jul-2021	View Application	
6	987651/06/2021	Arun kumar singh	Non-CSS	11-Aug-2021	02-Aug-2021	View Application	
7	987651/07/2021	Arun kumar singh	State Government-Prior Approval	18-Aug-2021	10-Aug-2021	View Application	
8	987651/08/2021	Arun kumar singh	Non-CSS	25-Aug-2021	11-Aug-2021	View Application	
9	987653/07/2021	rahuls fgdf	State Government-Prior Approval	25-Aug-2021	12-Aug-2021	View Application	
10	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View Application	

Showing 1 to 10 of 14 entries

On clicking the “**View Application**” tab, details regarding letter received from CMD-III, HRD Division as well as vigilance clearance/status forwarded by DG(Vigilance) office, alongwith remarks, are visible:

Application Number:-987651/01/2021

Letter seeking Vigilance Clearance Received from :- **Cadre Management Division-III**
 Remarks:- hi
[letter](#)

DG(VIG) OFFICE
 Clearance status:- Clearance Granted
 Remarks:- hi
[pdfcrowd_\(54\)3.pdf](#)

6. TRACK APPLICATION

With this tab, User can search an application with any of the following details:

- **Name**
- **Email ID**
- **Civil Code**
- **Application No.**

Enter any of the above details and then press Search.

Name	Arun kumar singh	Civil Code	987651
Email ID	arun.singh@gov.in	Application No.	987651/024/2021

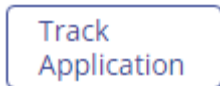
Search

Show **10** entries

Sl. No.	Application Number	Name	Employee Code	Email ID	Nature of vacancy	Action
1	987651/024/2021	Arun kumar singh	383124	arun.singh@gov.in		Track Application

Showing 1 to 1 of 1 entries

To get more details on the application, click on “Track Application”.



On clicking the “Track Application” tab, complete details of “Application Status” at all stages will be displayed.

Application Status

Officer Name: Arun kumar singh	Application Number: 987651/024/2021	Circular No: 21 dated 10.06.2021
Employee Code: 383124		

Application Submitted by the Officer to Supervisor (CCA Office) 26-November-2021 05:03:38

Application forwarded by CCA OFFICE TO ADG-3, HRD 26-November-2021 (Friday) 07:22:37

Application forwarded by ADG-3, HRD TO Cadre Management Division-III **Pending**

Letter to Pr.DGIT(Vigilance) for Vigilance Clearance By CMD III: Submitted 26-November-2021 (Friday) 05:06:19
Vigilance Clearance by Pr.DGIT(Vigilance): **Pending**

Letter to Ad.VIA for Administrative Clearance By CMD III: Submitted 26-November-2021 (Friday) 05:06:30
Administrative Clearance by Ad.VIA : **Pending**

Letter to APAR Division, O/o ADG-1, HRD for APAR and Integrity Certificate By CMD III: Submitted 26-November-2021 (Friday) 05:06:38
APAR and Integrity Certificate by APAR Division: **Pending**

The image shows the Wisconsin State Capitol building, a grand neoclassical structure with a prominent central dome. The building is set against a clear blue sky. In the foreground, there is a paved plaza with some greenery and a few people walking. A large white rectangular box is superimposed over the center of the image, containing the text 'USER MANUAL (FOR AD.VIA, CBDT)'.

USER MANUAL

(FOR AD.VIA, CBDT)

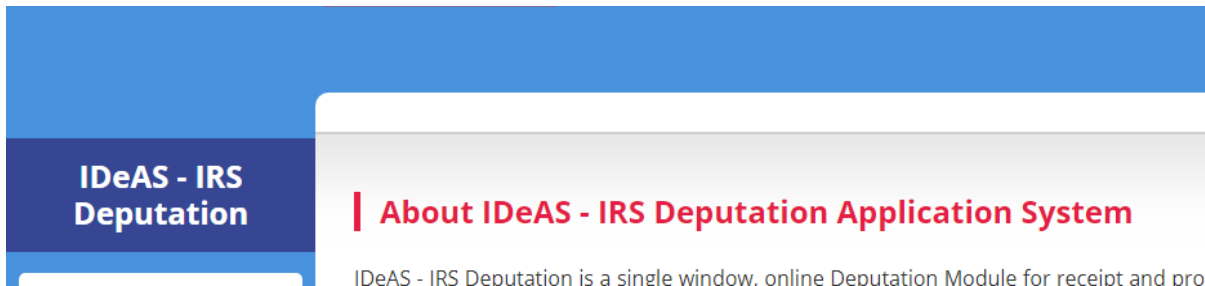
INDEX

D. User Manual [For AD.VIA, CBDT]

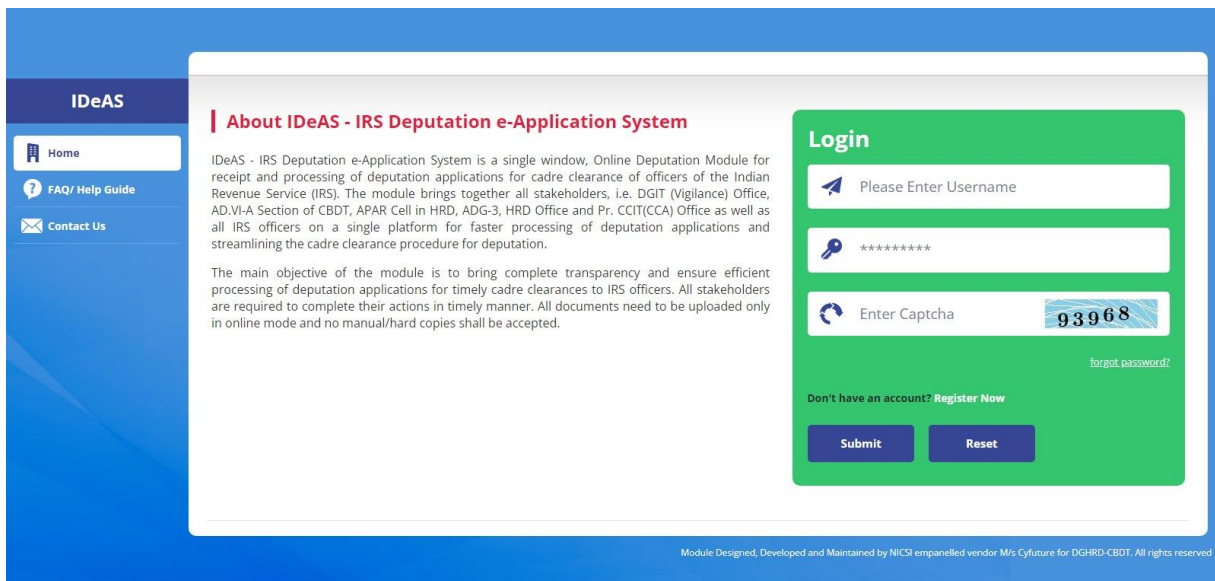
1. Access.....	67
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4.3 Forgot password.....	72
5. Inbox.....	73-78
6. Track Application.....	79

1. IDeAS - IRS DEPUTATION e-APPLICATION SYSTEM (ACCESS)

On the URL bar of your web browser, type <http://49.50.72.70/login>

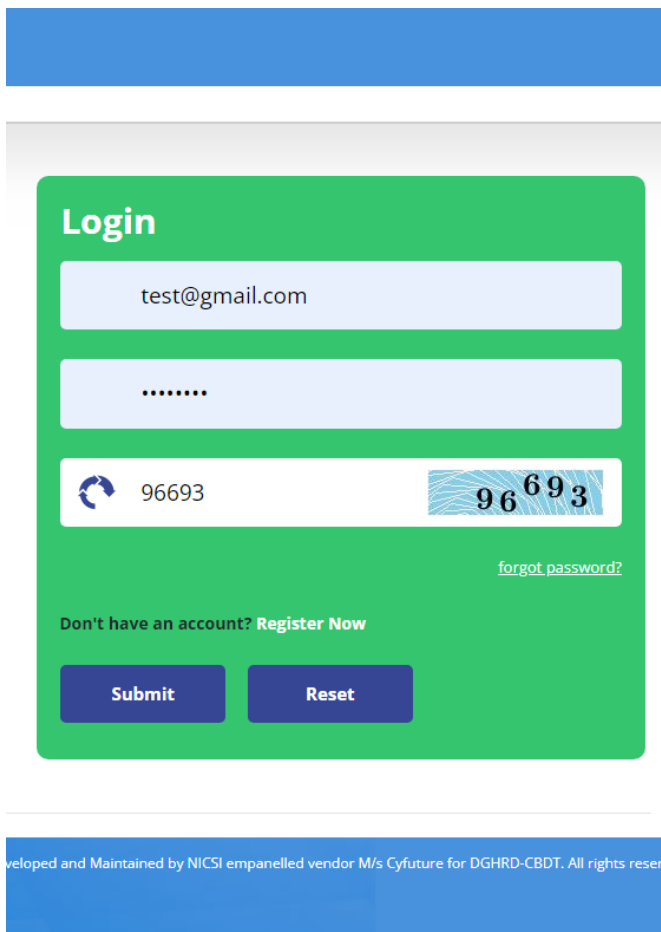


This will land you to the **IDeAS - IRS Deputation e-Application System**



2. LOGIN

- Enter your “**Username**” and “**Password**” as provided by the Directorate of HRD
- Complete the **Captcha**
- Click on the “**Submit**” button

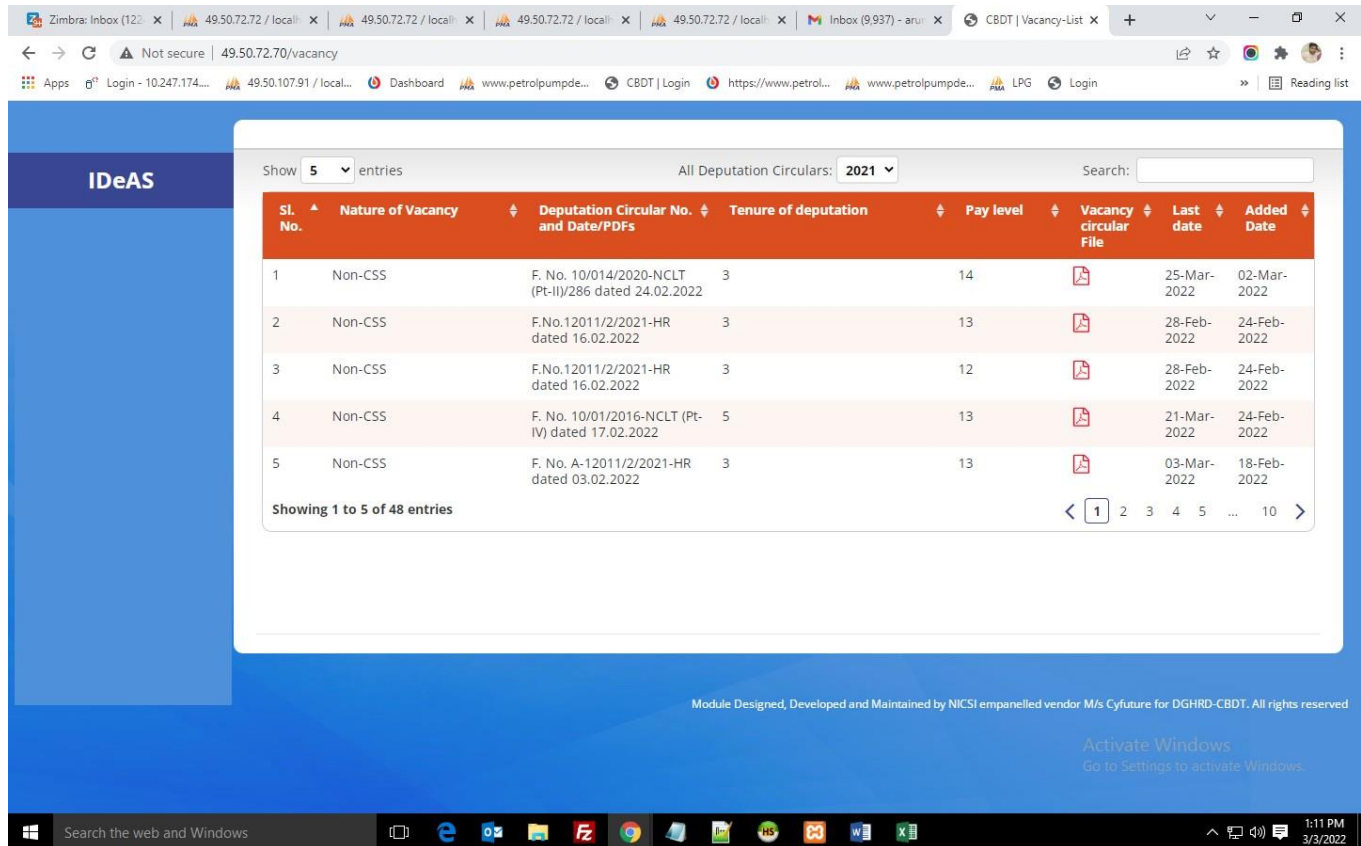


The screenshot shows a login form with a green background. At the top left, the word "Login" is written in white. Below it are two input fields: the first contains "test@gmail.com" and the second contains a series of dots representing a password. Below the password field is a CAPTCHA section with a refresh icon, the number "96693", and a distorted image of the number "96693". To the right of the CAPTCHA is a link that says "forgot password?". Below the CAPTCHA is the text "Don't have an account? Register Now". At the bottom are two buttons: "Submit" and "Reset".

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3. DEPUTATION VACANCY CIRCULAR

After logging in, User will navigate to the main page, as shown below:



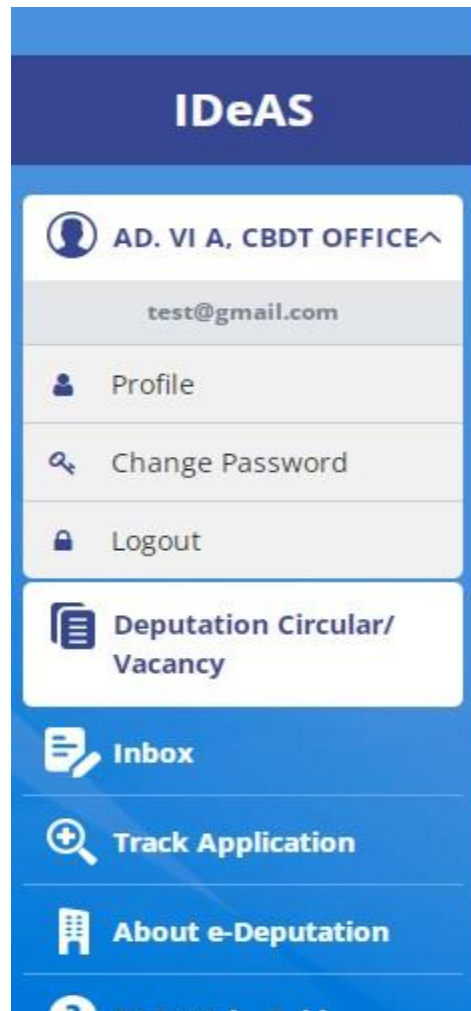
The Deputation Application dashboard shows all the details about the deputation vacancies. For seeing circular as per the calendar year, click on “**All Deputation Circulars**”. You can also click on the “**Search**” button to search on the following parameters:

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

The Vacancy Circulars uploaded by the Directorate of HRD will be visible in the Deputation Application dashboard. The uploaded Vacancy Circular can be viewed by clicking on the relevant pdf file under the heading “Vacancy Circular File”.

4.1 PROFILE

IRS Online Deputation Module offers different options for the designated profile:



Starting from the User Name, Click on “**Profile**” to update profile details. Click on “**Update profile**” to change the details. User can update profile as per their needs.

Name	Pr.CCIT, Gujarat
Email ID *	ccagu@gov.in
Mobile No	+91-1234567890

[Update Profile](#)

User will get two options to change/ modify – Name and Mobile Number. After entering details, click on “**Update Profile**”

The screenshot shows the 'Update Profile' interface in the IDeAS system. On the left is a blue sidebar with navigation options: AD. VI A. CBDT OFFICE, Deputation Circular/ Vacancy, Inbox, Track Application, About e-Deputation, and FAQ/ Help Guide. The main content area has a white background with a light blue header. It contains three input fields: 'Name' with the value 'AD. VI A. CBDT OFFICE', 'Email ID *' with 'test@gmail.com', and 'Mobile No' with '+91-8851668010'. Below these fields is a checkbox labeled 'I hereby declare that the above information/particulars are correct to the best of my knowledge.' and a blue 'Update Profile' button.

4.2 CHANGE PASSWORD

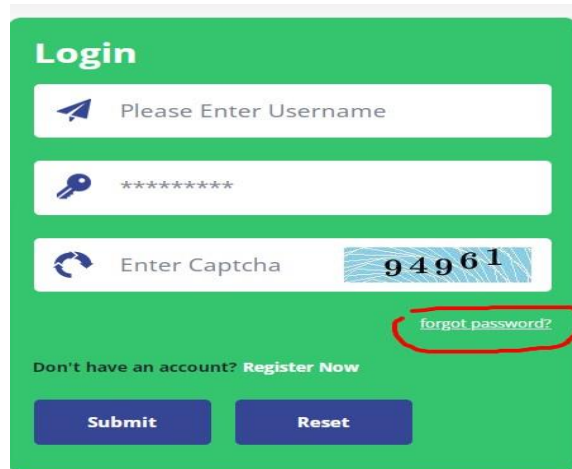
To Change password, Enter: -

- **Old Password**
- **New Password**
- **Confirm Password**
- **Captcha**
- Click on “**Change Password**”

The screenshot shows the 'Change Password' interface. The left sidebar is blue and contains: Pr.CCIT, Gujarat, ccagu@gov.in, Profile, Change Password, Logout, Deputation Circular/ Vacancy, Inbox, Track Application, FAQ/ Help Guide, and Contact Us. The main content area has a white background with an orange header. It contains four input fields: 'Old Password', 'New Password', 'Confirm Password', and 'Captcha'. The 'Captcha' field includes a refresh icon and a captcha image with the numbers '29044'. A blue 'Change Password' button is located at the bottom.

4.3 FORGOT PASSWORD

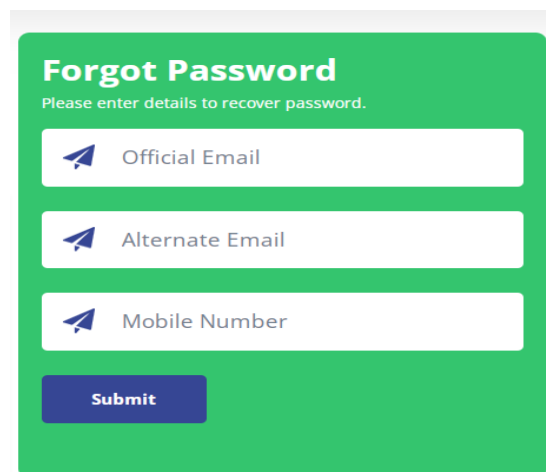
In case the User has forgotten his old password, the user can use the “Forgot Password” facility to obtain a new password. To use this facility, click on “**Forgot Password**” link on the login page.



The screenshot shows a green login form with the following elements:

- Login** header
- Username field: "Please Enter Username" with a paper plane icon.
- Password field: "*****" with a key icon.
- Captcha field: "Enter Captcha" with a circular refresh icon and a captcha image showing "94961".
- forgot password?** link: A red circle highlights this link.
- Footer: "Don't have an account? Register Now"
- Buttons: "Submit" and "Reset"

A new window displays wherein the User has to input the email-id and mobile number of the designated Nodal Officer concerned.



The screenshot shows a green "Forgot Password" form with the following elements:

- Forgot Password** header
- Instruction: "Please enter details to recover password."
- Official Email field: "Official Email" with a paper plane icon.
- Alternate Email field: "Alternate Email" with a paper plane icon.
- Mobile Number field: "Mobile Number" with a paper plane icon.
- Submit button: "Submit"

Click on **Submit** button to receive the new password on e-mail and SMS.

5. INBOX

Inbox contains two tabs:-

- Pending Applications for Administrative Clearance
- Completed Applications for Administrative Clearance

5.1 Under the Tab “**Pending Application for administrative Clearance**”, all applications that have been received from CMD-III, HRD Division by AD.VIA requesting for administrative status/clearance are shown. User can also Search or View/ Download/ Take Further Action under this tab.

“**Pending Applications for Administrative Clearance**” tab will display: -

- Sr. No.
- Application No.
- Officer’s Name
- Nature of Vacancy
- Circular End Date
- Pending From Date
- Action

SL.No. *	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	987651/022/2021	Arun kumar singh	CSS	30-Nov-2021	16-Nov-2021	View/ Download Application/ Take Further Action
2	987651/024/2021	Arun kumar singh	CSS	16-Dec-2021	26-Nov-2021	View/ Download Application/ Take Further Action

Showing 1 to 2 of 2 entries

SEARCH FUNCTIONALITY

In Search box, User can search application with application no., officer's name, nature of vacancy, circular end-date, and pending from date as shown below:

APPLICATION NO.

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	<input type="text" value="987651/015/2021"/>	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	<input type="button" value="View/Download/Take Further Action"/>

Showing 1 to 1 of 1 entries (filtered from 14 total entries) < 1 >

OFFICER'S NAME

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
2	987653/01/2021	<input type="text" value="rahuls fgdf"/>	State Government-Advised	29-Jul-2021	21-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>
3	987653/01/2021	<input type="text" value="rahuls fgdf"/>	State Government-Advised	29-Jul-2021	21-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>

NATURE OF VACANCY

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	987651/015/2021	Arun kumar singh	<input type="text" value="State Government-Prior Approval"/>	30-Sep-2021	29-Sep-2021	<input type="button" value="View/Download/Take Further Action"/>
7	987653/04/2021	rahuls fgdf	<input type="text" value="State Government-Prior Approval"/>	29-Jul-2021	25-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>

Showing 1 to 2 of 2 entries (filtered from 14 total entries) < 1 >

CIRCULAR END-DATE

Show 10 entries

Search: 10-Aug-2021

Sl.No.	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
8	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View/Download/Take Further Action

Showing 1 to 1 of 1 entries (filtered from 14 total entries) < 1 >

PENDING FROM DATE

Show 10 entries

Search: 25-Jul-2021

Sl.No.	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
7	987653/04/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	25-Jul-2021	View/Download/Take Further Action

Showing 1 to 1 of 1 entries (filtered from 14 total entries) < 1 >

View/ Download/ Take Further Action Functionality (Steps to submit Administrative Clearance/Status)


Click on “**View/ Download/ Take Further Action**”

1	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action
---	---------------------------------	------------------	---------------------------------	-------------	-------------	---

It will navigate the User to another page to take the necessary actions. The User can do the following:


- View/Download/print letter which has been received from CMD-III, HRD Division seeking Administrative Clearance/Status for the officer who has applied for deputation.
- View the Remarks under the “Remarks” Tab.
- Add a comment in the “Comment Box” while sending the Administrative Clearance/Status to ADG-3, HRD or CMD-III, HRD Division

Application Number:-987651/022/2021

Letter seeking Administrative Clearance Received from :- **Cadre Management Division-III**
Remarks:- Urgent CSS
 letter

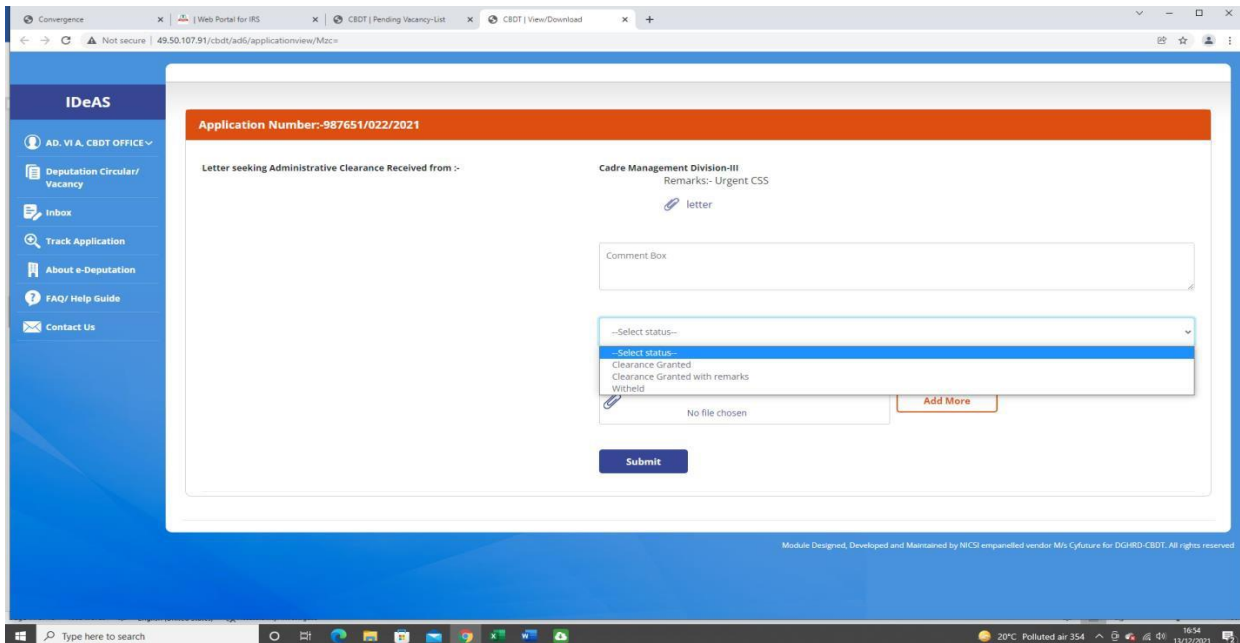
Comment Box

--Select status--

Upload Clearance :
 No file chosen [Add More](#)

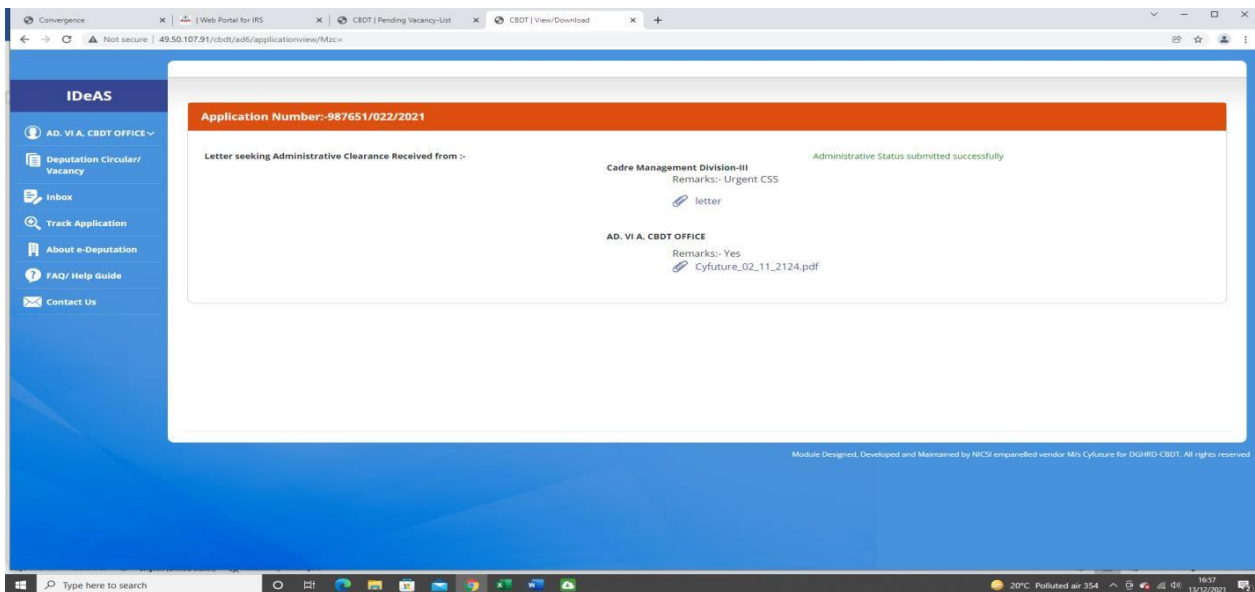
[Submit](#)

- Select the appropriate status under “**Select Status**” dropdown:
 - Clearance Granted
 - Clearance Granted with Remarks
 - Withheld



- **Upload the Administrative Clearance/Status letter pdf** through the upload button and click **“Submit”**.

On clicking the submit button, the message **“Administrative Status submitted successfully”** will be shown.



Once the administrative clearance/status has been submitted successfully, the application will move to the **“Completed Applications for Administrative Clearance”** Tab.

5.2 Under the “**Completed Application for Administrative Clearance**” tab, it will display all the applications where administrative clearance/status have been submitted successfully to CMD-III Division, HRD.

The screenshot shows the IDEAS interface with a sidebar on the left containing navigation options: AD. VI A, CDBT OFFICE, Deputation Circular/ Vacancy, Inbox, Track Application, About e-Deputation, FAQ/ Help Guide, and Contact Us. The main content area has two tabs: "Pending Applications for Administrative Clearance" and "Completed Applications for Administrative Clearance". The "Completed Applications" tab is active, displaying a table with 10 entries. The table columns are: Sl.No., Application No., Officer's Name, Circular Applied, Circular End Date, Pending From Date, and Action. Each row includes a "View Application" button. Below the table, it shows "Showing 1 to 10 of 15 entries" and pagination controls for "Previous", "1", "2", and "Next".

Sl.No.	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	987651/01/2021	Arun kumar singh	State Government-Advertised	29-Jul-2021	21-Jul-2021	View Application
2	987653/02/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	23-Jul-2021	View Application
3	987653/06/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	27-Jul-2021	View Application
4	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View Application
5	987651/03/2021	Arun kumar singh	Others	08-Aug-2021	30-Jul-2021	View Application
6	987651/05/2021	Arun kumar singh	Others	15-Sep-2021	30-Jul-2021	View Application
7	987651/06/2021	Arun kumar singh	Non-CSS	11-Aug-2021	02-Aug-2021	View Application
8	987651/07/2021	Arun kumar singh	State Government-Prior Approval	18-Aug-2021	10-Aug-2021	View Application
9	987651/08/2021	Arun kumar singh	Non-CSS	25-Aug-2021	11-Aug-2021	View Application
10	987653/07/2021	rahuls fgdf	State Government-Prior Approval	25-Aug-2021	12-Aug-2021	View Application

On clicking the “**View Application**” tab, details regarding letter received from CMD-III, HRD Division as well as administrative clearance/status forwarded by Ad. VIA office, along with remarks, are visible.

The screenshot shows the IDEAS interface with the sidebar on the left. The main content area displays the details for application number 987651/01/2021. It is titled "Application Number: 987651/01/2021". The details are organized into two sections: "Letter seeking Administrative Clearance Received from :-" and "AD. VI A, CDBT OFFICE".

Letter seeking Administrative Clearance Received from :- Cadre Management Division-III
 Remarks:- Administrative Clearance
 letter

AD. VI A, CDBT OFFICE
 Remarks:- fghfgh
 pdfcrowd_(54)4.pdf

6. TRACK APPLICATION

With this tab, User can search an application with any of the following details:

- **Name**
- **Email ID**
- **Civil Code**
- **Application No.**

Enter any of the above details and then press Search.

Name	Arun kumar singh	Civil Code	987651
Email ID	arun.singh@gov.in	Application No.	987651/024/2021

Search

Show **10** entries

Sl. No.	Application Number	Name	Employee Code	Email ID	Nature of vacancy	Action
1	987651/024/2021	Arun kumar singh	383124	arun.singh@gov.in		Track Application

Showing 1 to 1 of 1 entries

To get more details on the application, click on “Track Application”.

[Track Application](#)

On clicking the “Track Application” tab, complete details of “Application Status” at all stages will be displayed.

Application Status

Officer Name: Arun kumar singh **Application Number:** 987651/024/2021 **Circular No:**21 dated 10.06.2021
Employee Code: 383124

Application Submitted by the Officer to Supervisor (CCA Office) 26-November-2021 05:03:38

Application forwarded by CCA OFFICE TO ADG-3, HRD 26-November-2021 (Friday) 07:22:37

Application forwarded by ADG-3, HRD TO Cadre Management Division-III **Pending**

Letter to Pr.DGIT(Vigilance) for Vigilance Clearance By CMD III: Submitted 26-November-2021 (Friday) 05:06:19
Vigilance Clearance by Pr.DGIT(Vigilance): **Pending**

Letter to Ad.VIA for Administrative Clearance By CMD III: Submitted 26-November-2021 (Friday) 05:06:30
Administrative Clearance by Ad.VIA : **Pending**

Letter to APAR Division, O/o ADG-1, HRD for APAR and Integrity Certificate By CMD III: Submitted 26-November-2021 (Friday) 05:06:38
APAR and Integrity Certificate by APAR Division: **Pending**



USER MANUAL

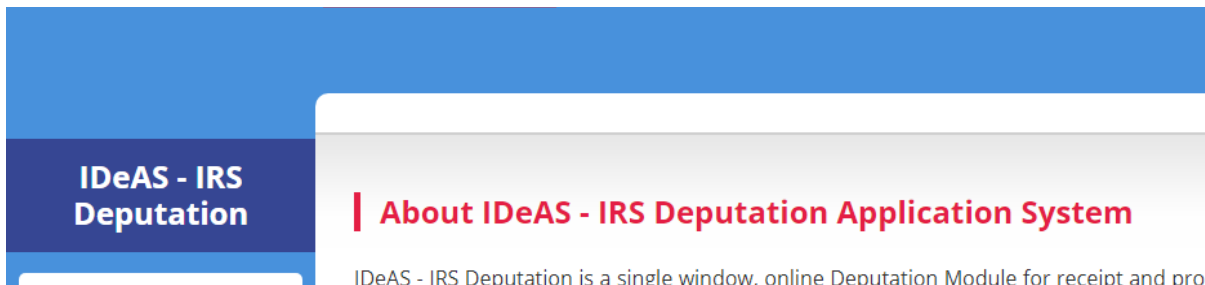
(FOR APAR CELL, HRD)

E. User Manual [For APAR Cell, HRD]

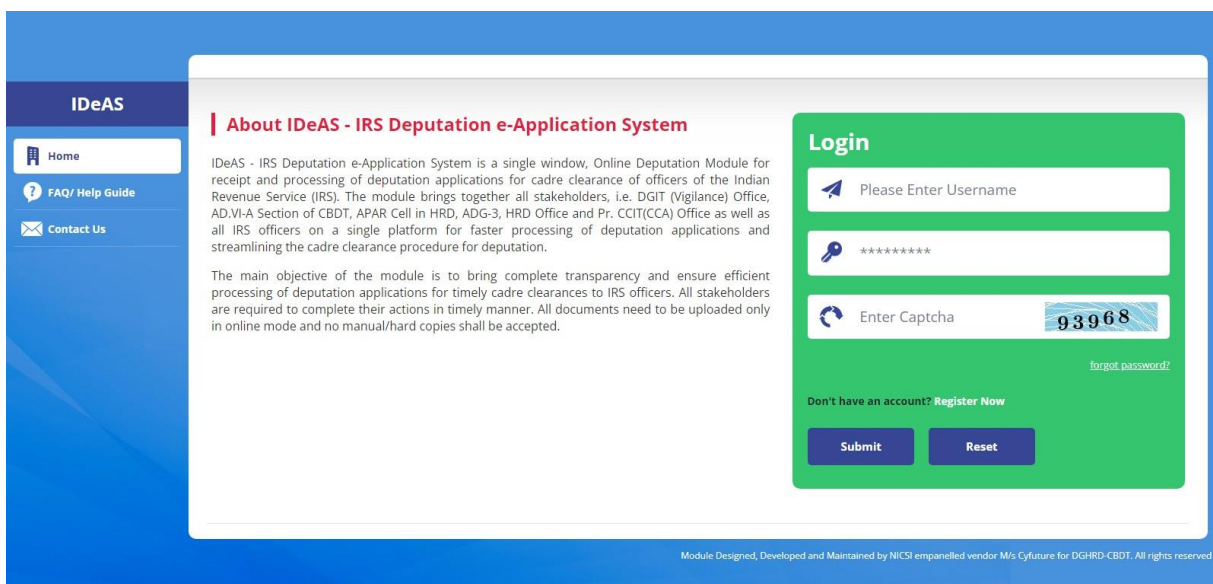
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1. IDeAS - IRS DEPUTATION e-APPLICATION SYSTEM (ACCESS)

On the URL bar of your web browser, type <http://49.50.72.70/login>

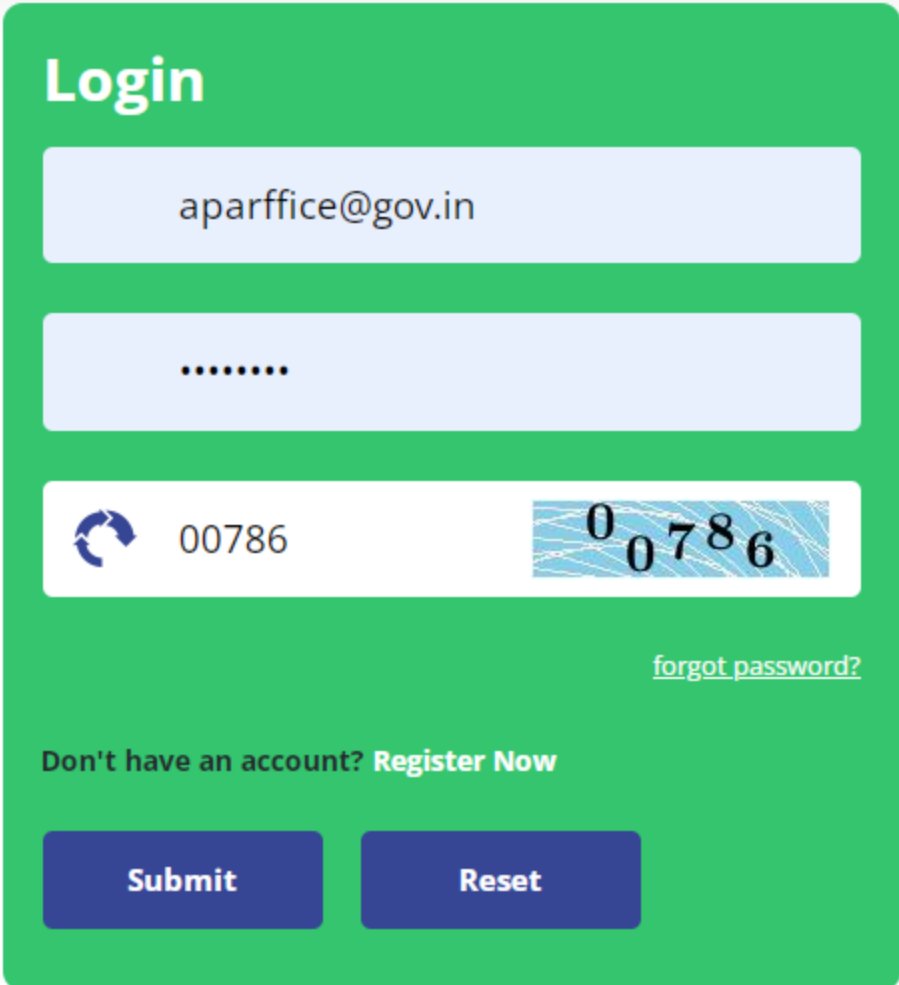


This will land you to the **IDeAS - IRS Deputation e-Application System**



2. LOGIN

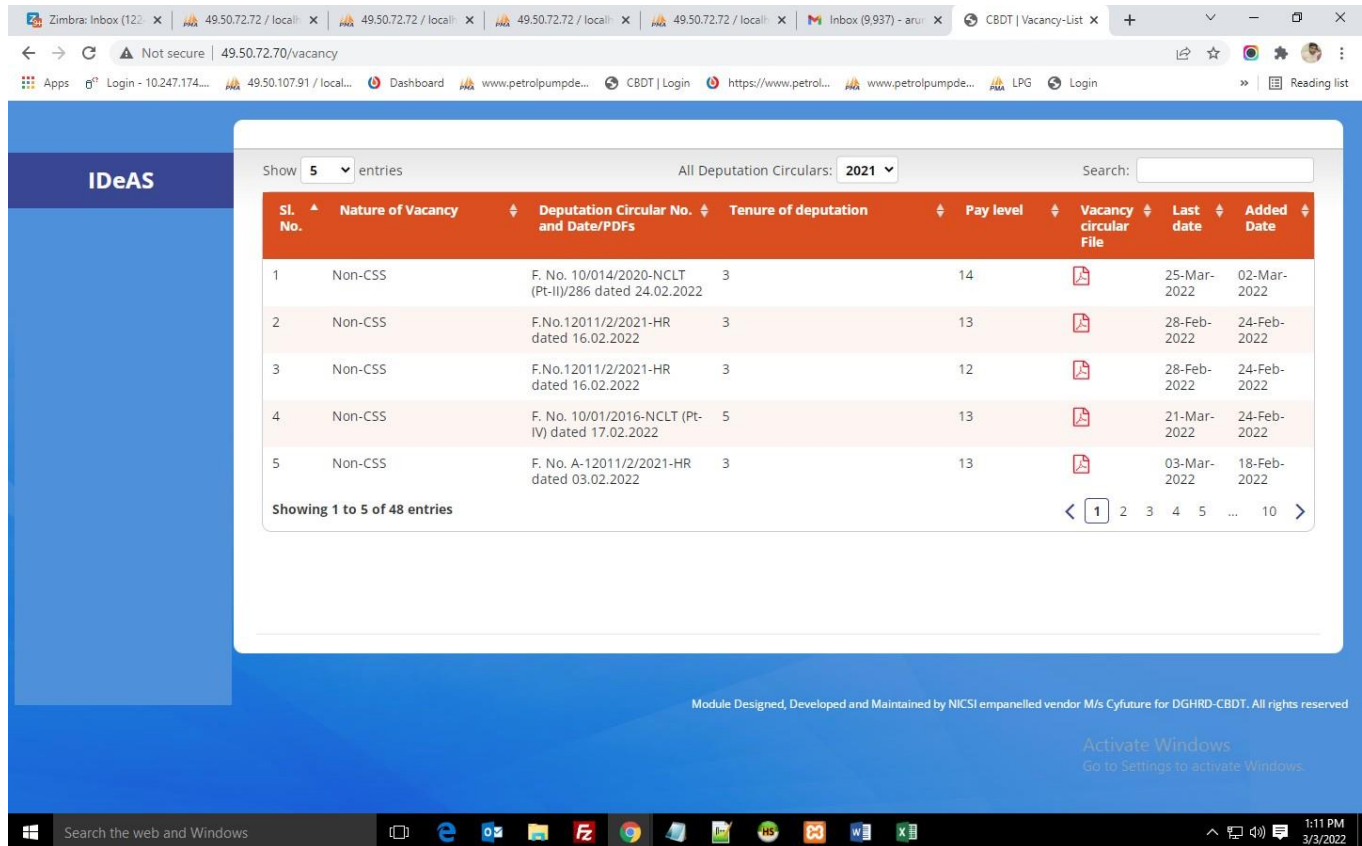
- Enter your “**Username**” and “**Password**” as provided by the Directorate of HRD
- Complete the **Captcha**
- Click on the “**Submit**” button



The screenshot shows a login form with a green background. At the top left, the word "Login" is written in white. Below it are three input fields: the first contains the email address "aparffice@gov.in", the second contains seven dots representing a password, and the third contains a CAPTCHA with the number "00786" and a corresponding image of the same number. To the right of the CAPTCHA is a link that says "forgot password?". Below the input fields is the text "Don't have an account? Register Now". At the bottom are two blue buttons: "Submit" and "Reset".

3. DEPUTATION VACANCY CIRCULAR

After logging in, User will navigate to the main page, as shown below:



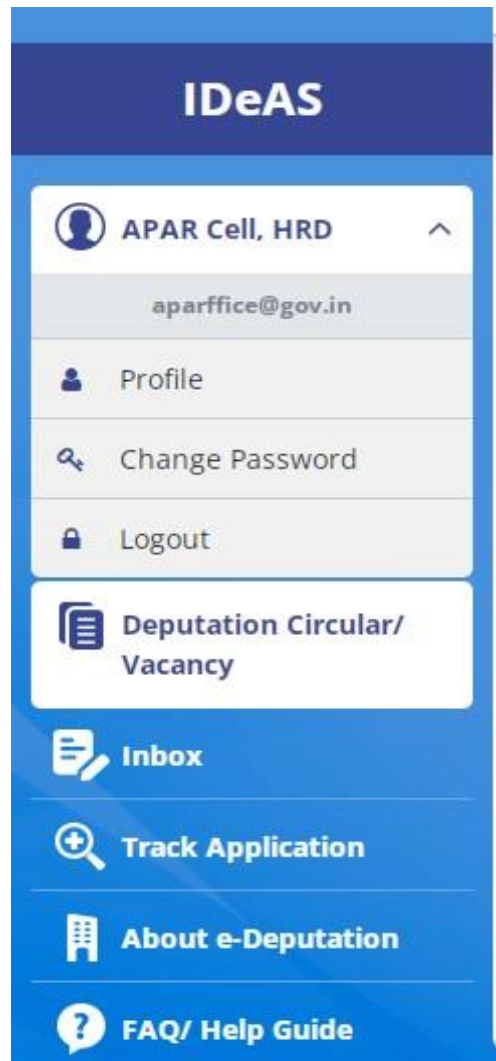
The Deputation Application dashboard shows all the details about the deputation vacancies. For seeing circular as per the calendar year, click on “**All Deputation Circularity**”. You can also click on the “**Search**” button to search on the following parameters:

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

The Vacancy Circulars uploaded by the Directorate of HRD will be visible in the Deputation Application dashboard. The uploaded Vacancy Circular can be viewed by clicking on the relevant pdf file under the heading “Vacancy Circular File”.

4.1 PROFILE

IRS Online Deputation Module offers different options for the designated profile:




Starting from the User Name, Click on “**Profile**” to update profile details. Click on “**Update profile**” to change the details. User can update profile as per their needs.

Name	Pr.CCIT, Gujarat
Email ID *	ccagu@gov.in
Mobile No	+91-1234567890

[Update Profile](#)

User can change/ modify two fields – Name and Mobile Number. After entering details, User should click on “**Update Profile**”

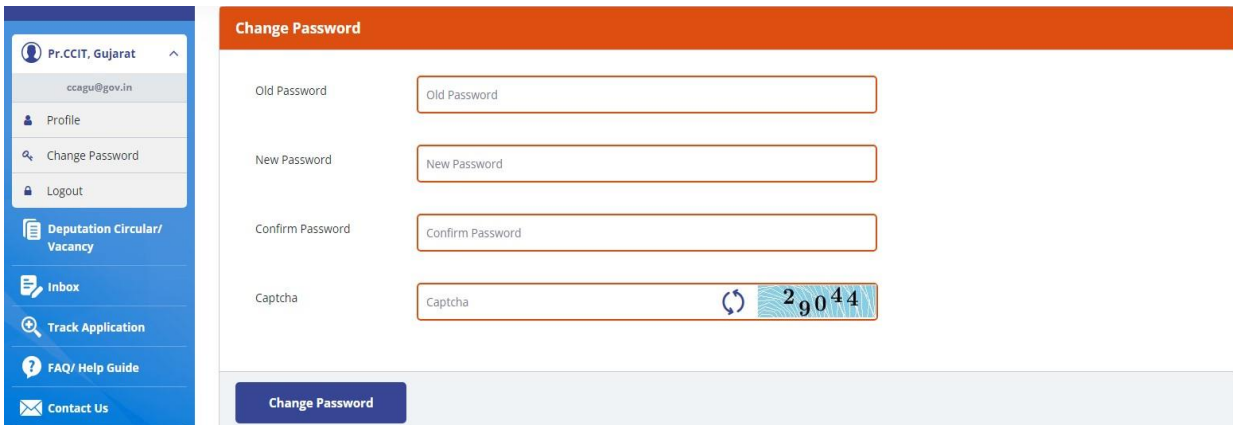


The screenshot shows a form with three input fields: Name (containing 'APAR Cell, HRD'), Email ID * (containing 'aparffice@gov.in'), and Mobile No (containing '+91-1234567890'). Below the form is a checkbox with the text 'I hereby declare that the above information/particulars are correct to the best of my knowledge.' and a blue 'Update Profile' button.

4.2 CHANGE PASSWORD

To Change password, Enter: -

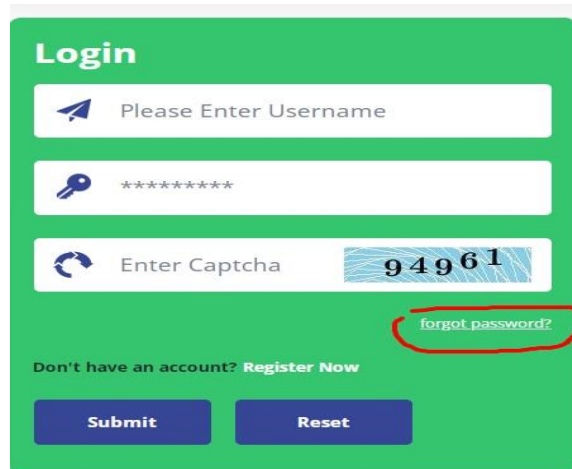
- **Old Password**
- **New Password**
- **Confirm Password**
- **Captcha**
- Click on “**Change Password**”



The screenshot shows the 'Change Password' form. It has a sidebar on the left with navigation options: Pr.CCIT, Gujarat; ccagui@gov.in; Profile; Change Password; Logout; Deputation Circular/ Vacancy; Inbox; Track Application; FAQ/ Help Guide; Contact Us. The main form has four input fields: Old Password, New Password, Confirm Password, and Captcha (containing '29044'). A blue 'Change Password' button is at the bottom.

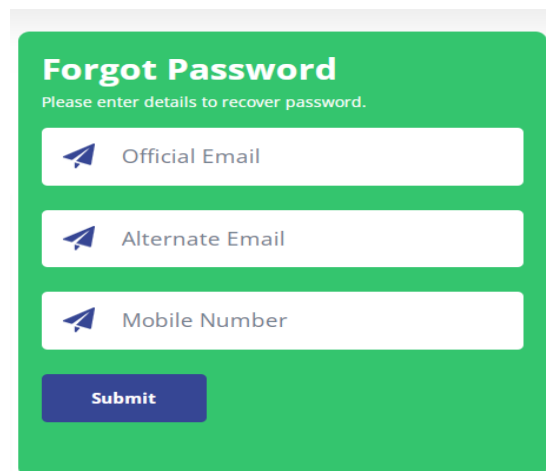
4.3 FORGOT PASSWORD

In case the User has forgotten his old password, the user can use the “Forgot Password” facility to obtain a new password. To use this facility, click on “**Forgot Password**” link on the login page.



The screenshot shows a green login form titled "Login". It contains three input fields: "Please Enter Username", "*****" (password), and "Enter Captcha" with a captcha image showing "94961". Below the captcha field is a red circle around the text "forgot password?". At the bottom, there are "Submit" and "Reset" buttons, and a link "Don't have an account? Register Now".

A new window displays wherein the user has to input the e-mail id and mobile number of the designated Nodal Officer concerned.



The screenshot shows a green form titled "Forgot Password" with the instruction "Please enter details to recover password." It contains three input fields: "Official Email", "Alternate Email", and "Mobile Number". A "Submit" button is located at the bottom.

Click on **Submit** button to receive the new password on e-mail and SMS.

5. INBOX

Inbox contains two tabs:-

- Pending Applications for HRD for APAR and Integrity Certificate
- Completed Applications for HRD for APAR and Integrity Certificate

5.1 Under the Tab “Pending Applications for HRD for APAR and Integrity Certificate”, all applications that have been received from CMD-III, HRD Division requesting for APAR and Integrity Certificate are shown. User can also Search or View/ Download/ Take Further Action under this tab.

“Pending Applications for HRD for APAR and Integrity Certificate” Tab will display: -

- Sr. No.
- Application No.
- Officer’s Name
- Nature of Vacancy
- Circular End Date
- Pending From Date
- Action

Pending Applications for HRD for APAR and Integrity Certificate				Completed Applications for HRD for APAR and Integrity Certificate			
Show <input type="text" value="10"/> entries				Search: <input type="text"/>			
Sl.No. ^	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action	
1	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View/ Download Application/ Take Further Action	
2	987651/024/2021	Arun kumar singh	CSS	16-Dec-2021	26-Nov-2021	View/ Download Application/ Take Further Action	
3	987651/025/2021	Arun kumar singh	Non-CSS	20-Dec-2021	26-Nov-2021	View/ Download Application/ Take Further Action	
Showing 1 to 3 of 3 entries						< <input type="text" value="1"/> >	

SEARCH FUNCTIONALITY

In Search box, User can search application with application no., officer's name, nature of vacancy, circular end-date, and pending from date as shown below:

APPLICATION NO.

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	<input type="text" value="987651/015/2021"/>	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	<input type="button" value="View/Download/Take Further Action"/>

Showing 1 to 1 of 1 entries (filtered from 14 total entries) < 1 >

OFFICER'S NAME

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
2	987653/01/2021	<input type="text" value="rahuls fgdf"/>	State Government-Advertised	29-Jul-2021	21-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>
3	987653/01/2021	rahuls fgdf	State Government-Advertised	29-Jul-2021	21-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>

NATURE OF VACANCY

Show entries Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
1	987651/015/2021	Arun kumar singh	<input type="text" value="State Government-Prior Approval"/>	30-Sep-2021	29-Sep-2021	<input type="button" value="View/Download/Take Further Action"/>
7	987653/04/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	25-Jul-2021	<input type="button" value="View/Download/Take Further Action"/>

Showing 1 to 2 of 2 entries (filtered from 14 total entries) < 1 >

CIRCULAR END-DATE

Show entries

Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
8	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View/Download/Take Further Action

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

< 1 >

PENDING FROM DATE

Show entries

Search:

Sl.No. ^	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	Action
7	987653/04/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	25-Jul-2021	View/Download/Take Further Action

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

< 1 >

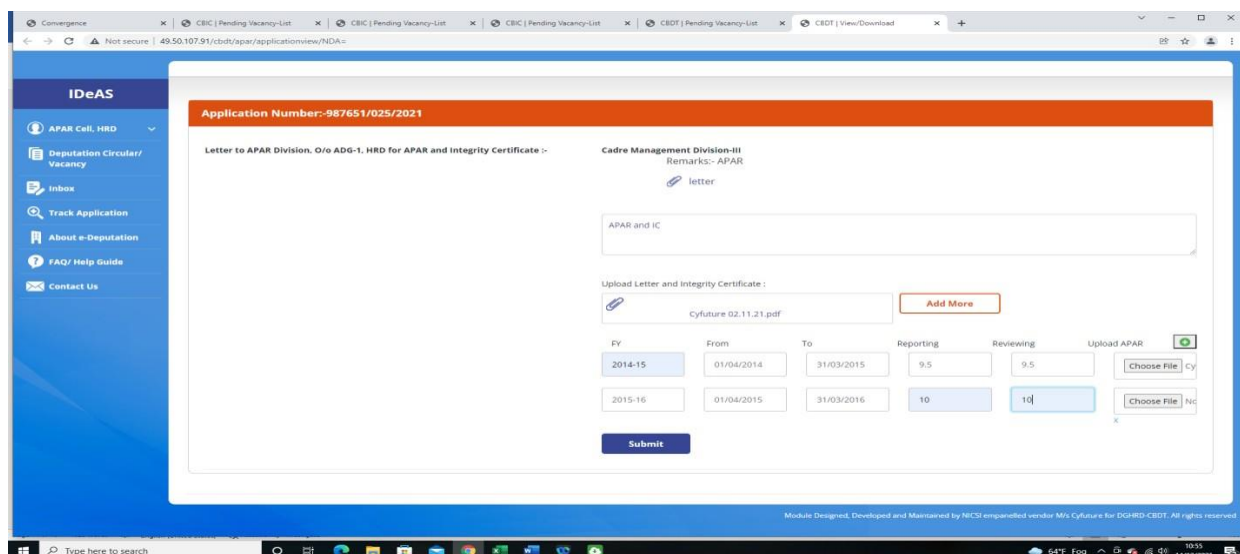
View/ Download/ Take Further Action Functionality (Steps to submit APAR and Integrity Certificate)

Click on “View/ Download/ Take Further Action”

1	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action
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It will navigate the User to another page to take the necessary actions. The User can do the following:

- View/Download/print letter which has been received from CMD-III, HRD Division by APAR Cell, HRD seeking APAR and Integrity Certificate for the officer who has applied for deputation application.
- View the Remarks under the “Remarks” Tab.
- Add a comment in the “Comment Box” while sending the APAR and Integrity Certificate to ADG-3, HRD or CMD-III, HRD Division
- Upload the forwarding letter and Integrity Certificate through the upload button
- Fill in the necessary fields such as:
 - FY
 - From and To Period
 - Reporting officers grade
 - Reviewing officers grade
 - Upload relevant APAR
 - For more APARs, press the “+” button



- Once all relevant details have been filled, click on “Submit” button.

Application Number:-987651/02/2021

Letter to APAR Division, O/o ADG-1, HRD for APAR and Integrity Certificate :-

Cadre Management Division-III
Remarks:- ok apar
letter

Comment Box

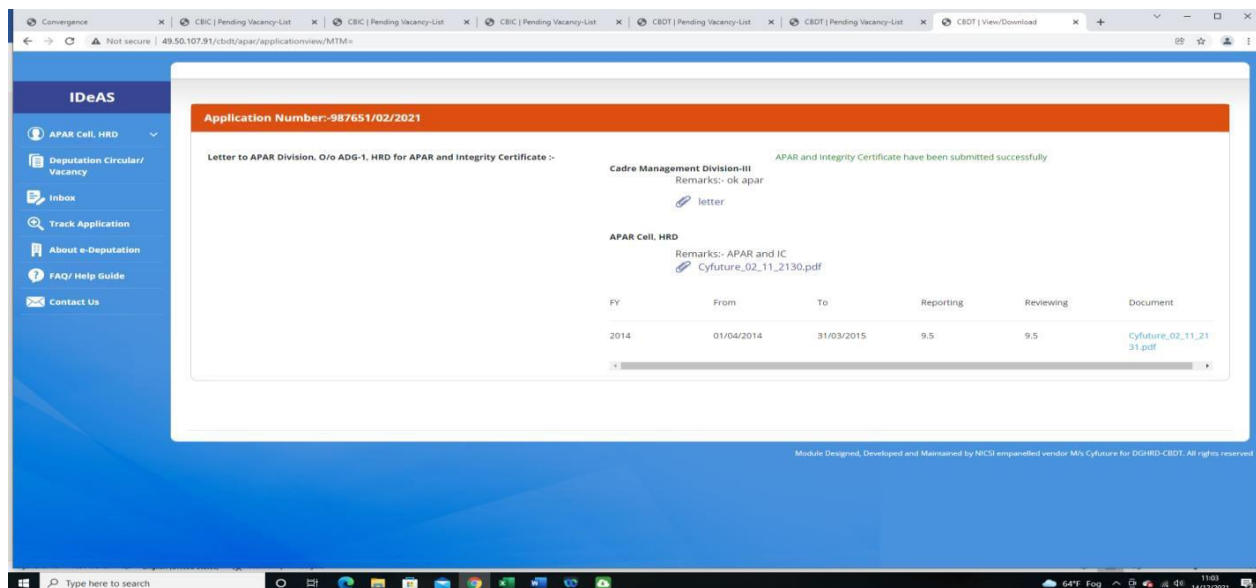
Upload Letter and Integrity Certificate :

No file chosen Add More

FY	From	To	Reporting	Reviewing	Upload APAR
					Choose File

Submit

On clicking the submit button, the message **“APAR and Integrity Certificate have been submitted successfully”** will be shown.



Once the APAR and Integrity Certificate has been submitted successfully, the application will move to the **“Completed Applications for HRD for APAR and Integrity Certificate”** Tab.

5.2 Completed Applications for HRD for APAR and Integrity Certificate Tab

It will display all the applications where APAR and Integrity Certificate have been submitted successfully to CMD-III Division, HRD.

Pending Applications for HRD for APAR and Integrity Certificate				Completed Applications for HRD for APAR and Integrity Certificate			
Show <input type="text" value="10"/> entries				Search: <input type="text"/>			
Sl.No.	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action	
1	987651/01/2021	Arun kumar singh	State Government-Advertised	29-Jul-2021	21-Jul-2021	View Application	
2	987653/01/2021	rahuls fgdf	State Government-Advertised	29-Jul-2021	23-Jul-2021	View Application	
3	987653/02/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	23-Jul-2021	View Application	
4	987653/06/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	27-Jul-2021	View Application	
5	987651/03/2021	Arun kumar singh	Others	08-Aug-2021	30-Jul-2021	View Application	
6	987651/05/2021	Arun kumar singh	Others	15-Sep-2021	30-Jul-2021	View Application	
7	987651/06/2021	Arun kumar singh	Non-CSS	11-Aug-2021	02-Aug-2021	View Application	
8	987651/07/2021	Arun kumar singh	State Government-Prior Approval	18-Aug-2021	10-Aug-2021	View Application	
9	987651/08/2021	Arun kumar singh	Non-CSS	25-Aug-2021	11-Aug-2021	View Application	
10	987653/07/2021	rahuls fgdf	State Government-Prior Approval	25-Aug-2021	12-Aug-2021	View Application	

Showing 1 to 10 of 15 entries Previous 2 Next

On clicking the “**View Application**” tab, details regarding letter received from CMD-III, HRD Division by APAR Cell, HRD as well as letter and APARs uploaded by APAR Cell, HRD, along with remarks, are visible:

Application Number:-987651/01/2021						
Letter to APAR Division, O/o ADG-1, HRD for APAR and Integrity Certificate :-			Cadre Management Division-III Remarks:- apar test letter			
			APAR Cell, HRD Remarks:- dfgd pdfcrowd_(53)3.pdf			
FY	From	To	Reporting	Reviewing	Document	
2020	03/07/2021	10/07/2021	dsf	fdsf	Adobe_Scan_19-Jul-20213.pdf	

6. TRACK APPLICATION

With this tab, User can search an application with any of the following details:

- **Name**
- **Email ID**
- **Civil Code**
- **Application No.**

Enter any of the above details and then press Search.

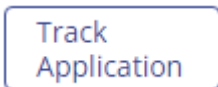
Name	<input type="text" value="Arun kumar singh"/>	Civil Code	<input type="text" value="987651"/>
Email ID	<input type="text" value="arun.singh@gov.in"/>	Application No.	<input type="text" value="987651/024/2021"/>

Show entries

Sl. No.	Application Number	Name	Employee Code	Email ID	Nature of vacancy	Action
1	987651/024/2021	Arun kumar singh	383124	arun.singh@gov.in		<input type="button" value="Track Application"/>

Showing 1 to 1 of 1 entries

To get more details on the application, click on “Track Application”.



On clicking the “Track Application” tab, complete details of “Application Status” at all stages will be displayed.

Application Status

Officer Name: Arun kumar singh	Application Number: 987651/024/2021	Circular No: 21 dated 10.06.2021
Employee Code: 383124		

Application Submitted by the Officer to Supervisor (CCA Office) 26-November-2021 05:03:38

Application forwarded by CCA OFFICE TO ADG-3, HRD 26-November-2021 (Friday) 07:22:37

Application forwarded by ADG-3, HRD TO Cadre Management Division-III **Pending**

Letter to Pr.DGIT(Vigilance) for Vigilance Clearance By CMD III: Submitted 26-November-2021 (Friday) 05:06:19
Vigilance Clearance by Pr.DGIT(Vigilance): **Pending**

Letter to Ad.VIA for Administrative Clearance By CMD III: Submitted 26-November-2021 (Friday) 05:06:30
Administrative Clearance by Ad.VIA : **Pending**

Letter to APAR Division, O/o ADG-1, HRD for APAR and Integrity Certificate By CMD III: Submitted 26-November-2021 (Friday) 05:06:38
APAR and Integrity Certificate by APAR Division: **Pending**



USER MANUAL

(FOR ADG-3, HRD)

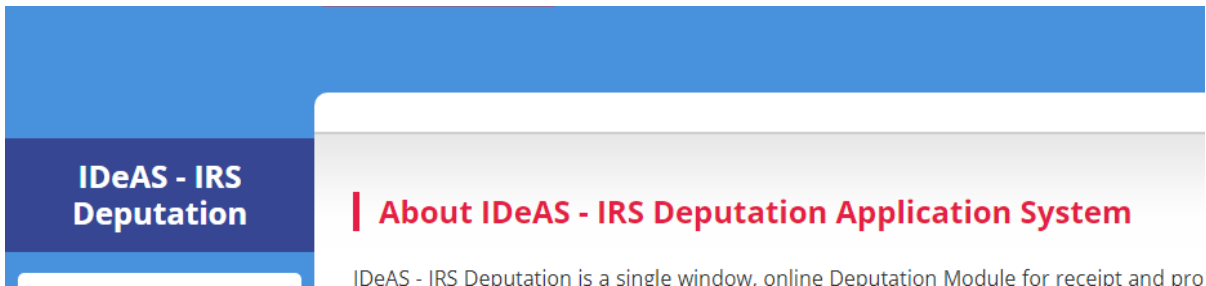
INDEX

F. User Manual [For ADG-3, HRD]

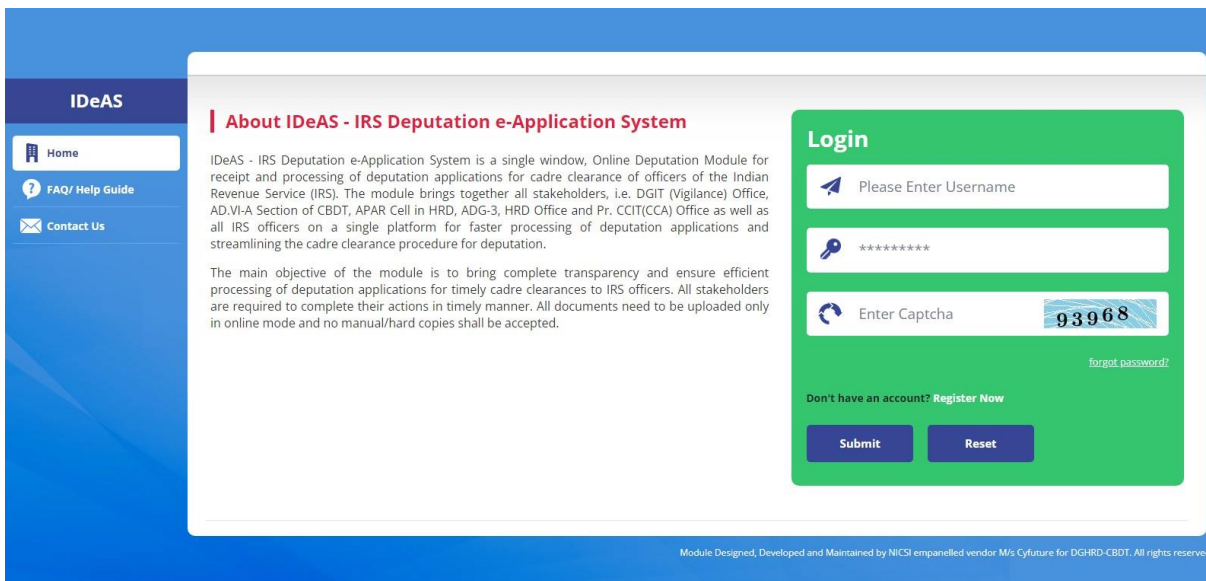
1. Access	97
2. Log In.....	98
3.1 Profile.....	99-100
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5. Officers List	124-125
6. Inbox	126-134
7. Delete Application.....	135
8. Track Application.....	136

1. IDeAS - IRS DEPUTATION e-APPLICATION SYSTEM (ACCESS)

On the URL bar of your web browser, type <http://49.50.72.70/login>

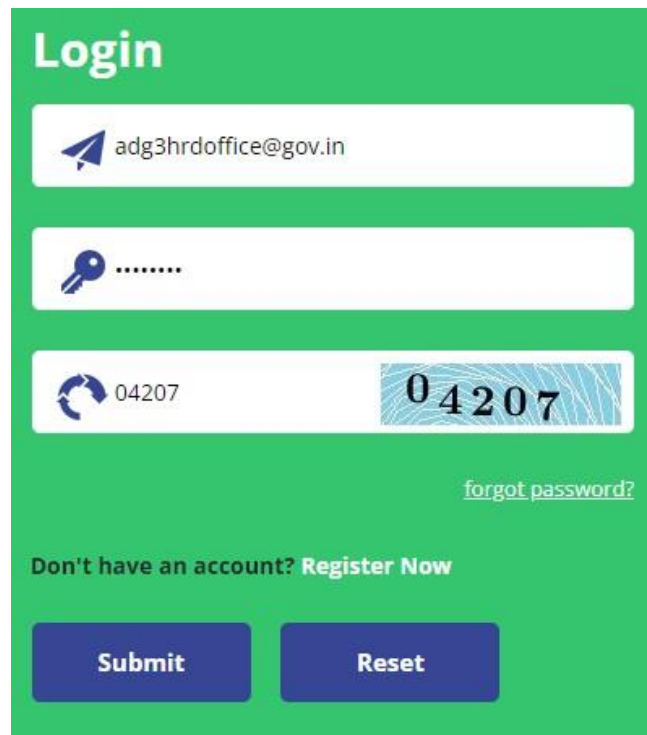


This will land you to **IDeAS - IRS Deputation e-Application System**




2. LOGIN

- Enter your “**Username**” and “**Password**” as provided by the Directorate of HRD
- Complete the **Captcha**
- Click on the “**Submit**” button



Login

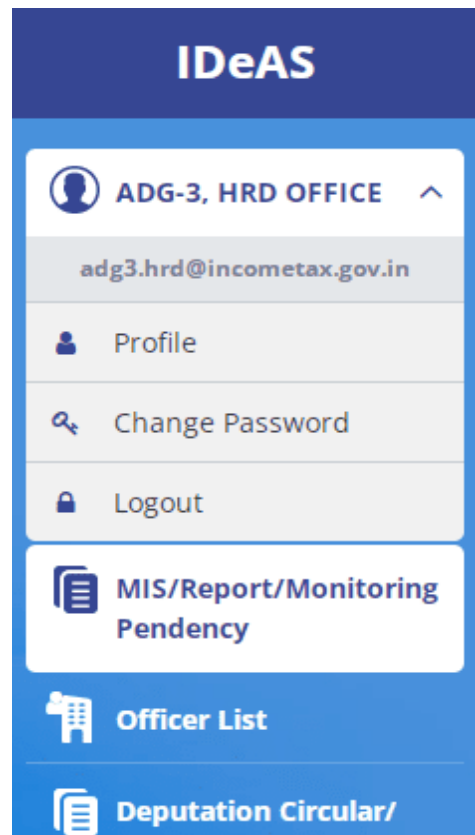


[forgot password?](#)

Don't have an account? [Register Now](#)

3.1 PROFILE

IRS Online Deputation Module offers different options for the designated profile:



Starting from the User Name, Click on “**Profile**” to update profile details. Click on “**Update profile**” to change the details. User can update profile as per their needs.

Name	ADG-3, HRD OFFICE
Email ID *	adg3.hrd@incometax.gov.in
Mobile No	+91-9874563211

[Update Profile](#)

User will get two options to change/ modify – Name and Mobile Number. After entering details, click on “**Update Profile**”

Name	ADG-3, HRD OFFICE
Email ID *	adg3.hrd@incometax.gov.in
Mobile No	+91- 9874563211

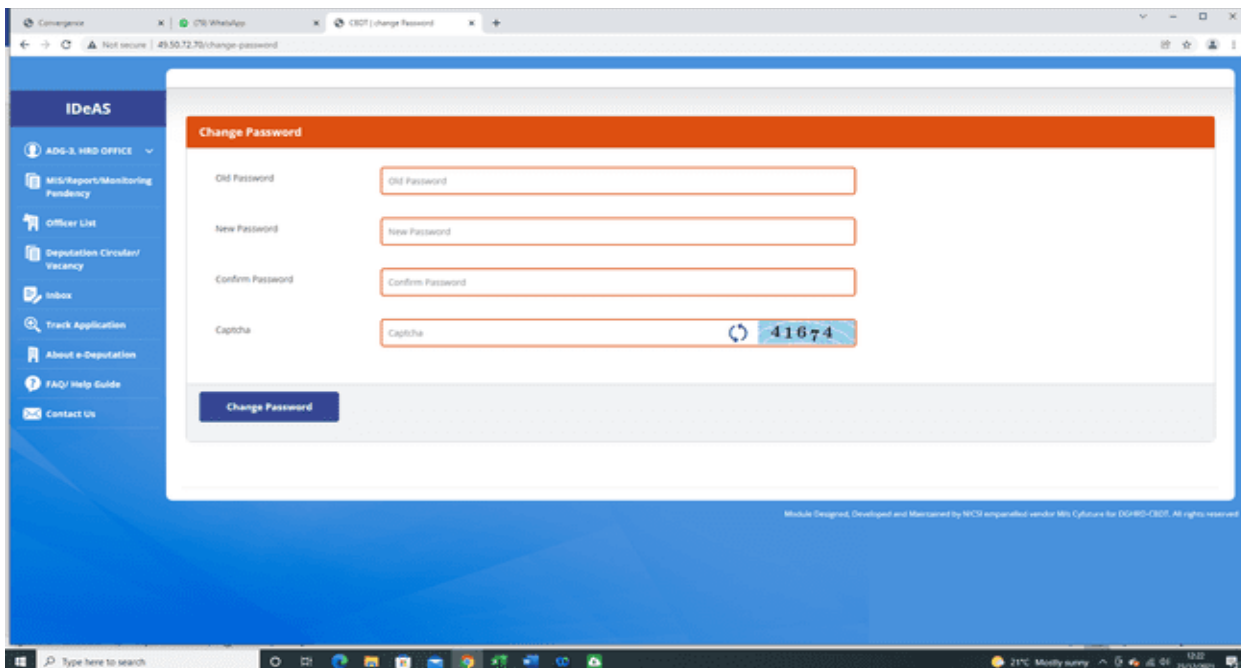
I hereby declare that the above information/particulars are correct to the best of my knowledge.

Update Profile

3.2 CHANGE PASSWORD

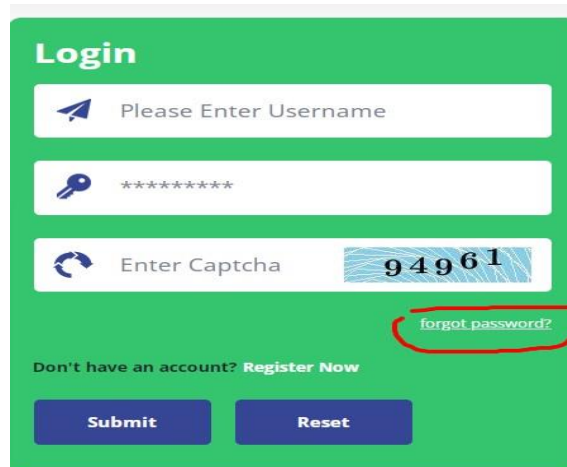
To Change password, Enter: -

- **Old Password**
- **New Password**
- **Confirm Password**
- **Captcha**
- Click on **“Change Password”**



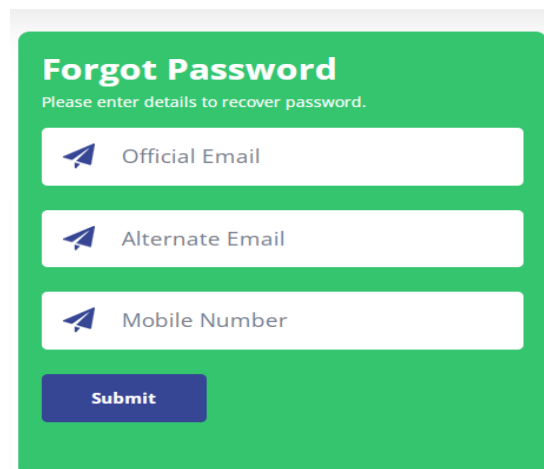
3.3 FORGOT PASSWORD

In case the User has forgotten his old password, the user can use the “Forgot Password” facility to obtain a new password. To use this facility, click on “**Forgot Password**” link on the login page.



The screenshot shows a green login form titled "Login". It contains three input fields: "Please Enter Username", "Password" (masked with asterisks), and "Enter Captcha" (with a captcha image showing "94961"). Below the captcha field is a red circle highlighting the text "forgot password?". At the bottom, there are "Submit" and "Reset" buttons, and a link that says "Don't have an account? Register Now".

A new window displays wherein the User has to input the email-id and mobile number used to create the account password.

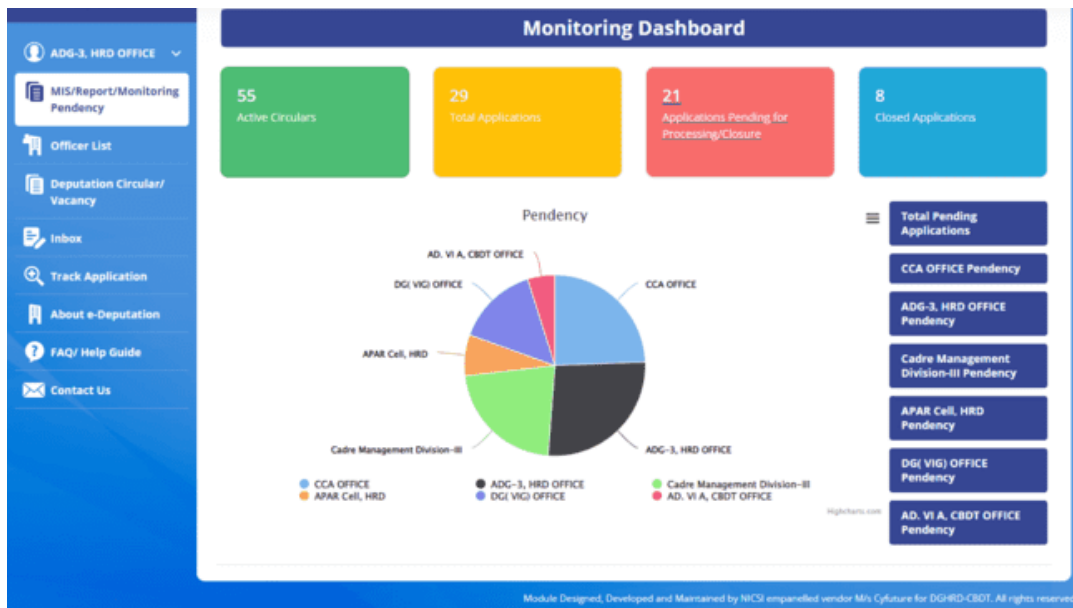


The screenshot shows a green form titled "Forgot Password" with the instruction "Please enter details to recover password." It contains three input fields: "Official Email", "Alternate Email", and "Mobile Number". A "Submit" button is located at the bottom of the form.

Click on **Submit** button to receive the new password on e-mail and SMS.

4. MONITORING DASHBOARD

After logging in, User will navigate to the main page, as shown below:



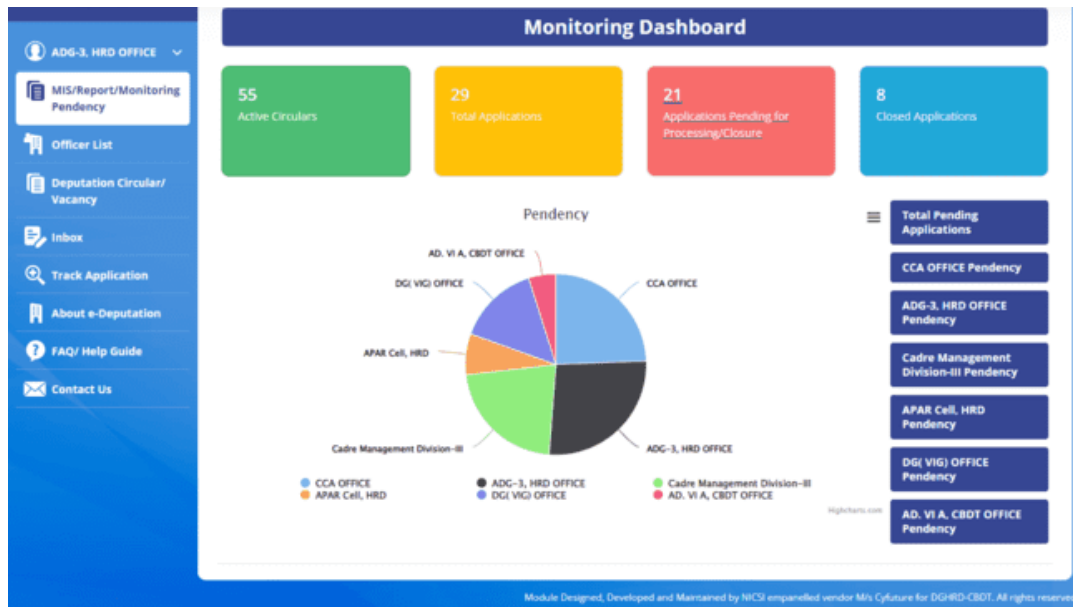
Monitoring Dashboard gives a snapshot of all the information related to deputation applications, through various tabs, such as:

- A) Active Circulars
- B) Total Applications
- C) Applications Pending for Processing/Clearance
- D) Closed Applications
- E) Total Pending Applications
- F) CCA Office Pendency
- G) ADG-3, HRD office Pendency
- H) CMD-III office Pendency
- I) APAR Cell, HRD Pendency
- J) Directorate of Vigilance office Pendency
- K) AD.VIA, CBDT Pendency

Further information can be accessed/viewed by clicking on any of the above relevant tabs.

In addition, **Real-time Pendency information** of deputation applications, at each level, i.e. CCA office, ADG-3 office, CMD-III Divisions, APAR Cell, HRD, Directorate of Vigilance office and AD.VIA, CBDT, are also shown in the form of Pie-Chart.

4.1 DEPUTATION VACANCY CIRCULAR



On clicking the “Active Circulares” tab, the module will take the User to the **Deputation Vacancy Circular** tab and the following screen will appear:

IDEAS

All Vacancy Circulars

Show 5 entries

All Deputation Circulars: 2022

Sl. No.	Nature of Vacancy	Deputation Circular No. and Date/PDPs	Tenure of deputation	Pay level	Vacancy circular File	Last date	Added Date	Action
1	Non-CSS	F.No.A-12011/02/2020-HR dated 24.02.2022	1	11		01-Apr-2022	09-Mar-2022	
2	Non-CSS	F.No.A-12011/02/2020-HR dated 24.02.2022	3	12		01-Apr-2022	09-Mar-2022	
3	Non-CSS	F.No.A-12011/02/2020-HR dated 24.02.2022	3	13		01-Apr-2022	09-Mar-2022	
4	Non-CSS	F.No.A-12011/02/2020-HR dated 24.02.2022	2	14		01-Apr-2022	09-Mar-2022	
5	Non-CSS	F. No. 110014/2020-NCLT (P-I)/286 dated 24.02.2022	3	14		25-Mar-2022	02-Mar-2022	

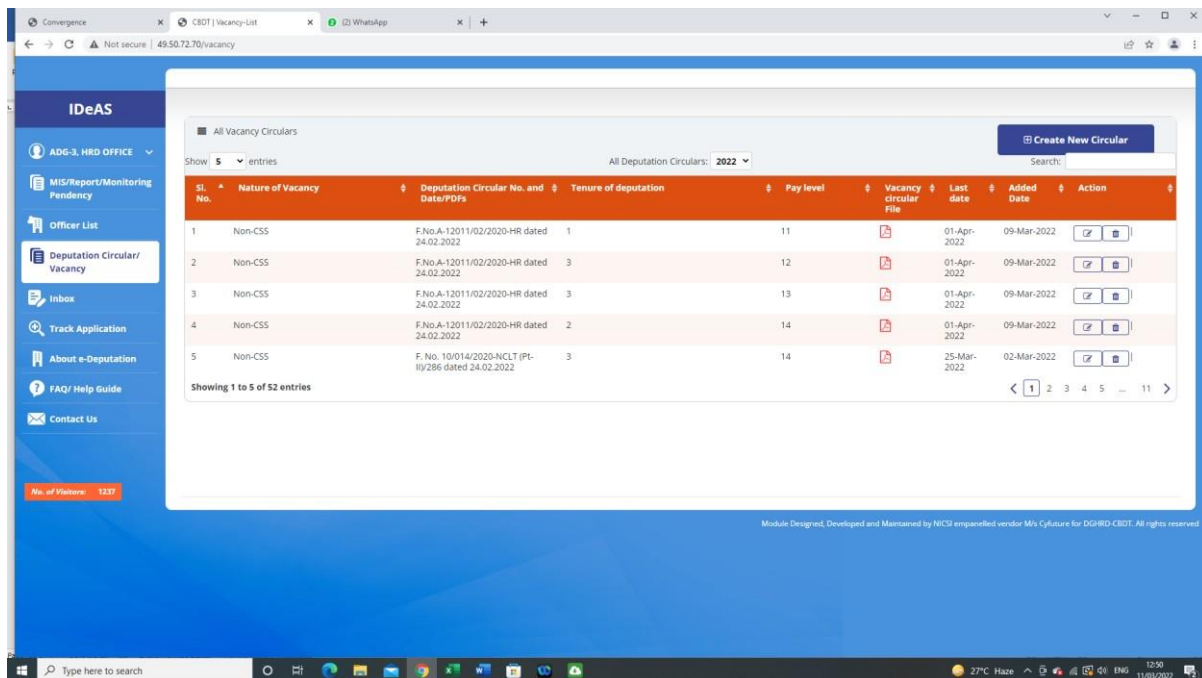
Showing 1 to 5 of 52 entries

Module Designed, Developed and Maintained by NICSI empanelled vendor M/s Cyfuture for DGHRD-CBDT. All rights reserved

This page shows information with respect to the Vacancy Circulars which have been uploaded by the ADG-3, HRD and the Vacancy Circulars which have been uploaded by the officers, but not yet published by the ADG-3, HRD.

For seeing circular as per the calendar year, click on “**All Deputation Circulars**”. One 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
- Added Date
- Action



The uploaded Vacancy Circular can be viewed by clicking on the relevant pdf file under the heading “Vacancy Circular File”.

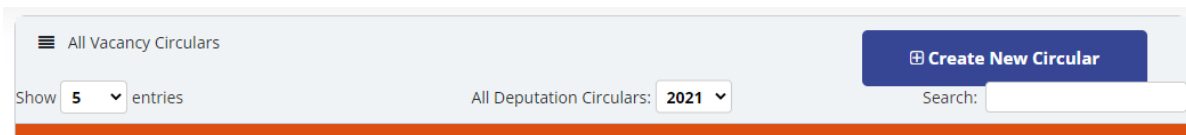
Publishing the Vacancy Circular for All Users :

ADG-3 has been provided the functionalities to :

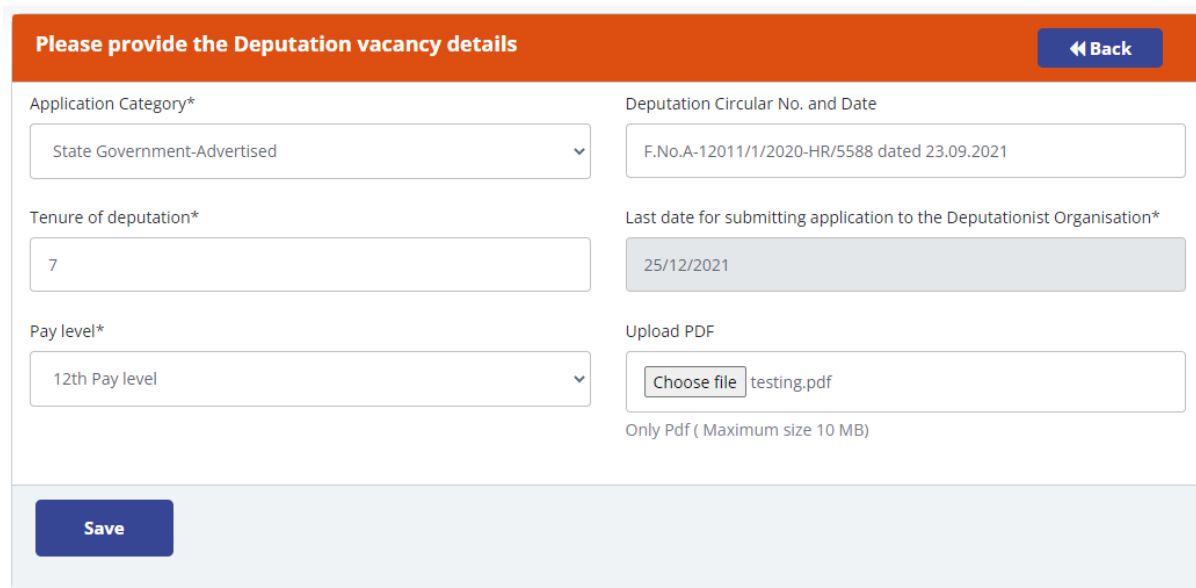
- (i) **Create New Vacancy Circular for all Users**
- (ii) **Publish to all Users the Vacancy Circular which has been uploaded by individual users**

(i) Creating New Vacancy Circular:

For creating a new Vacancy Circular, go to Deputation Circular/Vacancy tab, and then Click on the blue button/tab **“Create New Circular”**.



Fill out all the details and the click on **“Save”**.



After clicking on **“Save”** a new circular will be listed which will be published for all users.

Vacancy Details Created successfully.

Show **5** entries

All Deputation Circulars: **2021**

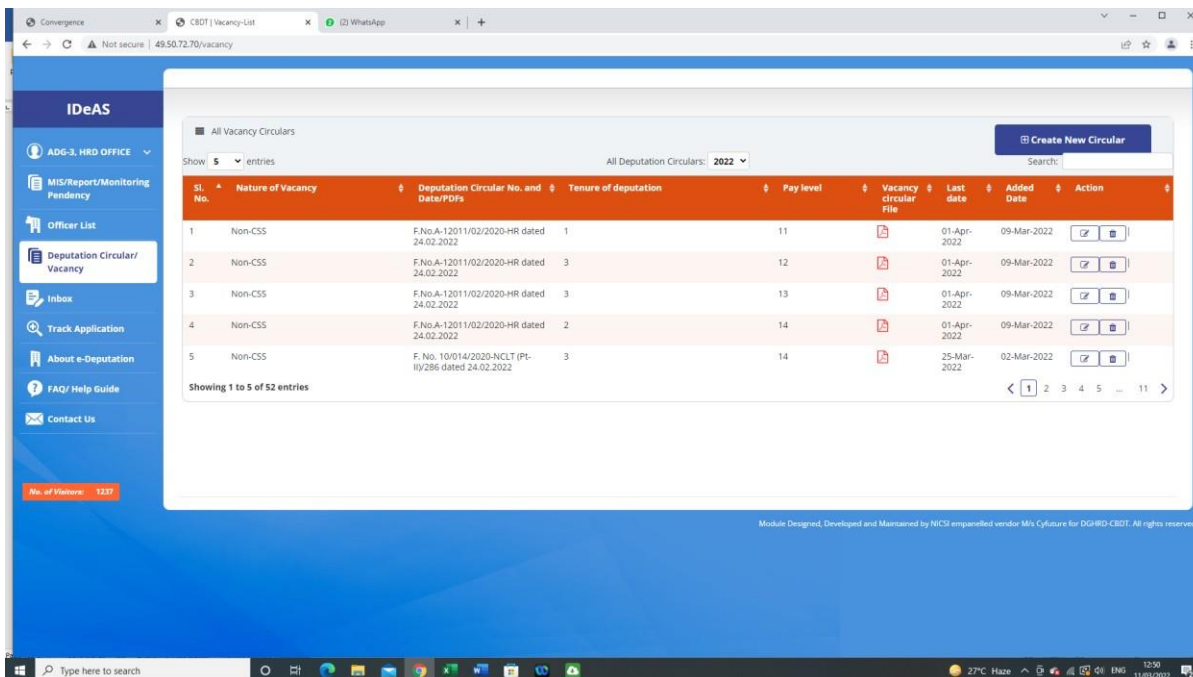
Search:

Sl. No.	Nature of Vacancy	Deputation Circular No. and Date/PDFs	Tenure of deputation	Pay level	Last date	Added Date	Action
1	State Government-Advertised	F.No.A-12011/1/2020-HR/5588 dated 23.09.2021	7	12	25-Dec-2021	04-Dec-2021	 

The Vacancy Circulars uploaded by the Directorate of HRD/ADG-3, HRD will be visible in the Deputation Application dashboard of all the users. The uploaded Vacancy Circular can be viewed by clicking on the relevant pdf file under the heading “Vacancy Circular File”.

(ii) **Publish to all Users the Vacancy Circular which has been uploaded by individual users**

- ADG-3, HRD has been given the functionality to publish to all Users the Vacancy Circular which has been uploaded by individual users.
- All the Vacancy Circular created by users are visible under the Deputation Circular/Vacancy tab.


















All Vacancy Circulars

Show **5** entries

All Deputation Circulars: **2022**

Search:

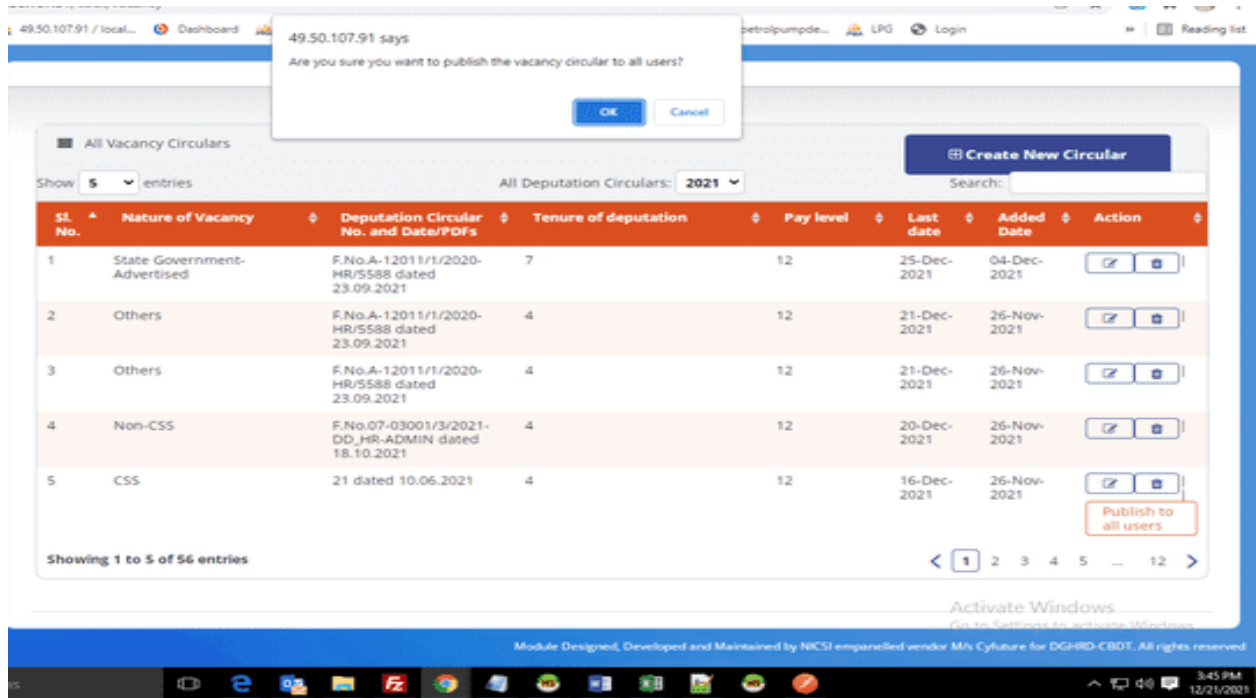
[Create New Circular](#)

Sl. No.	Nature of Vacancy	Deputation Circular No. and Date/PDFs	Tenure of deputation	Pay level	Vacancy circular File	Last date	Added Date	Action
1	Non-CSS	F.No.A-12011/02/2020-HR dated 24.02.2022	1	11		01-Apr-2022	09-Mar-2022	 
2	Non-CSS	F.No.A-12011/02/2020-HR dated 24.02.2022	3	12		01-Apr-2022	09-Mar-2022	 
3	Non-CSS	F.No.A-12011/02/2020-HR dated 24.02.2022	3	13		01-Apr-2022	09-Mar-2022	 
4	Non-CSS	F.No.A-12011/02/2020-HR dated 24.02.2022	2	14		01-Apr-2022	09-Mar-2022	 
5	Non-CSS	F.No. 10/014/2020-NCLT (PE-1)/286 dated 24.02.2022	3	14		25-Mar-2022	02-Mar-2022	 

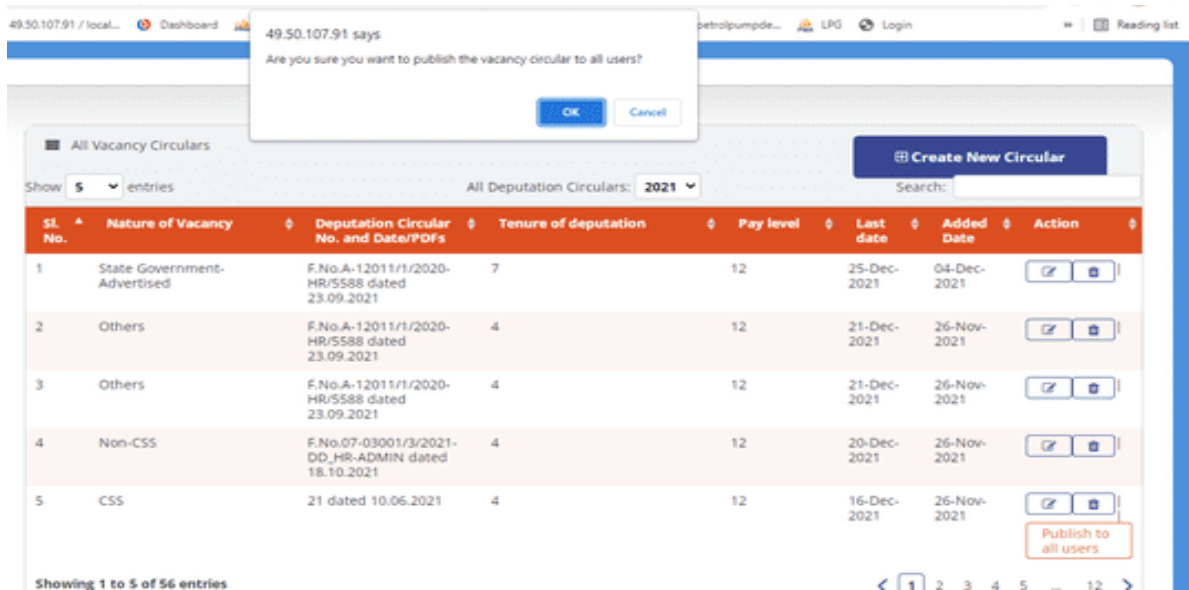
Showing 1 to 5 of 52 entries

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- For publishing a particular Vacancy Circular for all Users, “**Publish to all users**” button is available under the Action tab
- On clicking the “**Publish to all users**” button, it will ask for confirmation

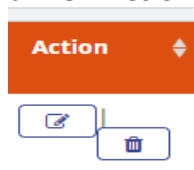


- On clicking “OK” tab, the vacancy circular will be published for all users.

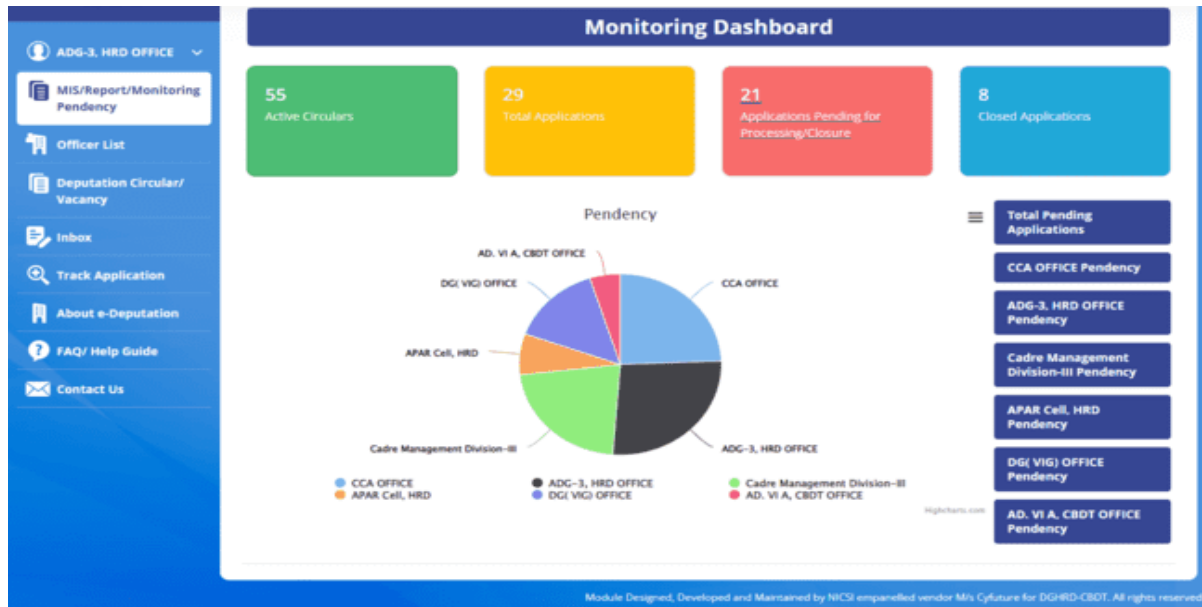


Update/Edit or Delete Vacancy Circular

The existing vacancy circular can also be updated/edited or deleted through the options given under Action tab.



4.2 TOTAL APPLICATIONS



On clicking the “Total Applications” tab, the following screen will appear:

Total Applications

Show 10 entries Search:

Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Application No.	Applied date	Pending Since Date
1	Arun kumar singh	383124	arun.singh@gov.in	1234567890	987651/01/2021	21-Jul-2021	21-Jul-2021
2	rahuls fgdf	123450	rahul@gmail.com	9939775123	987653/01/2021	21-Jul-2021	21-Jul-2021
3	rahuls fgdf	123450	rahul@gmail.com	9939775123	987653/02/2021	23-Jul-2021	23-Jul-2021
4	rahuls fgdf	123450	rahul@gmail.com	9939775123	987653/03/2021	24-Jul-2021	24-Jul-2021
5	rahuls fgdf	123450	rahul@gmail.com	9939775123	987653/04/2021	25-Jul-2021	25-Jul-2021
6	rahuls fgdf	123450	rahul@gmail.com	9939775123	987653/06/2021	27-Jul-2021	27-Jul-2021
7	Arun kumar singh	383124	arun.singh@gov.in	9578253614	987651/02/2021	30-Jul-2021	30-Jul-2021
8	Arun kumar singh	383124	arun.singh@gov.in	9578253614	987651/03/2021	30-Jul-2021	30-Jul-2021
9	Arun kumar singh	383124	arun.singh@gov.in	9578253614	987651/05/2021	30-Jul-2021	30-Jul-2021
10	Arun kumar singh	383124	arun.singh@gov.in	9578253614	987651/06/2021	02-Aug-2021	02-Aug-2021

Showing 1 to 10 of 29 entries

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This page shows the total number of applications received, including those which are pending for processing or have been closed. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

Details of application can also be viewed by clicking on the particular application number.

Application No.
987651/01/2021
987653/01/2021
987653/02/2021
987653/03/2021
987653/04/2021
987653/06/2021
987651/02/2021
987651/03/2021
987651/05/2021
987651/06/2021

Clicking on the application number will display detailed and complete information.

Officer Name: Arun kumar singh	Application Number: 987651/01/2021	Circular No: tm		
Designation: adas	Employee Code: 383124	Civil Code: 987651		
Nature of vacancy: State Government-Advertised	Deputation Post being applied: ada			
Deputation Application				
Basic Information/Service Particulars				
Name	Arun kumar singh			
Service				
Employee Code	383124			
Date Of Birth	3/18/1960			
Exam year				
Allotment Year/ Batch				
Date of entering into IRS (DD-MM-YYYY)	01-01-1970			
Email ID	arun.singh@gov.in			
Date of Superannuation (DD-MM-YYYY)	31-01-2030			
Gender	Male			
Category	General			
Domicile/ Home State				
Phone Number	1234567890			
Address				
Pay Level (as per 7th CPC)	11			
Basic Pay (as on date of issue of deputation circular)				
Present PCCIT(CCA) Region Directorate	Arun kumar singh			
Present Post Held (Designation/ Grade)	adas			
Deputation Post being applied	ada			
Whether Regular/ Ad-hoc	adas			
Mode of entry into IRS	Direct recruit			
Whether Completed Probation, if applicable, indicate Yes/ No				
Whether the Officer has completed three years in cadre post after registration from an ex-cadre post on deputation/ foreign service (Indicate Yes/ No)				
Past deputation details				
Organisation	Pay Scale	Post	From	To
ad	adassad	adas	dasdas	dna
Special trainings/certifications				
Special Degree	Year	Institution	Grade/Marks	Remarks
ada	2332	sdfs	sdfsdf	sd
Any Other document				
Supervisory authority			Pr.CCIT, Gujarat-1234582	

4.3 APPLICATIONS PENDING FOR PROCESSING/CLOSURE

ADG-3, HRD OFFICE

MIS/Report/Monitoring Pendency

Officer List

Deputation Circular/ Vacancy

Inbox

Track Application

About e-Deputation

FAQ/ Help Guide

Contact Us

Monitoring Dashboard

55

Active Circulars

29

Total Applications

21

Applications Pending for Processing/Closure

8

Closed Applications

Pendency

● CCA OFFICE
 ● APAR Cell, HRD
 ● Cadre Management Division-III
 ● ADG-3, HRD OFFICE
 ● DG(VIG) OFFICE
 ● AD, VI A, CBDT OFFICE

Total Pending Applications

CCA OFFICE Pendency

ADG-3, HRD OFFICE Pendency

Cadre Management Division-III Pendency

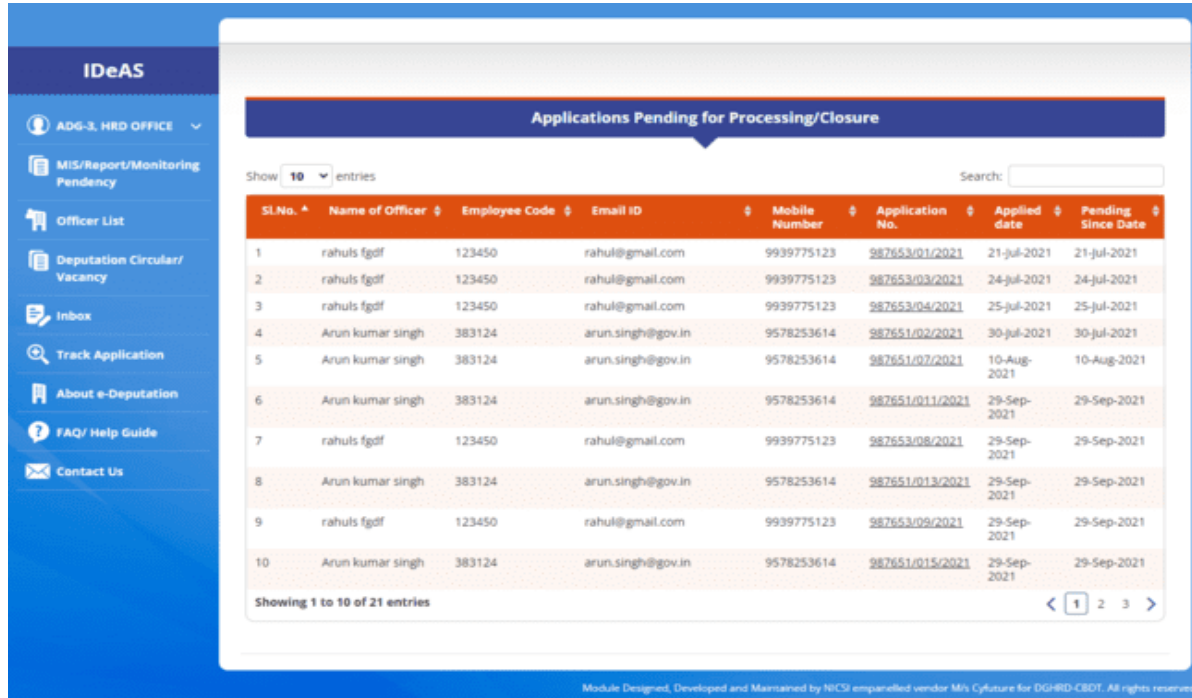
APAR Cell, HRD Pendency

DG(VIG) OFFICE Pendency

AD, VI A, CBDT OFFICE Pendency

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On clicking the “Applications Pending for Processing/Closure” tab, the following screen will appear:



This page shows the total number of applications which are pending for processing or closure. You can also click on the “Search” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

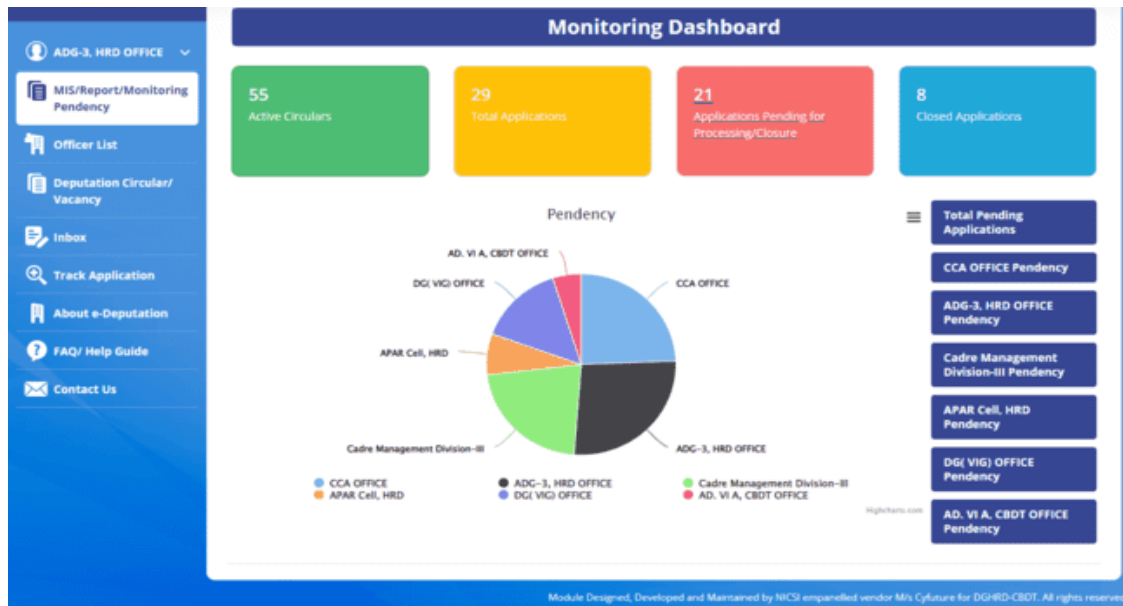
Details of application can also be viewed by clicking on the particular application number.



Clicking on the application number will display detailed and complete information.

Officer Name: Arun kumar singh		Application Number: 987651.01.2021		Circular No: mt	
Designation: adas		Employee Code: 383124		Civil Code: 987651	
Nature of vacancy: State Government-Advised		Deputation Post being applied: ada			
Deputation Application					
Basic Information/Service Particulars					
Name		Arun kumar singh			
Service					
Employee Code		383124			
Date Of Birth		3/18/1960			
Exam year					
Allotment Year/ Batch					
Date of entering into IRS (DD-MM-YYYY)		01-01-1970			
Email ID		arun.singh@gov.in			
Date of Superannuation (DD-MM-YYYY)		31-01-2030			
Gender		Male			
Category		General			
Domicile/ Home State					
Phone Number		1234567890			
Address					
Pay Level (as per 7th CPC)		11			
Basic Pay (as on date of issue of deputation circular)					
Present PCCIT(CCA) Region/Directorate		Arun kumar singh			
Present Post Held (Designation/ Grade)		adas			
Deputation Post being applied		ada			
Whether Regular/ Ad-hoc		adas			
Mode of entry into IRS		Direct recruit			
Whether Completed Probation, if applicable, indicate Yes/ No					
Whether the Officer has completed three years in cadre post after repatriation from an ex-cadre post on deputation/ foreign service (Indicate Yes/ No)					
Past deputation details					
Organisation		Pay Scale		Post	
ad		adassad		adas	
From		To			
dasdas		dsa			
Special trainings/certifications					
Special Degree		Year		Institution	
ada		2332		sdfs	
Grade/Marks		Remarks			
sdfsdf		sd			
Any Other document					
Supervisory authority		Pr.CCTT, Gujarat-1234582			

4.4 CLOSED APPLICATIONS



On clicking the “**Closed Applications**” tab, the following screen will appear:

IDEAS

ADG-3, HRD OFFICE

MIS/Report/Monitoring Pendency

Officer List

Deputation Circular/ Vacancy

Inbox

Track Application

About e-Deputation

FAQ/ Help Guide

Contact Us

Closed Applications

Show 10 entries

Search:

Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Application No.	Applied date	Pending Since Date
1	Arun kumar singh	383124	arun.singh@gov.in	1234567890	987651/01/2021	21-Jul-2021	21-Jul-2021
2	rahuls fgdf	123450	rahul@gmail.com	9939775123	987653/02/2021	23-Jul-2021	23-Jul-2021
3	rahuls fgdf	123450	rahul@gmail.com	9939775123	987653/06/2021	27-Jul-2021	27-Jul-2021
4	Arun kumar singh	383124	arun.singh@gov.in	9578253614	987651/03/2021	30-Jul-2021	30-Jul-2021
5	Arun kumar singh	383124	arun.singh@gov.in	9578253614	987651/05/2021	30-Jul-2021	30-Jul-2021
6	Arun kumar singh	383124	arun.singh@gov.in	9578253614	987651/06/2021	02-Aug-2021	02-Aug-2021
7	Arun kumar singh	383124	arun.singh@gov.in	9578253614	987651/08/2021	11-Aug-2021	11-Aug-2021
8	rahuls fgdf	123450	rahul@gmail.com	9939775123	987653/07/2021	12-Aug-2021	12-Aug-2021

Showing 1 to 8 of 8 entries

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This page shows the total number of applications which have been closed, i.e. for which cadre clearance details have been obtained and updated on the module. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

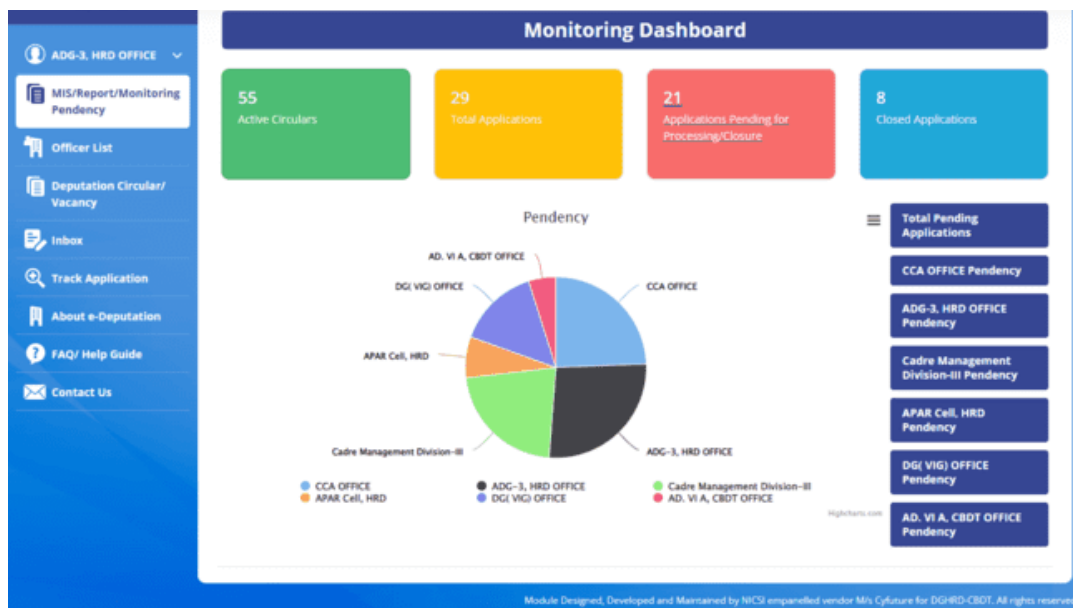
Details of application can also be viewed by clicking on the particular application number.

Application No.
987651/01/2021
987653/01/2021
987653/02/2021
987653/03/2021
987653/04/2021
987653/06/2021
987651/02/2021
987651/03/2021
987651/05/2021
987651/06/2021

4.5 MIS REPORTS:

Real-time Pendency information : Monitoring Dashboard gives a snapshot of all the information related to deputation applications, through various tabs. In addition, **Real-time Pendency information** of deputation applications, at each level are shown in the form of a pie-chart

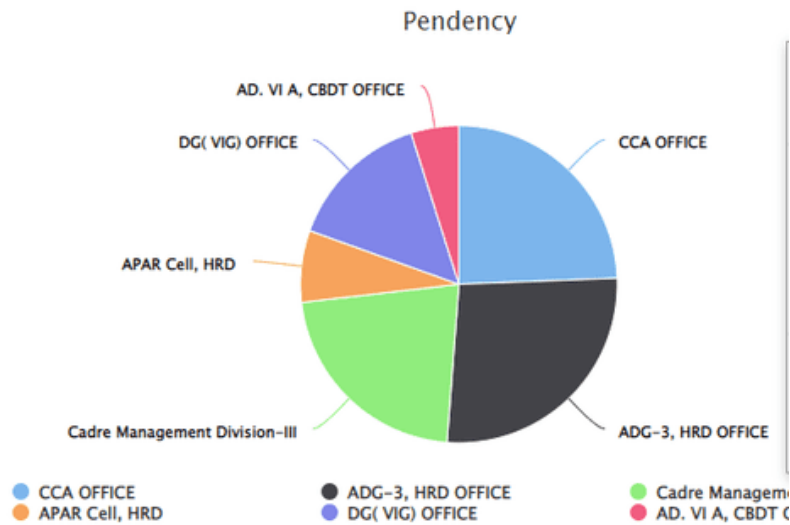
- (i) CCA office
- (ii) ADG-3 office
- (iii) CMD-III Divisions
- (iv) APAR Cell, HRD
- (v) Directorate of Vigilance office
- (vi) AD.VIA, CBDT



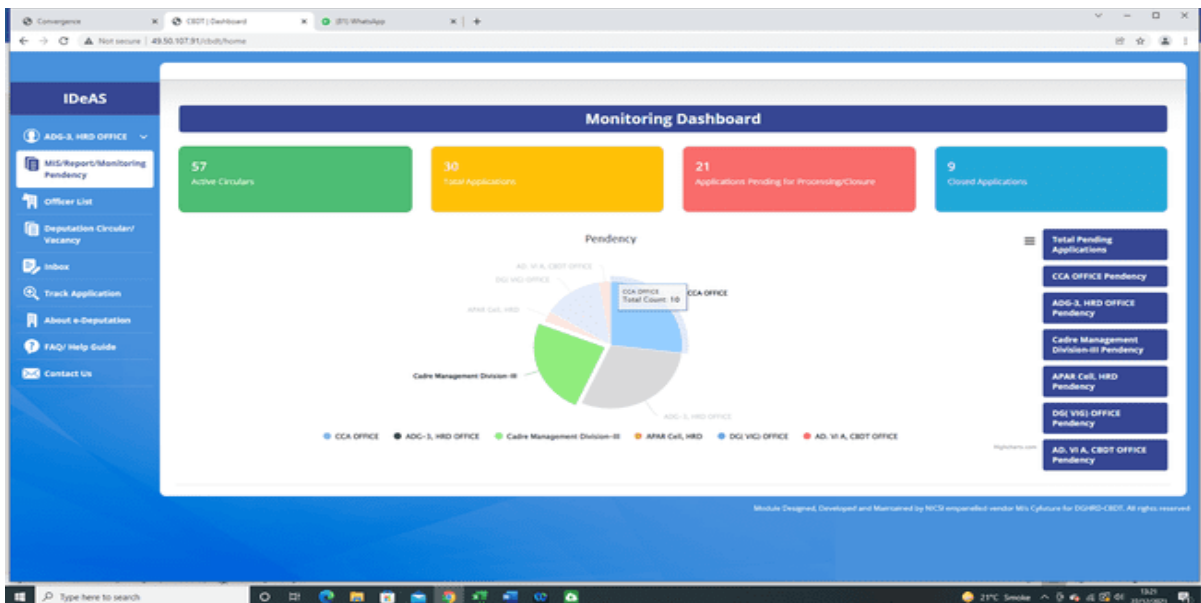
Further information with regard to the number of applications pending can be Accessed/viewed by clicking on any of the above relevant tabs.

PENDENCY CHART

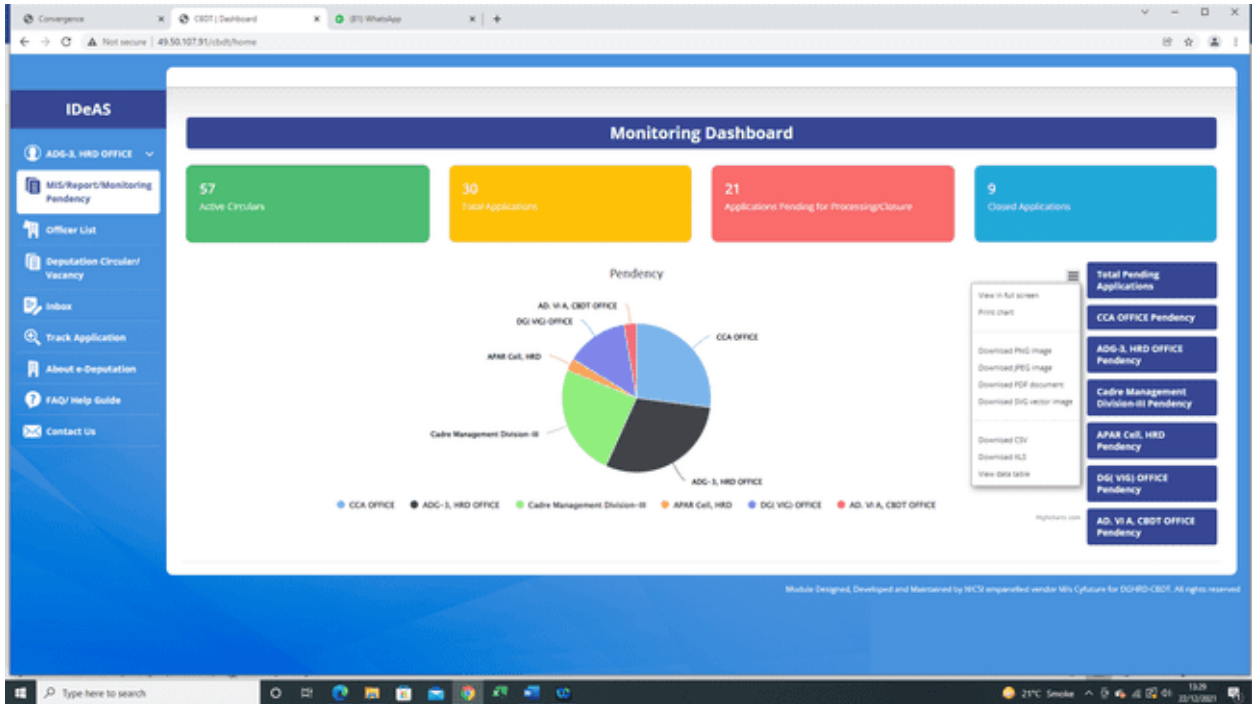
Real-time Pendency information of deputation applications is also shown in the form of a chart.



ADG-3 user can also view the pendency count under each Division by rolling over the mouse on the pie-chart.



Generation of pendency data in different forms :

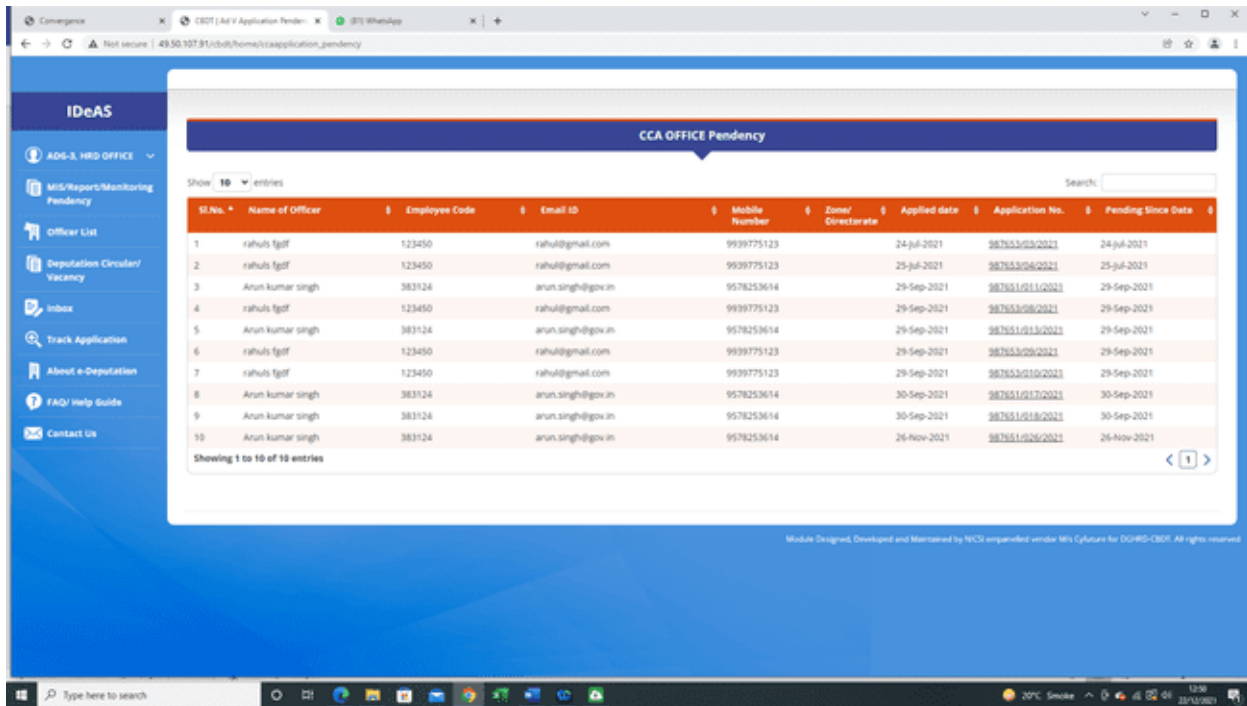


By Clicking on the Options tab, ADG-3 user has the option to generate data regarding the pendency information available on the Monitoring Dashboard in various forms, such as:

- (i) View in Full Screen
- (ii) Print Chart
- (iii) Download PNEG Image
- (iv) Download JPEG Image
- (v) Download PDF Document
- (vi) Download XLS
- (vii) View Data Table

(i) CCA Office Pendency

On clicking the “CCA Office Pendency” tab [Blue Colour], the following screen will appear:



This page shows the total number of applications which are pending at the level of CCA office. One can also click on the “Search” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(ii) ADG-3 HRD Office Pendency

On clicking the “ADG-3 HRD Office Pendency” tab [Blue Colour], the following screen will appear:

Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Zoner/Directorate	Applied date	Application No.	Pending Since Date
1	rahul tydf	123450	rahul@gmail.com	9999775123		21-Jul-2021	98765432102021	21-Jul-2021
2	Arun kumar singh	383124	arun.singh@gov.in	9578253614		30-Jul-2021	9876510202021	30-Jul-2021
3	Arun kumar singh	383124	arun.singh@gov.in	9578253614		10-Aug-2021	9876510202021	10-Aug-2021
4	Arun kumar singh	383124	arun.singh@gov.in	9578253614		29-Sep-2021	98765102152021	29-Sep-2021
5	Arun kumar singh	383124	arun.singh@gov.in	9578253614		30-Sep-2021	98765102162021	30-Sep-2021
6	Arun kumar singh	383124	arun.singh@gov.in	9578253614		15-Nov-2021	98765102092021	15-Nov-2021
7	Arun kumar singh	383124	arun.singh@gov.in	9578253614		16-Nov-2021	98765102102021	16-Nov-2021
8	Arun kumar singh	383124	arun.singh@gov.in	9578253614		16-Nov-2021	98765102022021	16-Nov-2021
9	Arun kumar singh	383124	arun.singh@gov.in	9578253614		16-Nov-2021	98765102023021	16-Nov-2021
10	Arun kumar singh	383124	arun.singh@gov.in	9578253614		26-Nov-2021	98765102024021	26-Nov-2021

This page shows the total number of applications which are pending at the level of ADG-3 office. One can also click on the “Search” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(iii) Cadre Management Division-III Pendency

On clicking the “**Cadre Management Division-III Pendency**” tab [Blue Colour], the following screen will appear:

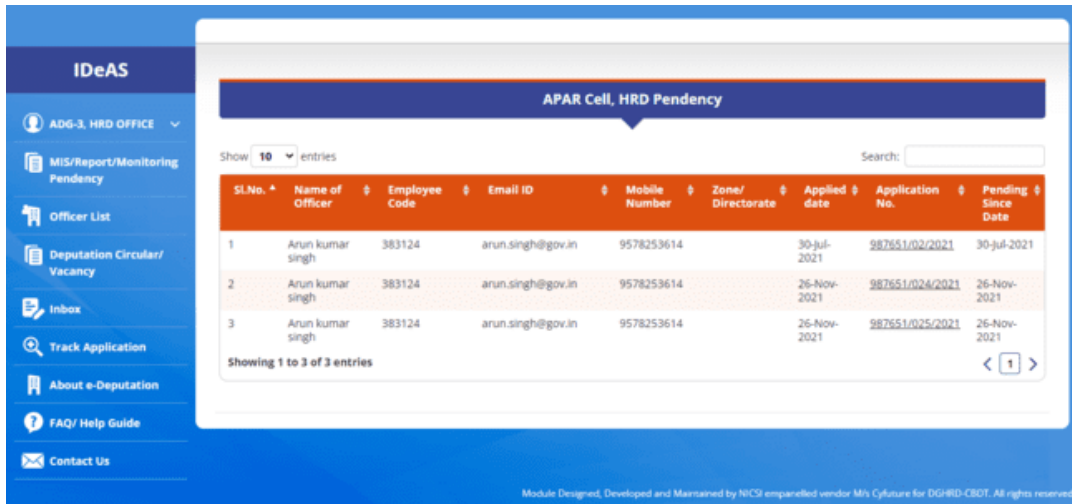
SL.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Zone/ Directorate	Applied date	Application No.	Pending Since Date
1	rahuls fgdf	123450	rahul@gmail.com	9999775123		21-Jul-2021	987653/01/2021	21-Jul-2021
2	Arun kumar singh	383124	arun.singhi@gov.in	9578253614		30-Jul-2021	987651/02/2021	30-Jul-2021
3	Arun kumar singh	383124	arun.singhi@gov.in	9578253614		10-Aug-2021	987651/07/2021	10-Aug-2021
4	Arun kumar singh	383124	arun.singhi@gov.in	9578253614		29-Sep-2021	987651/015/2021	29-Sep-2021
5	Arun kumar singh	383124	arun.singhi@gov.in	9578253614		30-Sep-2021	987651/016/2021	30-Sep-2021
6	Arun kumar singh	383124	arun.singhi@gov.in	9578253614		15-Nov-2021	987651/020/2021	15-Nov-2021
7	Arun kumar singh	383124	arun.singhi@gov.in	9578253614		16-Nov-2021	987651/021/2021	16-Nov-2021
8	Arun kumar singh	383124	arun.singhi@gov.in	9578253614		16-Nov-2021	987651/022/2021	16-Nov-2021
9	Arun kumar singh	383124	arun.singhi@gov.in	9578253614		16-Nov-2021	987651/023/2021	16-Nov-2021

This page shows the total number of applications which are pending at the level of CCA office. One can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(iv) APAR Cell, HRD Pendency

On clicking the “**APAR Cell, HRD Pendency**” tab [Blue Colour], the following screen will appear:



The screenshot displays the 'APAR Cell, HRD Pendency' interface. It features a sidebar with navigation options like 'ADG-3, HRD OFFICE', 'MIS/Report/Monitoring Pendency', 'Officer List', 'Deputation Circular/Vacancy', 'Inbox', 'Track Application', 'About e-Deputation', 'FAQ/ Help Guide', and 'Contact Us'. The main content area shows a table with columns for SLNo., Name of Officer, Employee Code, Email ID, Mobile Number, Zone/Directorate, Applied date, Application No., and Pending Since Date. Three entries are listed for Arun Kumar Singh. A search bar and a 'Show 10 entries' dropdown are also visible.

SLNo. ^	Name of Officer	Employee Code	Email ID	Mobile Number	Zone/ Directorate	Applied date	Application No.	Pending Since Date
1	Arun kumar singh	383124	arun.singh@gov.in	9578253614		30-jul-2021	987651/02/2021	30-jul-2021
2	Arun kumar singh	383124	arun.singh@gov.in	9578253614		26-Nov-2021	987651/024/2021	26-Nov-2021
3	Arun kumar singh	383124	arun.singh@gov.in	9578253614		26-Nov-2021	987651/025/2021	26-Nov-2021

This page shows the total number of applications for which APAR and Integrity Certificate are yet to be received from the APAR Cell, HRD office. One can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(v) DG (VIG) Office Pendency

On clicking the “DG (VIG) Office Pendency” tab [Blue Colour], the following screen will appear:

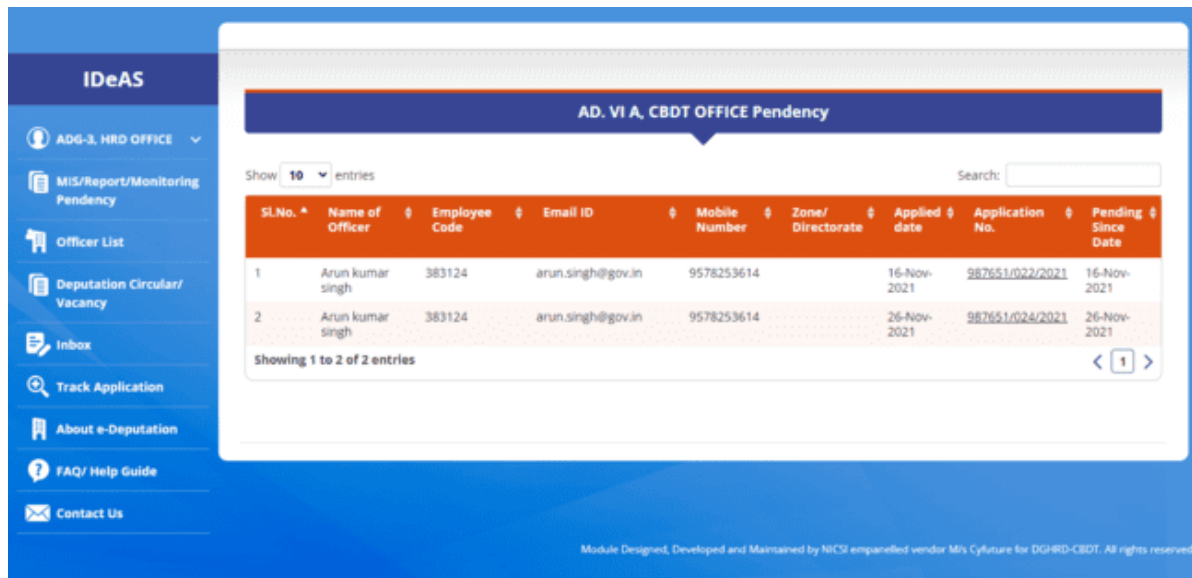
Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Zone/ Directorate	Applied date	Application No.	Pending Since Date
1	rahuls fgdf	123450	rahul@gmail.com	9939775123		21-Jul-2021	987653/01/2021	21-Jul-2021
2	Arun kumar singh	383124	arun.singh@gov.in	9578253614		30-Jul-2021	987651/02/2021	30-Jul-2021
3	Arun kumar singh	383124	arun.singh@gov.in	9578253614		29-Sep-2021	987651/011/2021	29-Sep-2021
4	Arun kumar singh	383124	arun.singh@gov.in	9578253614		30-Sep-2021	987651/017/2021	30-Sep-2021
5	Arun kumar singh	383124	arun.singh@gov.in	9578253614		16-Nov-2021	987651/022/2021	16-Nov-2021
6	Arun kumar singh	383124	arun.singh@gov.in	9578253614		26-Nov-2021	987651/024/2021	26-Nov-2021

This page shows the total number of applications for which Vigilance Clearance/Status is yet to be received from the Directorate of Vigilance office. One can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(vi) AD.VI A CBDT Office Pendency

On clicking the “AD.VI A CBDT Office Pendency” tab [Blue Colour], the following screen will appear:



The screenshot shows the IDeAS interface with a sidebar on the left containing navigation options like 'ADG-3, HRD OFFICE', 'MIS/Report/Monitoring Pendency', 'Officer List', 'Deputation Circular/ Vacancy', 'Inbox', 'Track Application', 'About e-Deputation', 'FAQ/ Help Guide', and 'Contact Us'. The main content area is titled 'AD. VI A, CBDT OFFICE Pendency' and features a search bar and a table with 10 entries per page. The table contains two rows of data for Arun kumar singh.

Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Zone/ Directorate	Applied date	Application No.	Pending Since Date
1	Arun kumar singh	383124	arun.singh@gov.in	9578253614		16-Nov-2021	987651/022/2021	16-Nov-2021
2	Arun kumar singh	383124	arun.singh@gov.in	9578253614		26-Nov-2021	987651/024/2021	26-Nov-2021

Showing 1 to 2 of 2 entries

This page shows the total number of applications for which Administrative Clearance/Status is yet to be received from the Ad.VIA, CBDT office. You can also click on the “Search” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

5. OFFICERS LIST:

By Clicking on the “Officers List” tab, it will show the details of all officers who have registered on the Online Module. It contains information such as :

- (i) Name
- (ii) Username
- (iii) Email
- (iv) Mobile
- (v) Added Date
- (vi) Group(Role)

Home / Officer List

Show 10 entries

Sr. No.	Name	Username	Email	Mobile	Added Date	Group(Role)	Status	Action
1	Akshay Kumar	akshay@gov.in	akshay@gov.in	2365458852	05-Oct-2021 12:36	Officer	Inactive	View Details
2	Akshay Kumar	akshay@gmail.com	akshay@gmail.com	3535353535	05-Oct-2021 12:35	Officer	Inactive	View Details
3	Pooja Halli	halli.pooja@gov.in	halli.pooja@gov.in	9891330795	04-Oct-2021 10:32	Officer	Inactive	View Details
4	test	test786@gmail.com	test786@gmail.com	7894562135	30-Sep-2021 11:31	Officer	Inactive	View Details
5	hik a	abc@gov.in	abc@gov.in	9898989897	30-Sep-2021 06:47	Officer	Active	View Details
6	jitesh	jitesh.sheldon@gmail.com	jitesh.sheldon@gmail.com	9571901375	15-Aug-2021 11:14	Officer	Active	View Details
7	JUGNU	JUGNU@GMAIL.COM	JUGNU@GMAIL.COM	1234567890	12-Aug-2021 06:18	Officer	Inactive	View Details
8	Shibanka Das Biswas	shibanka.biswas@gov.in	shibanka.biswas@gov.in	9876763351	02-Aug-2021 10:43	Officer	Inactive	View Details
9	manoj kumar	manoj@gov.in	manoj@gov.in	9135397751	17-Jun-2021 09:11	Officer	Active	View Details
10	bhushan	bhushan@gmail.com	bhushan@gmail.com	9135397741	25-Jun-2021 04:54	Officer	Active	View Details

Showing 1 to 10 of 15 entries

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View Details

Necessary profile of the officers (users) can be viewed by clicking on the “View Details” tab under “Action” button.

The screenshot displays the 'View Details' form in the IDEAS application. On the left is a navigation sidebar with options like 'ADG-3, HRD OFFICE', 'MIS/Report/Monitoring Pendency', 'Officer List', 'Deputation Circular/Vacancy', 'Inbox', 'Track Application', 'About e-Deputation', 'FAQ/ Help Guide', and 'Contact Us'. The main form area contains the following sections:

- Personal Information:** Name, Employee Code, Date Of Birth, Exam year, Date of entering into IRS (IT) (DD-MM-YYYY), Date of Superannuation (DD-MM-YYYY), Category, Phone Number.
- Service Details:** Service, Civil Code, Father Name, Allotment Year/ Batch, Email ID, Gender, Domicile/ Home State, Address.
- Deputation Details:** Pay Level (as per 7th CPC), Present PCCIT(CCA) Region/Directorate, Deputation Post being applied, Mode of entry into IRS (IT), Whether Completed Probation, if applicable, indicate Yes/ No.
- Other Fields:** Basic Pay (as on date of issue of deputation circular), Present Post Held (Designation/ Grade), Whether Regular/ Ad-hoc, Whether the Officer has completed three years in cadre post after repatriation from an ex-cadre post on deputation/ foreign service (Indicate Yes/ No).
- Past deputation details:** A table with columns for Organisation, Pay Scale, post, From, and To.
- Trainings/Certifications/Academic degree:** A table with columns for Degree/Certifications, Year, Institution, Grade/Marks, and Remarks.
- Debarment details:** Fields for Period of Debarment From, Debarment from Date, Period of Debarment To, Debarment to Date, and Details of Post CSS/NON CSS.
- Clearance details:** A section at the bottom for clearance information.

At the bottom of the form, there is an 'Approve' button and a footer note: 'Module Designed, Developed and Maintained by NCSI empanelled vendor M/s Cyfuture for DG/HRD-CBDT. All rights reserved'.

ADG-3 also has been given rights to add details such as present CCA region/Directorate, past deputation details, period of debarment to the details of the officers before approving the profile of the officers (Users).

6. INBOX

Inbox contains two tabs:-

- **Applications Pending at ADG-3 HRD office**
- **All Clearances Received/Closed Applications**

6.1 Under the Tab “**Applications Pending at ADG-3 HRD office**”, all applications that have been received by the ADG-3 HRD office and are pending are shown. User can Search or “**View/ Download/ Take Further Action**” under this tab.

“**Applications Pending at ADG-3 HRD office**” tab will display: -

- **Sr. No.**
- **Application No.**
- **Officer’s Name**
- **Circular Applied**
- **Circular End Date**
- **Pending From Date**
- **Action**

The screenshot displays the IDeAS application interface. On the left is a navigation menu with options like 'ADG-3, HRD OFFICE', 'MIS/Report/Monitoring Pendency', 'Officer List', 'Deputation Circular/ Vacancy', 'Inbox', 'Track Application', 'About e-Deputation', 'FAQ/ Help Guide', and 'Contact Us'. The main content area shows two tabs: 'Applications Pending at ADG-3, HRD OFFICE' (selected) and 'All Clearance Received / Closed Application'. Below the tabs, there is a search bar and a table of 10 entries. The table has columns for Sl.No., Application No., Officer's Name, Circular Applied, Circular End Date, Pending From Date, and Action. The 'Action' column contains a button labeled 'View/ Download/ Take Further Action'. At the bottom of the table, it says 'Showing 1 to 10 of 21 entries' and includes a pagination control showing '1 2 3'.

Sl.No.	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	987653/01/2021	rahuls fgdf	State Government-Advertised	29-Jul-2021	23-Jul-2021	View/ Download/ Take Further Action
2	987653/03/2021	rahuls fgdf	State Government-Advertised	29-Jul-2021	24-Jul-2021	
3	987653/04/2021	rahuls fgdf	State Government-Prior Approval	29-Jul-2021	27-Jul-2021	
4	987651/02/2021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View/ Download/ Take Further Action
5	987651/07/2021	Arun kumar singh	State Government-Prior Approval	18-Aug-2021	10-Aug-2021	View/ Download/ Take Further Action
6	987651/011/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	
7	987653/08/2021	rahuls fgdf	Non-CSS	30-Sep-2021	29-Sep-2021	
8	987651/013/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	
9	987653/09/2021	rahuls fgdf	Non-CSS	30-Sep-2021	29-Sep-2021	
10	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/ Download/ Take Further Action

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SEARCH FUNCTIONALITY

In Search box, User can search application with application no., officer's name, circular applied, circular end-date, and pending from date as shown below:

APPLICATION NO.

Show **10** entries Search: 11009/01/2021

Sl.No. ^	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	11009/01/2021	pooja hali	CSS	20-Oct-2021	14-Oct-2021	View/ Download/ Take Further Action

Showing 1 to 1 of 1 entries (filtered from 3 total entries) < 1 >

OFFICER'S NAME

Show **10** entries Search: pooja hali

Sl.No. ^	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	11009/01/2021	pooja hali	CSS	20-Oct-2021	14-Oct-2021	View/ Download/ Take Further Action

Showing 1 to 1 of 1 entries (filtered from 3 total entries) < 1 >

CIRCULAR END DATE

Show **10** entries Search: 20-Oct-2021

Sl.No. ^	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	11009/01/2021	pooja hali	CSS	20-Oct-2021	14-Oct-2021	View/ Download/ Take Further Action

Showing 1 to 1 of 1 entries (filtered from 3 total entries) < 1 >

PENDING FROM DATE

Show **10** entries Search: 14-Oct-2021

Sl.No.	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	11009/01/2021	pooja hall	CSS	20-Oct-2021	14-Oct-2021	View/ Download/ Take Further Action

Showing 1 to 1 of 1 entries (filtered from 3 total entries) < 1 >

View/ Download/ Take Further Action Functionality

Click on “**View/ Download/ Take Further Action**”

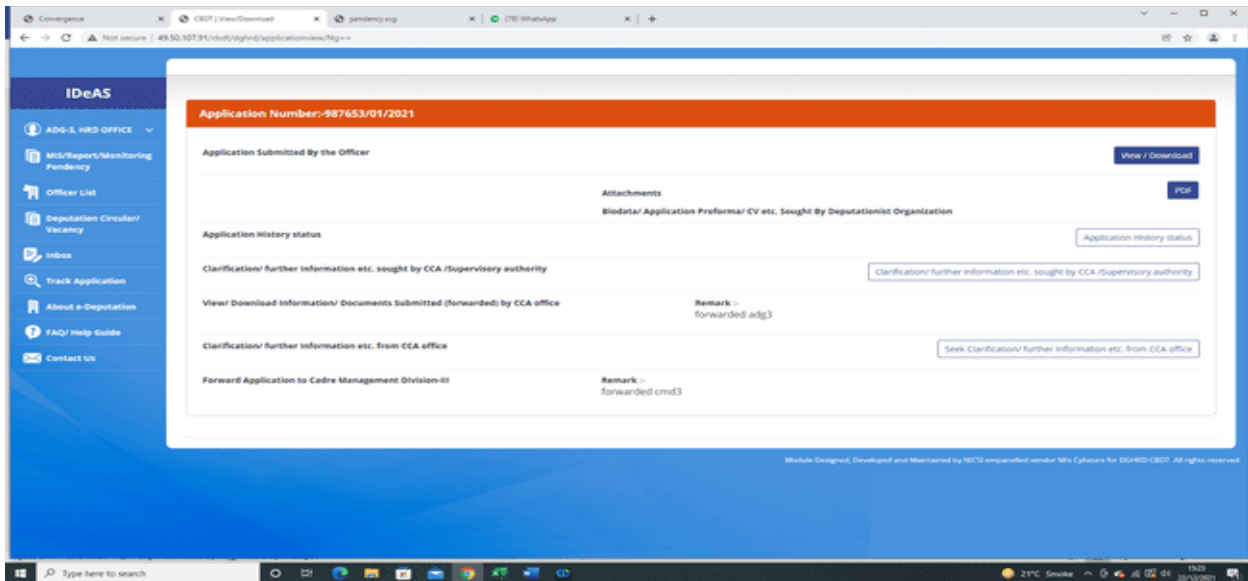
1	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action
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It will navigate the User to another page to take the necessary actions. The User can do the following:

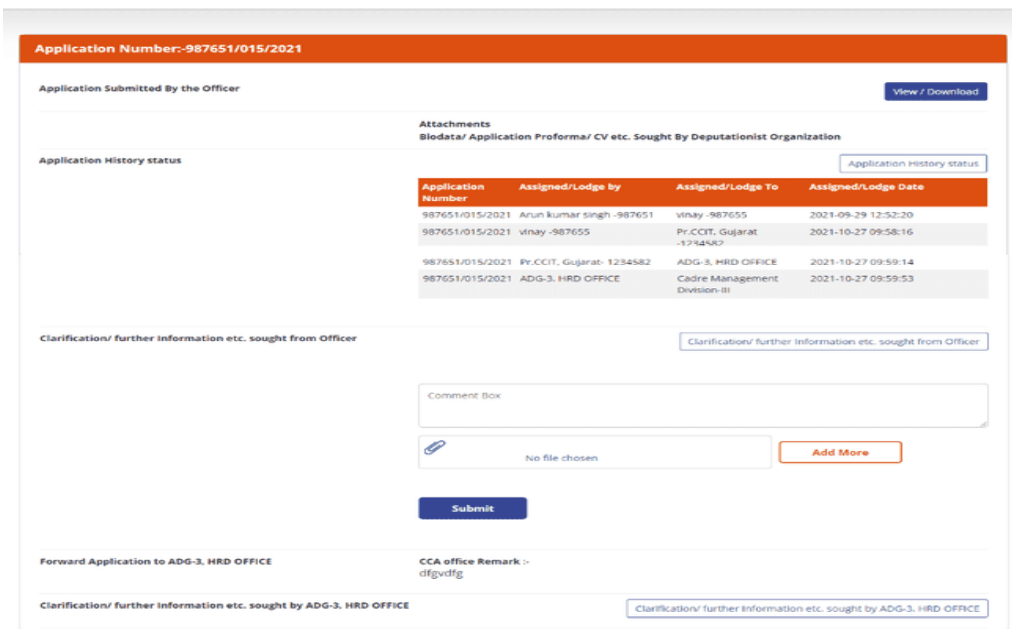
- **View/ Download–View/** download the submitted application details.

Officer Name: Arun Kumar Singh	Application Number: 987651/015/2021	Circular No: 11009/01		
Designation:	Employee Code: 103124	Circular Code: 987651		
Nature of vacancy: State Government-Prior Approval	Deputation Post being applied: not			
Deputation Application				
Basic Information/Service Particulars				
Name:	Arun Kumar Singh			
Service:	IRS			
Employee Code:	103124			
Date of Birth:	09-07-1974			
Basic year:	1999			
Address: Home: Delhi	1007			
Date of entering into IRS (DD.MM.YYYY):	20-03-1998			
Email ID:	arun.kumar@arun.in			
Date of Superannuation (DD.MM.YYYY):	24-03-2024			
Gender:	Male			
Category:	General			
Division: Home State:	HYDRABAD			
Home Number:	0178213814			
Address:	POLLAPUR ENGINEERING COLLEGE CAMPUS			
Pay Level (as per 7th CPC):	10			
Basic Pay (as on date of issue of deputation circular):	127100			
Present PCC/CCA Region/Division:	Arun Kumar Singh			
Present Post Held (Designation/ Grade):	not			
Deputation Post being applied:	REGULAR			
Whether Regular/ Ad-hoc:	Direct recruit			
Mode of entry into IRS:	YES			
Whether Consented Provision, if applicable, indicate Yes/No:	YES			
Whether the officer has completed three years or more post office registration/State or ex-cadre post or deputation/ design service (Indicate Yes/No):	YES			
Post deputation details				
Organization:	Pay Scale:	Post:	From:	To:
not	14	officer	19-07-2021	01-07-2021
Special trainings/certifications				
Special Degree:	Year:	Institution:	Grade/Marks:	Remarks:
IRV/CTV/ B	2010	VISHVA	80	VERY GOOD
Any Other documents:				
Supervisory authority:		1007-987651		

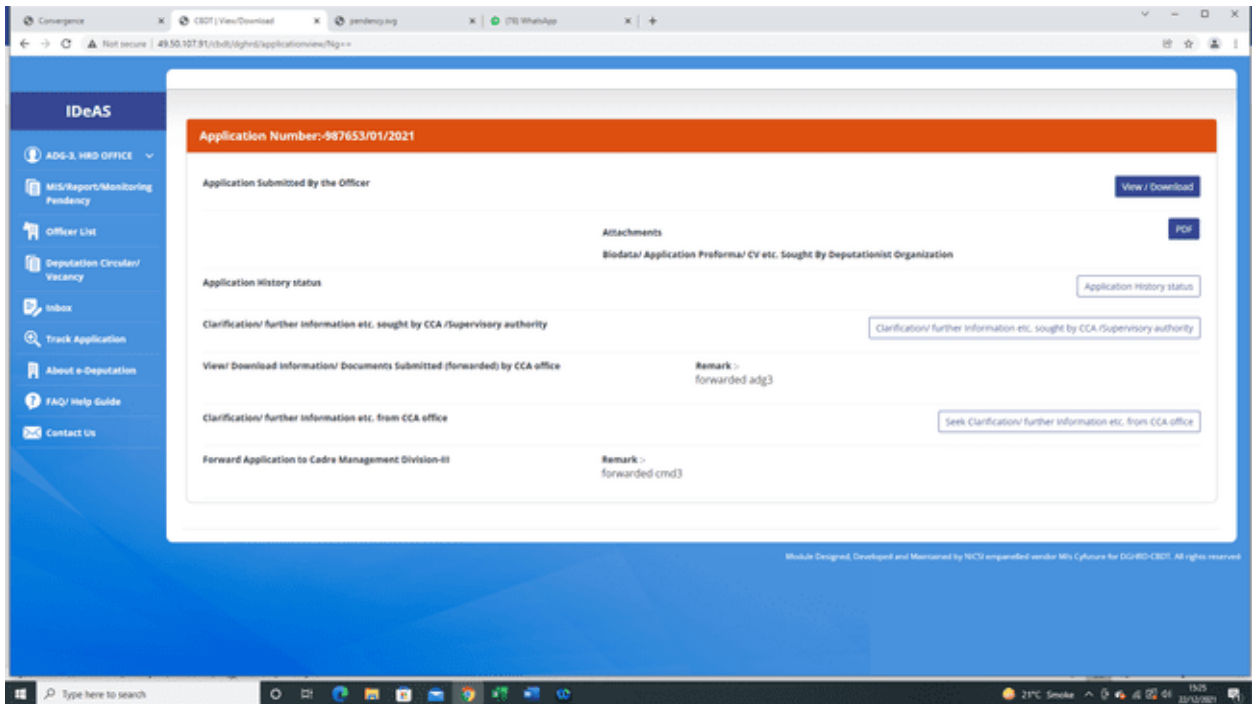
- **PDF – ADG-3** can view the attachments/documents submitted by the officer with the deputation application by clicking on this tab.



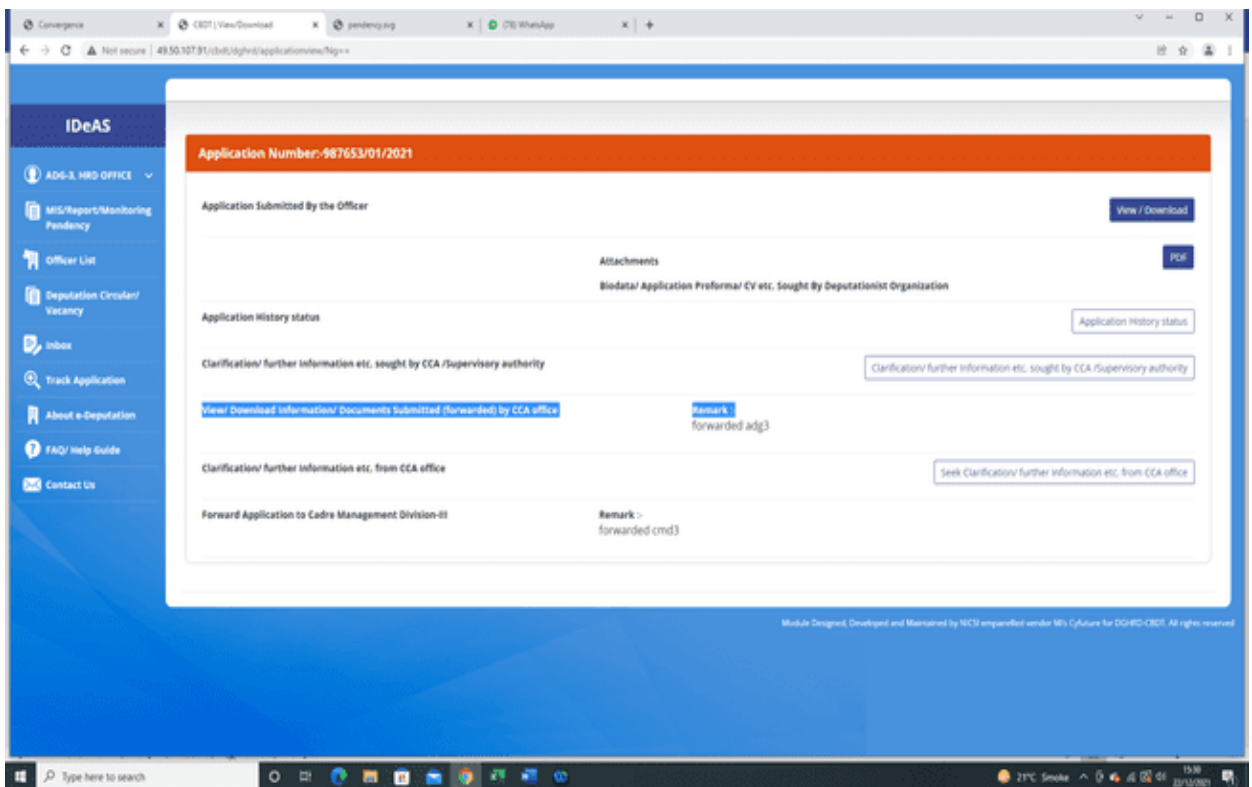
➤ **Application History Status** – View the application history status



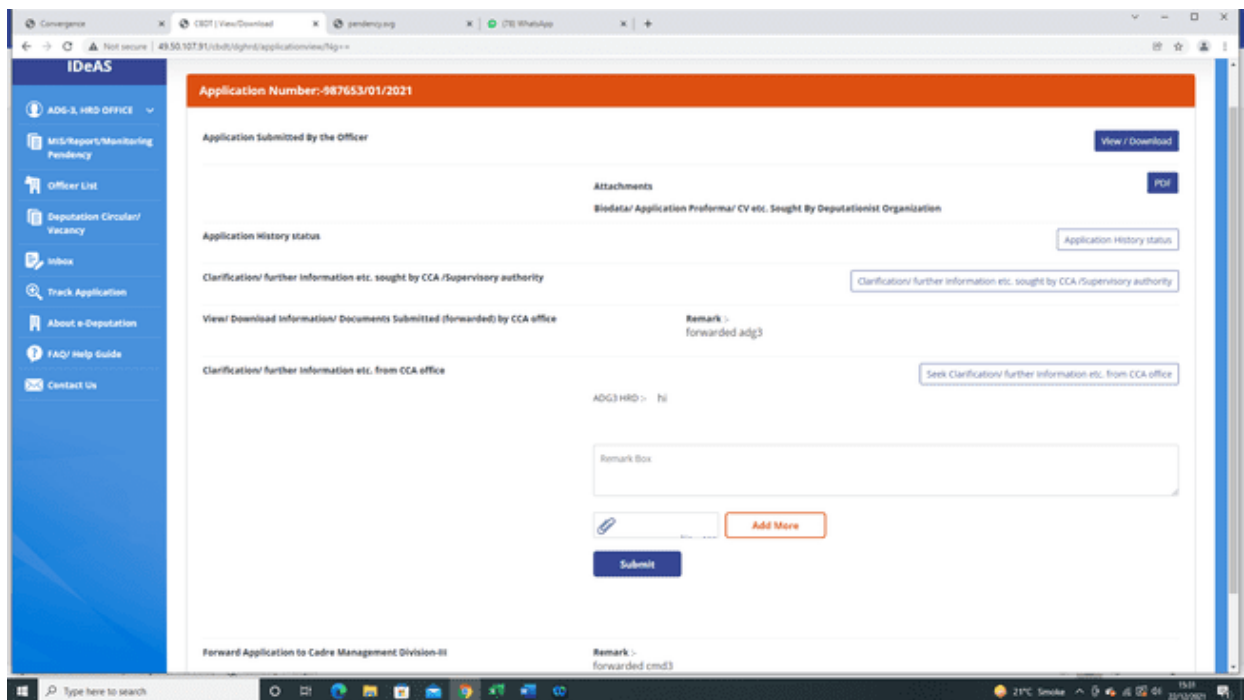
➤ **Clarification/Further Information etc. sought by CCA/Supervisory Authority:** User can view Clarification/Further Information etc. sought by CCA/Supervisory Authority from the officer by clicking on this tab.



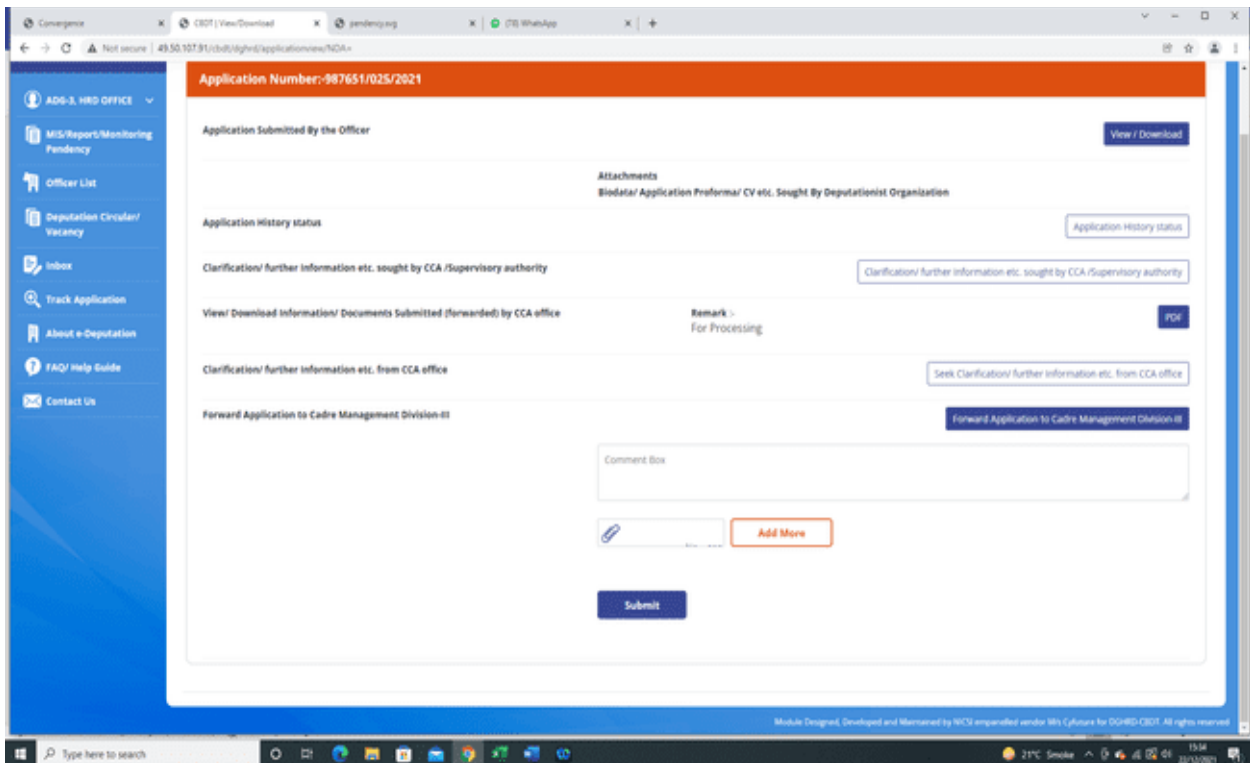
- User can also “**View/ Download Information/ Documents Submitted (forwarded) by CCA office**” under the Remark column of this tab.



- **Clarification/Further Information etc. sought from CCA office – ADG-3,** HRD office can also seek any clarification/further information from the CCA office in respect of the deputation application submitted by the officer or forwarded by the CCA office. To do this, enter the necessary comments, upload the (pdf) file (if any) and submit.



- **Forward Application to CMD-III Division-** This tab is used for forwarding the deputation application of the officer to **CMD-III Division** for further processing. To do this, enter the necessary comments, upload the (pdf) file, if any, and submit.



- Under the **“All Clearances Received/Closed Application”** tab, it will display all the applications for which :

- (i) All the clearances, i.e. Vigilance/Administrative/APAR & Integrity Certificate have been received but cadre clearance details are awaited and therefore the applications are shown as **‘Open’**.
- (ii) All the clearances, i.e. Vigilance/Administrative/APAR & Integrity Certificate have been received along with cadre clearance details and therefore the applications are shown as **‘Closed’**.

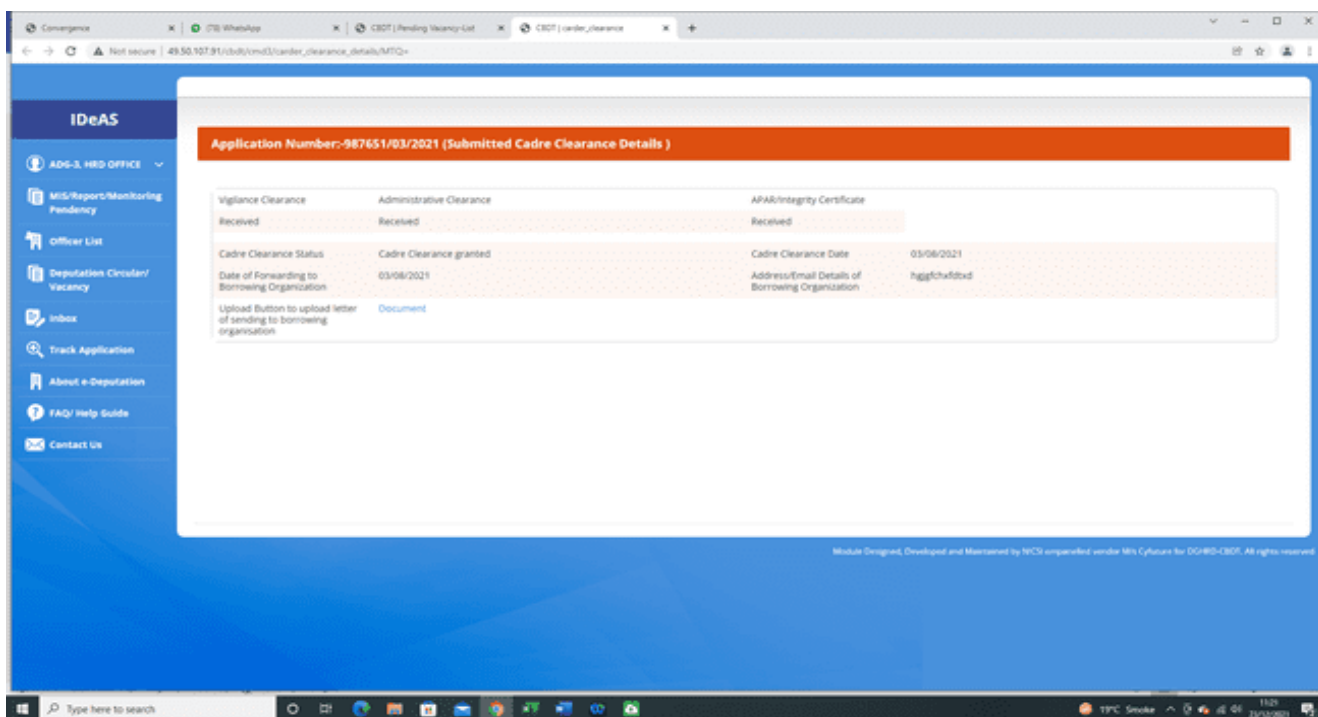
SI No.	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Status	Action
1	98765101/2021	Arun kumar singh	State Government-Advertised	29-Jul-2021	21-Jul-2021	Closed Cadre clearance details	View/Download/ Take Further Action
2	98765302/2021	rahuls tydf	State Government-Prior Approval	29-Jul-2021	23-Jul-2021	Closed Cadre clearance details	View/Download/ Take Further Action
3	98765306/2021	rahuls tydf	State Government-Prior Approval	29-Jul-2021	27-Jul-2021	Closed Cadre clearance details	View/Download/ Take Further Action
4	98765103/2021	Arun kumar singh	Others	08-Aug-2021	30-Jul-2021	Closed Cadre clearance details	View/Download/ Take Further Action
5	98765105/2021	Arun kumar singh	Others	15-Sep-2021	30-Jul-2021	Closed Cadre clearance details	View/Download/ Take Further Action
6	98765106/2021	Arun kumar singh	Non-CSS	11-Aug-2021	02-Aug-2021	Closed Cadre clearance details	View/Download/ Take Further Action
7	98765107/2021	Arun kumar singh	State Government-Prior Approval	18-Aug-2021	10-Aug-2021	Open Cadre clearance awaited	View/Download/ Take Further Action
8	98765108/2021	Arun kumar singh	Non-CSS	25-Aug-2021	11-Aug-2021	Closed Cadre clearance details	View/Download/ Take Further Action
9	98765307/2021	rahuls tydf	State Government-Prior Approval	25-Aug-2021	12-Aug-2021	Closed Cadre clearance details	View/Download/ Take Further Action
10	987651015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	Open Cadre clearance awaited	View/Download/ Take Further Action

The details regarding cadre clearance are entered by the CMD-III Division and once the cadre clearance details are entered, the application gets closed and is reflected in the ADG-3 User under the **“All Clearances Received/Closed Application”** tab.

(iii) “Cadre Clearance Details” tab :

On clicking the “Cadre Clearance Details” tab, the following details are shown:

- Status of Vigilance Clearance, Administrative Clearance and APAR/Integrity Certificate
- Cadre Clearance Status
- Cadre Clearance Date
- Date of Forwarding to Borrowing Organization
- Address/Email details of Borrowing Organization
- Uploaded Document



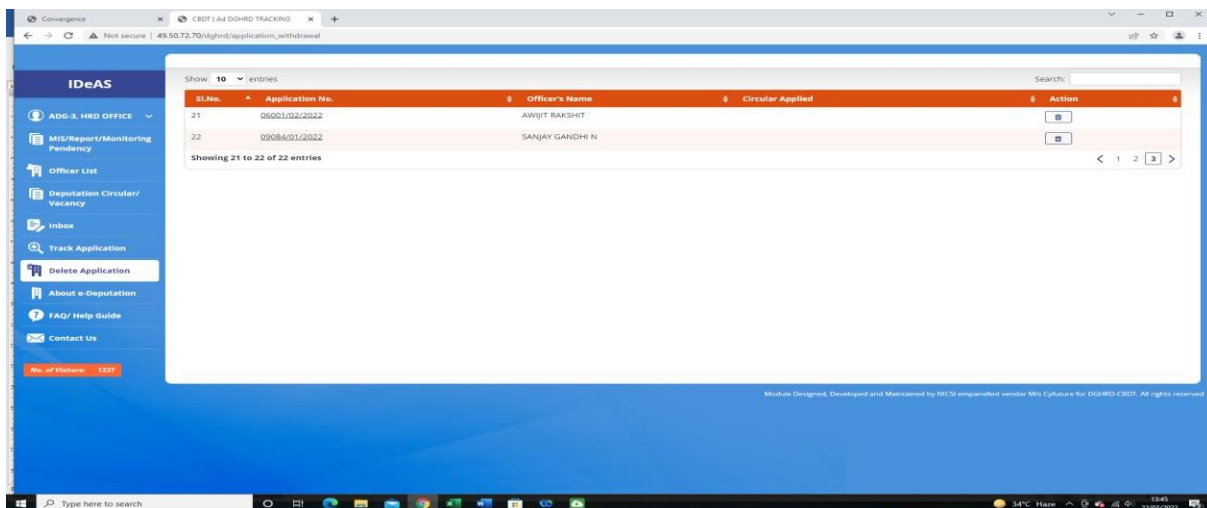
7. DELETE APPLICATION

The 'Delete Application' functionality provides the User the option to delete deputation application of an officer which has been submitted with incorrect details or inadvertently submitted.

To Delete an Application, Click the "Delete Application" Tab.



On clicking this tab, the following screen will appear:



All the applications which have been submitted in the module will be shown here. The user can delete the application of the officer by using the option under the 'Action' tab.

Action



8. TRACK APPLICATION

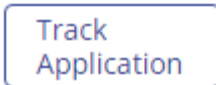
With this tab, User can search an application with any of the following details:

- **Name**
- **Email ID**
- **Civil Code**
- **Application No.**

Enter any of the above details and then press Search.

The screenshot shows a search form with the following fields: Name (Arun kumar singh), Email ID (arun.singh@gov.in), Civil Code (987651), and Application No. (987651/024/2021). A blue 'Search' button is located below the form. Below the search form, there is a table with the following columns: SL. No., Application Number, Name, Employee Code, Email ID, Nature of vacancy, and Action. The table contains one entry: 1, 987651/024/2021, Arun kumar singh, 383124, arun.singh@gov.in. A 'Track Application' button is located to the right of the table. The table also shows 'Showing 1 to 1 of 1 entries' and a search bar.

To get more details on the application, click on “Track Application”.



On clicking the “Track Application” tab, complete details of “Application Status” at all stages will be displayed.

The screenshot shows the 'Application Status' page in the IDeAS system. The page title is 'Application Status'. The application details are: Officer Name: Arun kumar singh, Application Number: 987651/022/2021, Circular No: No.A-35015/12/2021-Ad. The application was submitted on 05.10.2021. The timeline of events is as follows: Application Submitted by the Officer to Supervisor (CCA Office) 16-November-2021 10:04:48; Application forwarded by CCA OFFICE TO ADG-3, HRD 16-November-2021 (Tuesday) 12:13:22; Application forwarded by ADG-3, HRD TO Cadre Management Division-III 16-November-2021 (Tuesday) 12:15:40; Letter to Pr.DGT(Vigilance) for Vigilance Clearance By CMD III: Submitted 16-November-2021 (Tuesday) 10:14:10; Vigilance Clearance by Pr.DGT(Vigilance): Pending; Letter to Ad.VIA for Administrative Clearance By CMD III: Submitted 16-November-2021 (Tuesday) 10:14:20; Administrative Clearance by Ad.VIA: Submitted 13-December-2021 (Monday) 11:26:36; Letter to APAR Division, O/o ADG-1, HRD for APAR and Integrity Certificate by CMD III: Submitted 16-November-2021 (Tuesday) 10:14:28; APAR and Integrity Certificate by APAR Division: Submitted 18-November-2021 (Thursday) 04:52:32.

A blurred photograph of an office environment. Several people are visible, some sitting at desks with computers, others standing. The image is overlaid with a semi-transparent blue filter. A white rectangular box is centered on the page, containing the title text.

USER MANUAL

(FOR CMD-III DIVISION)

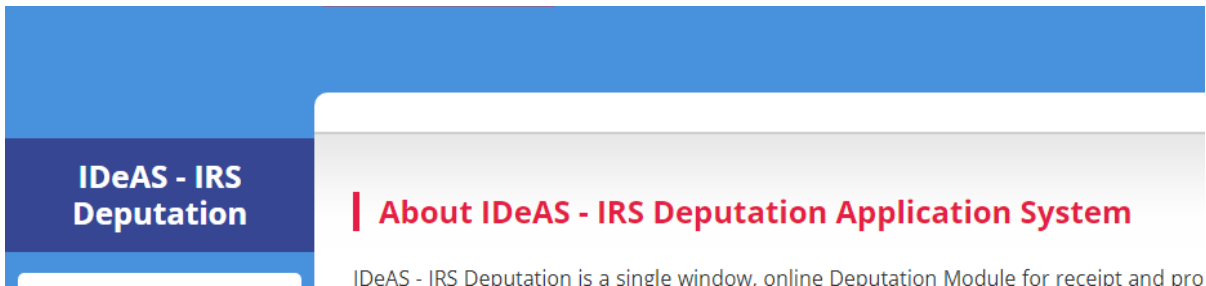
Index

G. User Manual [For CMD-III Division]

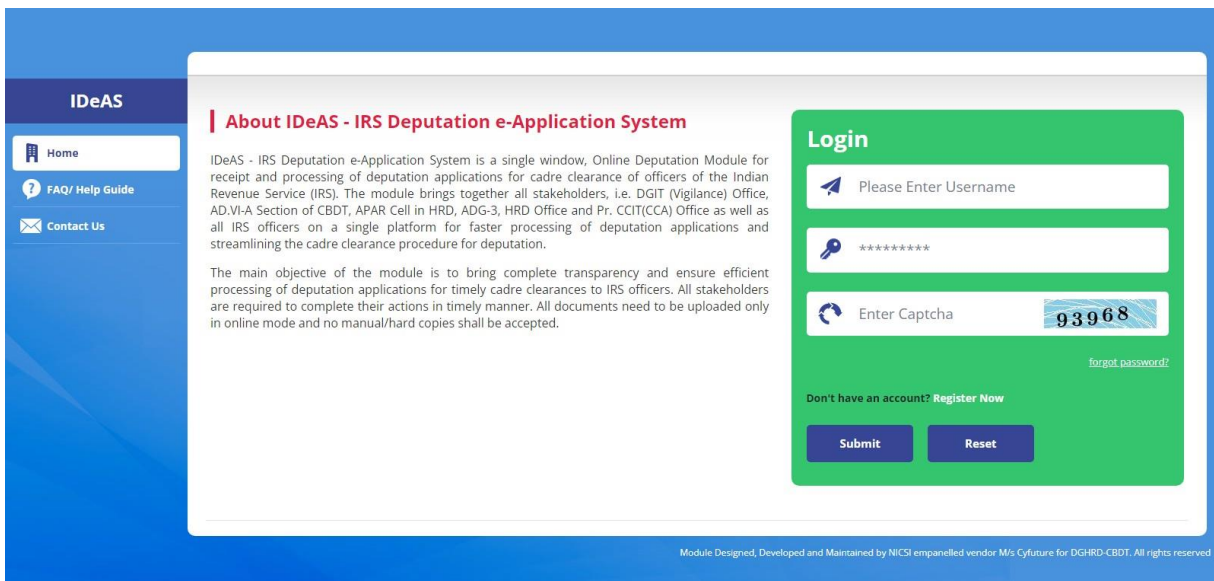
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1. IDeAS - IRS DEPUTATION e-APPLICATION SYSTEM (ACCESS)

On the URL bar of your web browser, type <http://49.50.72.70/login>

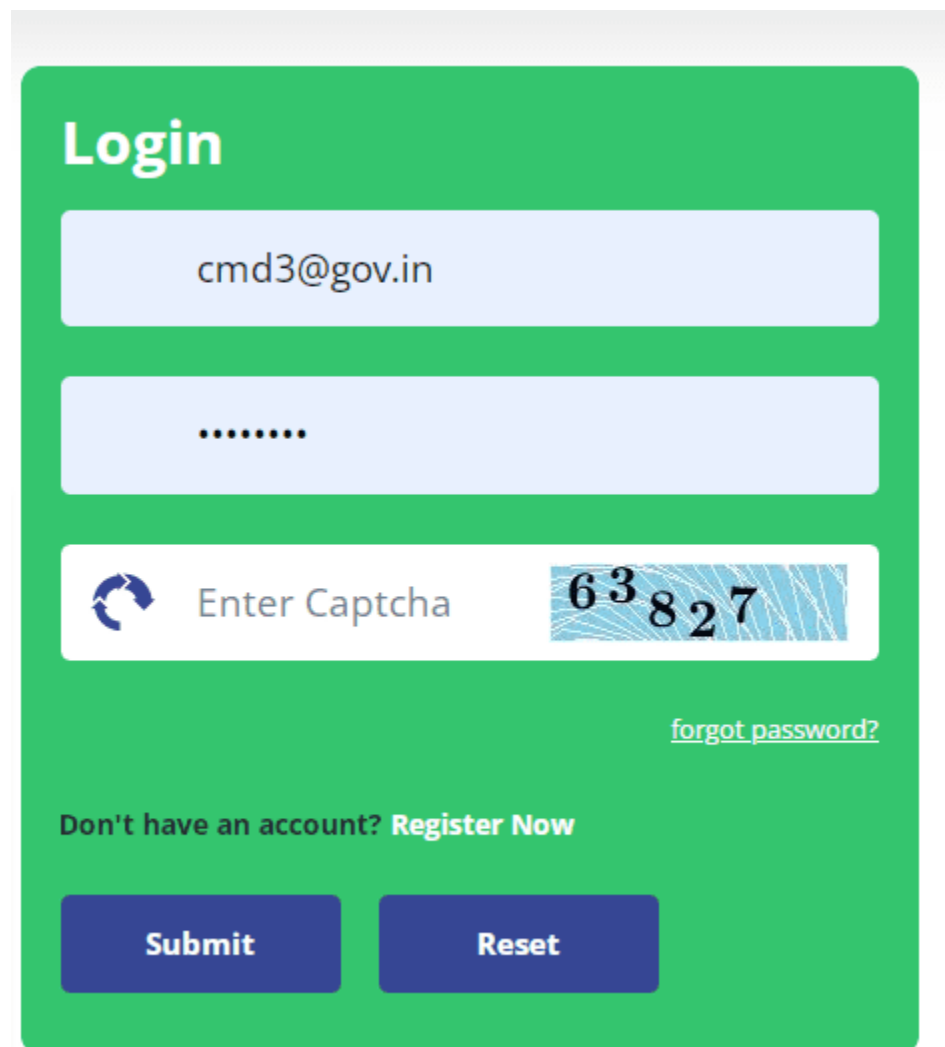


This will land you to the **IDeAS - IRS Deputation e-Application System**



2. LOGIN

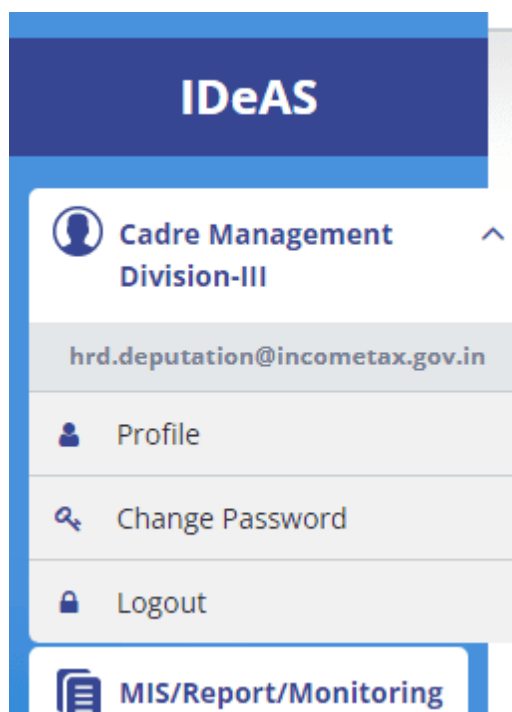
- Enter your “**Username**” and “**Password**” as provided by the Directorate of HRD
- Complete the **Captcha**
- Click on the “**Submit**” button



The screenshot shows a login form with a green background. At the top left, the word "Login" is written in white. Below it are three input fields: the first contains the email address "cmd3@gov.in", the second contains a masked password ".....", and the third is for a captcha. The captcha field includes a refresh icon, the text "Enter Captcha", and a captcha image showing the numbers "63827". 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 of the form are two buttons: "Submit" and "Reset".

3.1 PROFILE

IRS Online Deputation Module offers different options for the designated profile:



Starting from the User Name, Click on “**Profile**” to update profile details. Click on “**Update profile**” to change the details. User can update profile as per their needs.

Name	Cadre Management Division-III
Email ID *	hrd.deputation@incometax.gov.in
Mobile No	+91-2587419631

[Update Profile](#)

User will get two options to change/ modify – Name and Mobile Number. After entering details, click on **“Update Profile”**

The screenshot shows a web form for updating a user profile. It contains three input fields: 'Name' with the value 'Cadre Management Division-III', 'Email ID *' with the value 'hrd.deputation@incometax.gov.in', and 'Mobile No' with a country code '+91-' and the number '2587419631'. Below the form is a checkbox labeled 'I hereby declare that the above information/particulars are correct to the best of my knowledge.' and a blue button labeled 'Update Profile'.

3.2 CHANGE PASSWORD

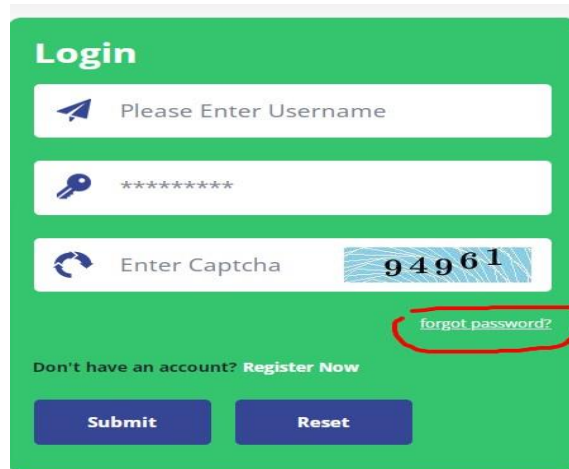
To Change password, Enter: -

- **Old Password**
- **New Password**
- **Confirm Password**
- **Captcha**
- Click on **“Change Password”**

The screenshot shows the 'Change Password' form within the IDeAS application. The form has a blue header and a white body. It contains four input fields: 'Old Password', 'New Password', 'Confirm Password', and 'Captcha'. The 'Captcha' field displays the number '72097'. A blue button labeled 'Change Password' is located at the bottom of the form. The left sidebar shows the 'IDeAS' menu with various options like 'Cadre Management', 'MIS/Reports/Monitoring', 'Officer List', etc. The bottom of the screen shows the Windows taskbar with the search bar and system tray.

3.3 FORGOT PASSWORD

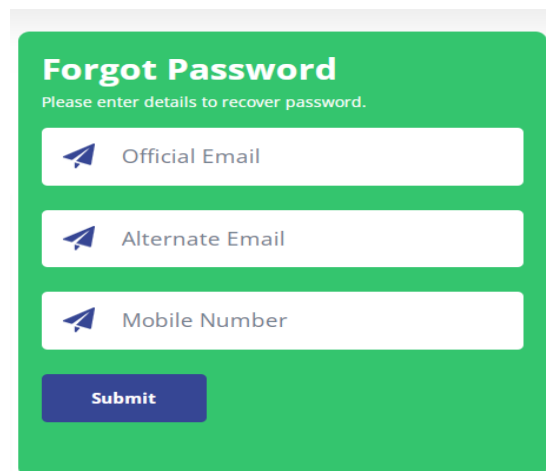
In case the User has forgotten his old password, the user can use the “Forgot Password” facility to obtain a new password. To use this facility, click on “**Forgot Password**” link on the login page.



The screenshot shows a green login form with the following elements:

- Login** header
- Input field: Please Enter Username
- Input field: Password (masked with asterisks)
- Input field: Enter Captcha (with a captcha image showing '94961')
- Link: forgot password? (highlighted with a red circle)
- Text: Don't have an account? Register Now
- Buttons: Submit and Reset

A new window displays wherein the User has to input the e-mail id and mobile number used to create the account password.



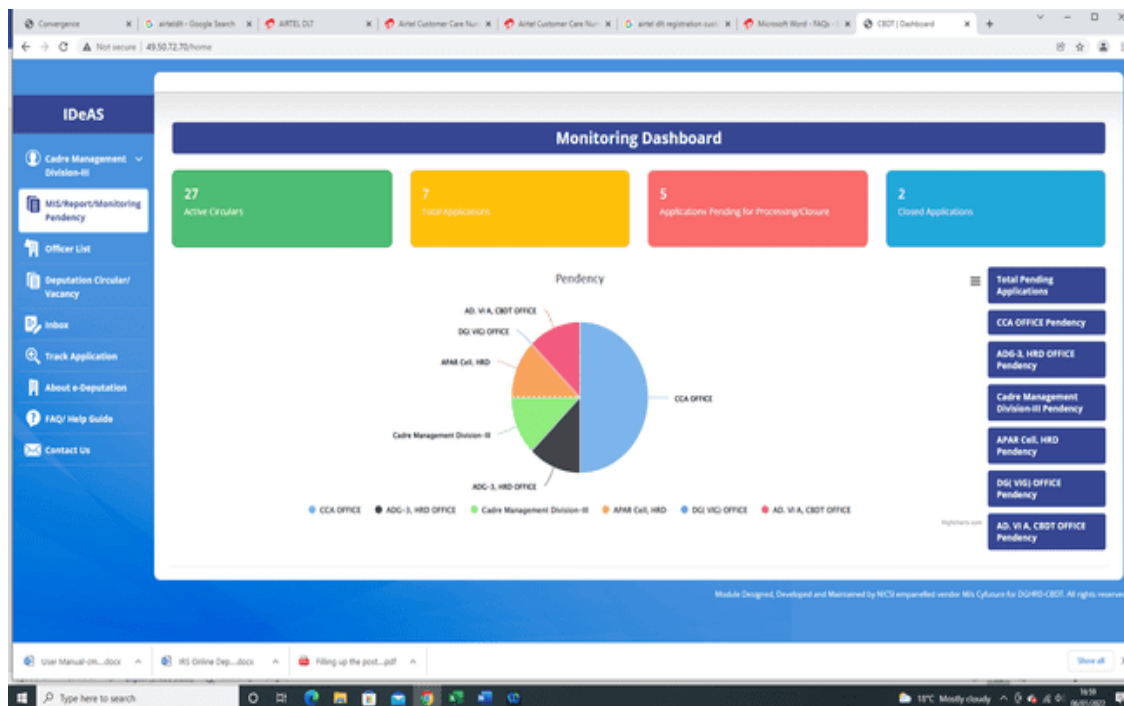
The screenshot shows a green form titled "Forgot Password" with the following elements:

- Header: **Forgot Password**
- Text: Please enter details to recover password.
- Input field: Official Email
- Input field: Alternate Email
- Input field: Mobile Number
- Button: Submit

Click on **Submit** button to receive the new password on e-mail and SMS.

4. MONITORING DASHBOARD

After logging in, User will navigate to the main page, as shown below:



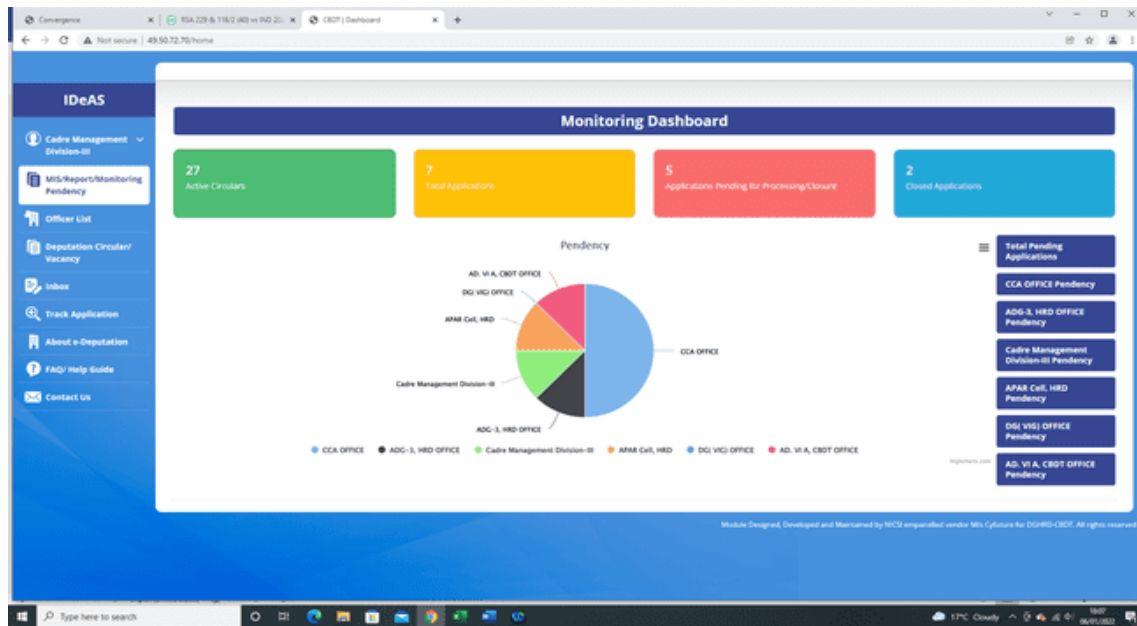
Monitoring Dashboard gives a snapshot of all the information related to deputation applications, through various tabs, such as :

- A) Active Circulars
- B) Total Applications
- C) Applications Pending for Processing/Clearance
- D) Closed Applications
- E) Total Pending Applications
- F) CCA Office Pendency
- G) ADG-3, HRD office Pendency
- H) CMD-III office Pendency
- I) APAR Cell, HRD Pendency
- J) Directorate of Vigilance office Pendency
- K) AD.VIA, CBDT Pendency

Further information can be accessed/viewed by clicking on any of the above relevant tabs.

In addition, **Real-time Pendency information** of deputation applications, at each level, i.e. CCA office, ADG-3 office, CMD-III Divisions, APAR Cell, HRD, Directorate of Vigilance office and AD.VIA, CBDT, are also shown in the form of Pie-Chart.

4.1 DEPUTATION VACANCY CIRCULAR



On clicking the “Active Circulars” tab, the module will take the User to the **Deputation Vacancy Circular** tab and the following screen will appear:

Sl. No.	Nature of Vacancy	Deputation Circular No. and Date/PDFs	Tenure of deputation	Pay level	Vacancy circular File	Last date	Added Date
1	Non-CSS	F.No.11(19)Pars/VICED/SO/MC/DA-1/2021/1996 dated 23.12.2021	4	13		21-Jan-2022	06-Jan-2022
2	Non-CSS	LAFES-AN 1025/26/2021-AN1	3	14		19-Jan-2022	05-Jan-2022
3	CSS	F.No. 154/001/2021-CMD-4K2V/9116 dated 04-01-2022	2	13		31-Jan-2022	04-Jan-2022
4	Non-CSS	8778 dated 20.12.2021	-3	13		31-Dec-2021	30-Dec-2021
5	Non-CSS	F.No.120112/2021-HR/7088 dated 16.12.2021	3	12		15-Feb-2022	29-Dec-2021

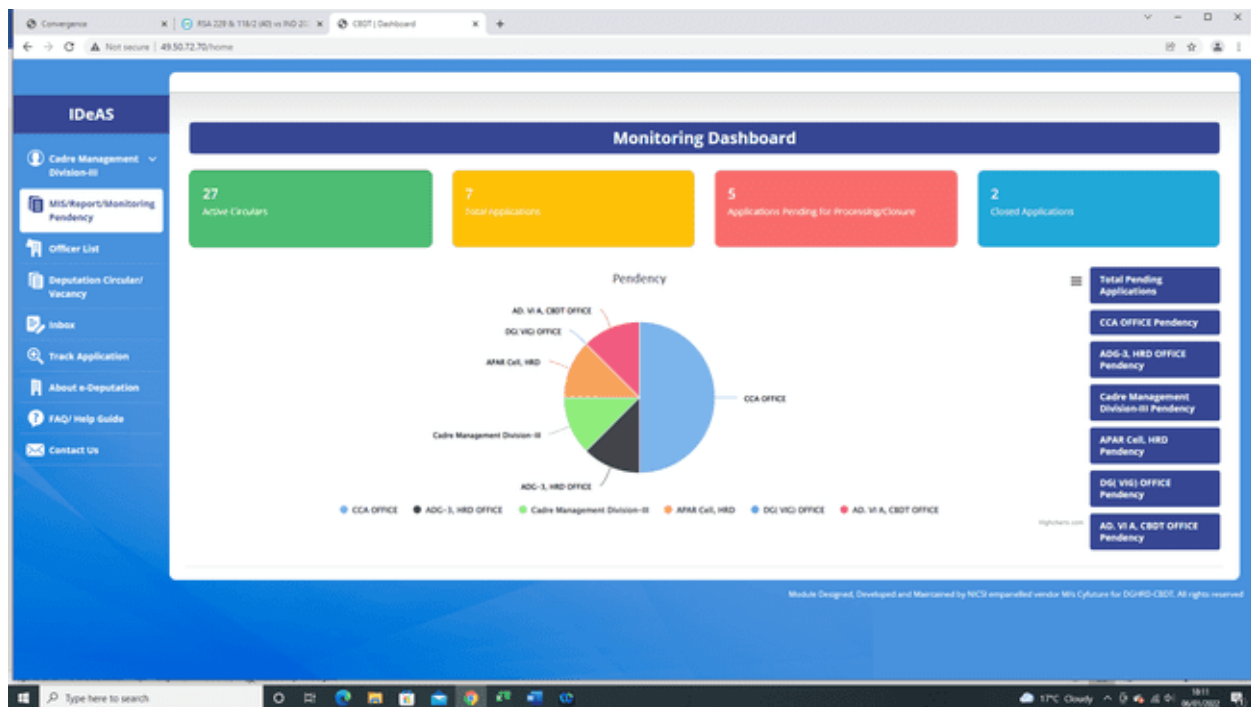
Showing 1 to 5 of 27 entries

The Deputation Application dashboard shows all the details about the deputation vacancies. 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:

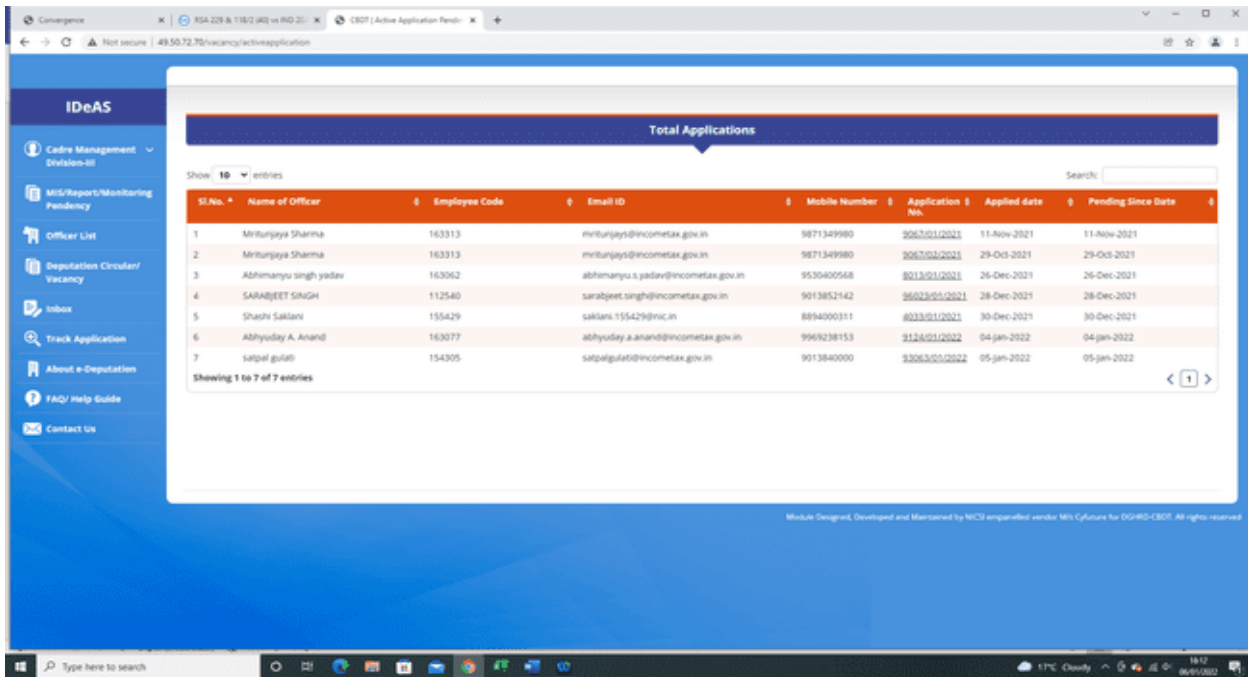
- Nature of Vacancy
- Deputation Circular No. and Date/ PDFs
- Tenure of deputation
- Pay Level
- Last Date
- Action

The Vacancy Circulars uploaded by the Directorate of HRD/ADG-3, HRD will be visible in the Deputation Application dashboard of all the users. The uploaded vacancy circular can be viewed by clicking on the relevant pdf file under the heading “Vacancy Circular File”.

4.2 Total Applications



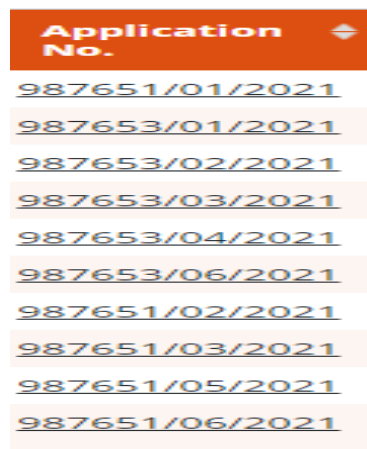
On clicking the “Total Applications” tab, the following screen will appear:



This page shows the total number of applications received, including those which are pending for processing or have been closed. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

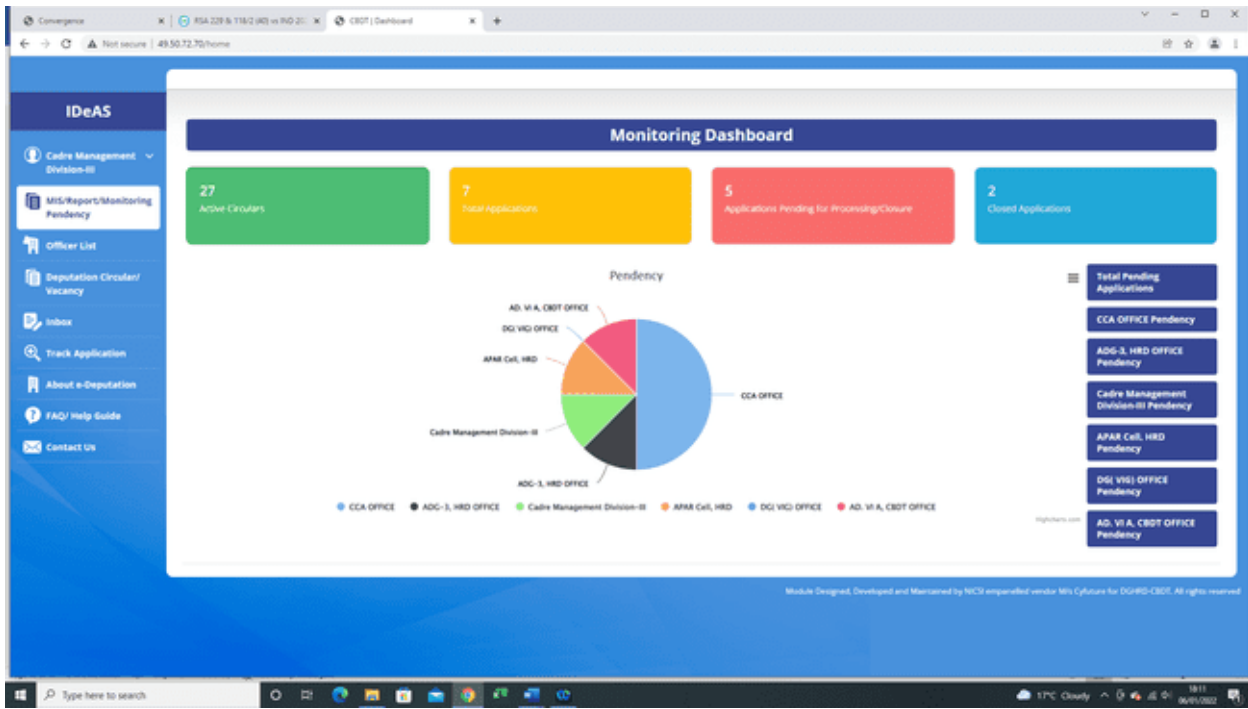
Details of application can also be viewed by clicking on the particular application number.



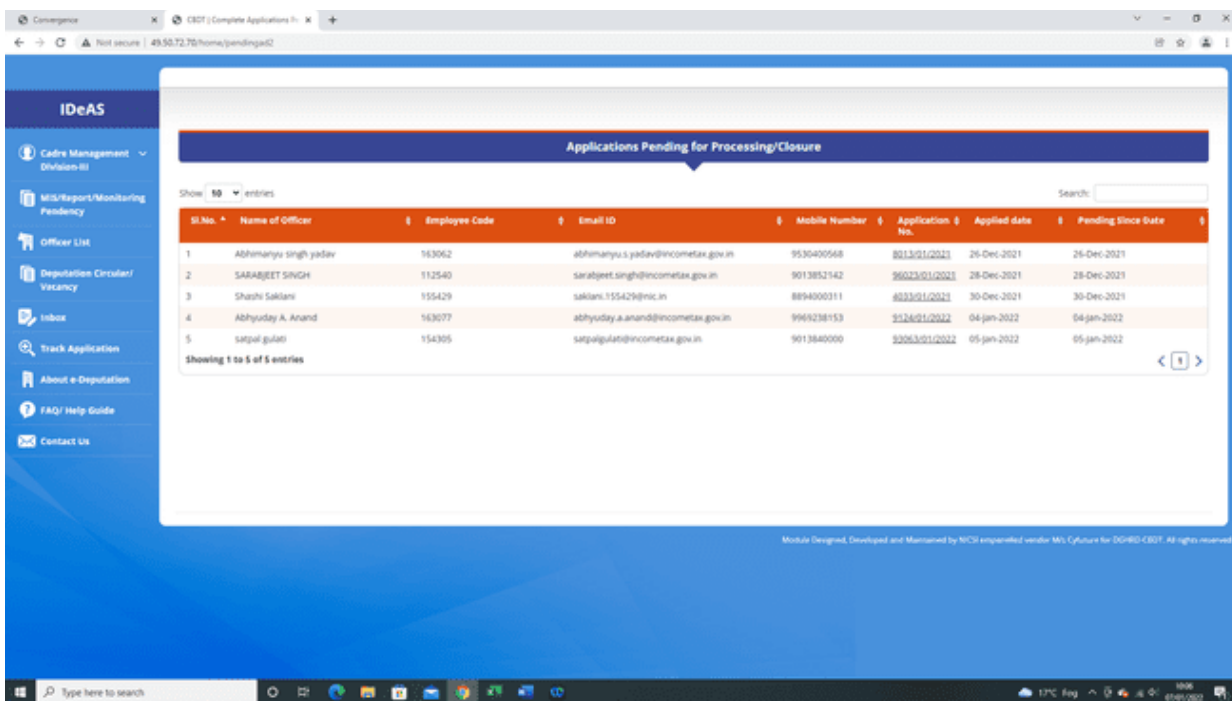
Clicking on the application number will display detailed and complete information.

Officer Name: Arun kumar singh	Application Number: 987651.01.2021	Circular No: mm		
Designation: adas	Employee Code: 383124	Civil Code: 987651		
Nature of vacancy: State Government-Advertised	Deputation Post being applied: ada			
Deputation Application				
Basic Information/Service Particulars				
Name	Arun kumar singh			
Service				
Employee Code	383124			
Date Of Birth	3-18-1960			
Exam year				
Allotment Year/ Batch				
Date of entering into IRS (DD-MM-YYYY)	01-01-1970			
Email ID	arun.singh@gov.in			
Date of Superannuation (DD-MM-YYYY)	31-01-2030			
Gender	Male			
Category	General			
Domicile/ Home State				
Phone Number	1234567890			
Address				
Pay Level (as per 7th CPC)	11			
Basic Pay (as on date of issue of deputation circular)				
Present PCCIT(CCA) Region/Directorate	Arun kumar singh			
Present Post Held (Designation/ Grade)	adas			
Deputation Post being applied	ada			
Whether Regular/ Ad-hoc	adad			
Mode of entry into IRS	Direct recruit			
Whether Completed Probation, if applicable, indicate Yes/ No				
Whether the Officer has completed three years in cadre post after repatriation from an ex-cadre post on deputation/ foreign service (Indicate Yes/ No)				
Past deputation details				
Organisation	Pay Scale	Post	From	To
ad	adadad	adad	dadad	da
Special trainings/certifications				
Special Degree	Year	Institution	Grade/Marks	Remarks
ada	2332	sdfs	sdfsdf	sd
Any Other document				
Supervisory authority	Pr C C T I, Gujarat-1234582			

4.3 Applications Pending for Processing/Closure



On clicking the “Applications Pending for Processing/Closure” tab, the following screen will appear:



This page shows the total number of applications which are pending for processing or closure. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

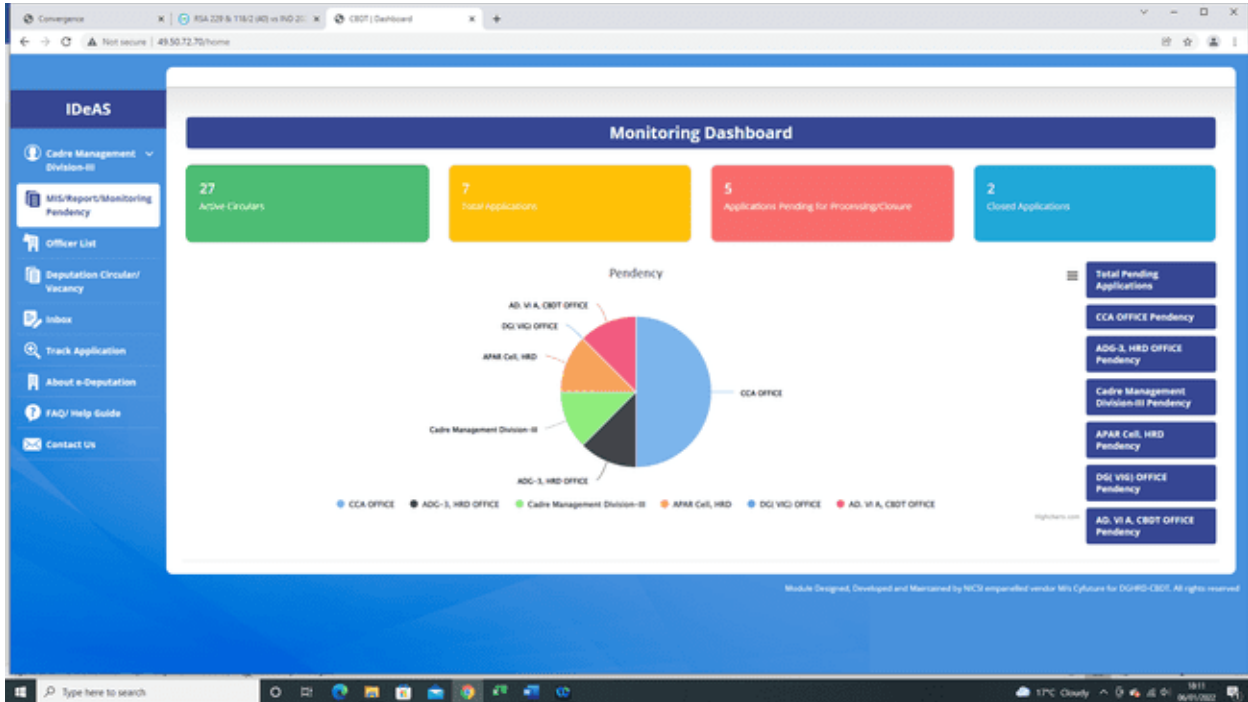
Details of application can also be viewed by clicking on the particular application number.

Application No.
987651/01/2021
987653/01/2021
987653/02/2021
987653/03/2021
987653/04/2021
987653/06/2021
987651/02/2021
987651/03/2021
987651/05/2021
987651/06/2021

Clicking on the application number will display detailed and complete information.

Officer Name: Arun kumar singh		Application Number: 987651.01.2021		Circular No: mm	
Designation: adas		Employee Code: 383124		Civil Code: 987651	
Nature of vacancy: State Government-Advertised		Deputation Post being applied: ada			
Deputation Application					
Basic Information/Service Particulars					
Name		Arun kumar singh			
Service					
Employee Code		383124			
Date Of Birth		3/18/1960			
Exam year					
Allotment Year/ Batch					
Date of entering into IRS (DD-MM-YYYY)		01-01-1970			
Email ID		arun.singh@gov.in			
Date of Superannuation (DD-MM-YYYY)		31-01-2030			
Gender		Male			
Category		General			
Domicile/ Home State					
Phone Number		1234567890			
Address					
Pay Level (as per 7th CPC)		11			
Basic Pay (as on date of issue of deputation circular)					
Present PCCIT(CCA) Region/Directorate		Arun kumar singh			
Present Post Held (Designation/ Grade)		adas			
Deputation Post being applied		ada			
Whether Regular/ Ad-hoc		adadas			
Mode of entry into IRS		Direct recruit			
Whether Completed Probation, if applicable, indicate Yes/ No					
Whether the Officer has completed three years in cadre post after repatriation from an ex-cadre post on deputation/ foreign service (Indicate Yes/ No)					
Past deputation details					
Organisation	Pay Scale	Post	From	To	
ad	adassad	adadas	dasdas	dsa	
Special trainings/certifications					
Special Degree	Year	Institution	Grade/Marks	Remarks	
ada	2332	sdfs	sdfsdf	sd	
Any Other document					
Supervisory authority		Pr CCIT, Gujarat-1234582			

4.4 CLOSED APPLICATIONS



On clicking the “**Closed Applications**” tab, the following screen will appear:

The screenshot shows the 'Closed Applications' screen in the IDeAS system. It displays a table with 2 entries. The table has columns for Sl.No., Name of Officer, Employee Code, Email ID, Mobile Number, Application No., Applied date, and Pending Since Date. The data is as follows:

Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Application No.	Applied date	Pending Since Date
1	Mritunjaya Sharma	163313	mritunjaya@incometax.gov.in	9871349980	50670212021	11-Nov-2021	11-Nov-2021
2	Mritunjaya Sharma	163313	mritunjaya@incometax.gov.in	9871349980	50670212021	29-Oct-2021	29-Oct-2021

The interface includes a search bar, a 'Show 2 of 2 entries' indicator, and a pagination control showing 'Showing 1 to 2 of 2 entries'. The system footer notes it was designed and maintained by NCI's empowered vendor, M/s Cybernet for DGHRD-CBOT.

This page shows the total number of applications which have been closed, i.e. for which cadre clearance details have been obtained and updated on the module. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

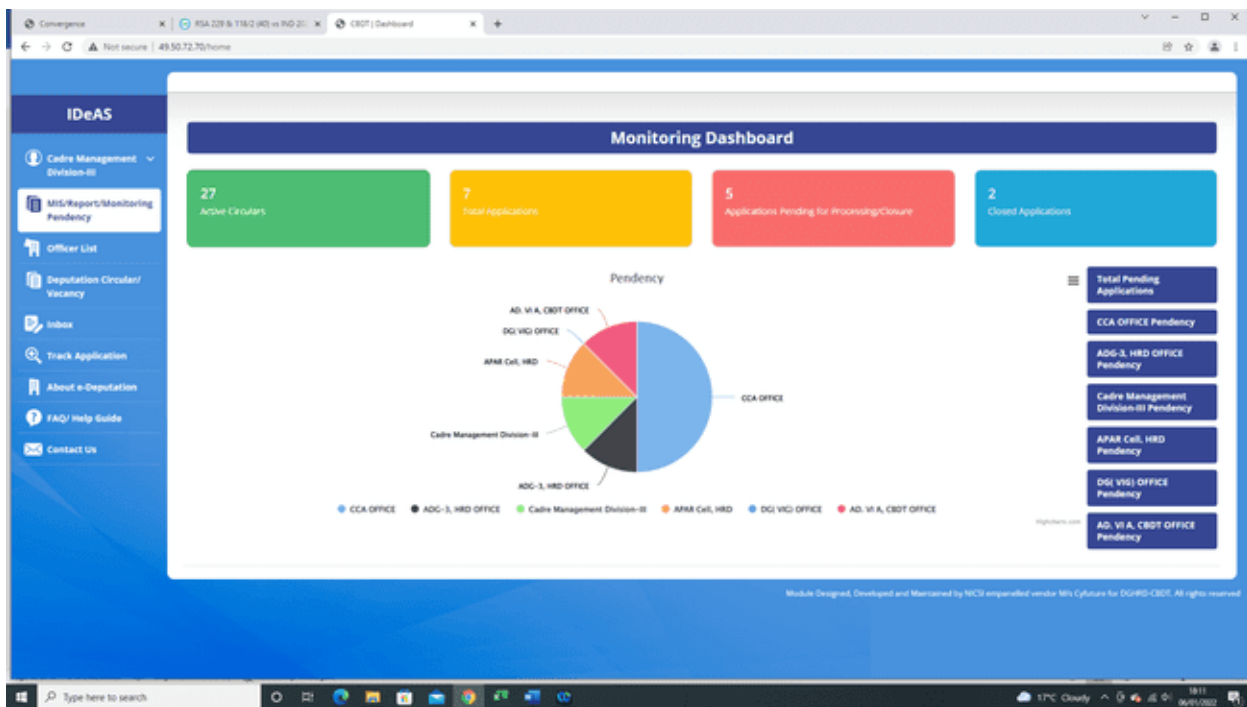
Details of application can also be viewed by clicking on the particular application number.

Application No.
987651/01/2021
987653/01/2021
987653/02/2021
987653/03/2021
987653/04/2021
987653/06/2021
987651/02/2021
987651/03/2021
987651/05/2021
987651/06/2021

4.5 MIS REPORTS:

Real-time Pendency information: Monitoring Dashboard gives a snapshot of all the information related to deputation applications, through various tabs. In addition, **Real-time Pendency information** of deputation applications, at each level are shown in the form of a pie-chart

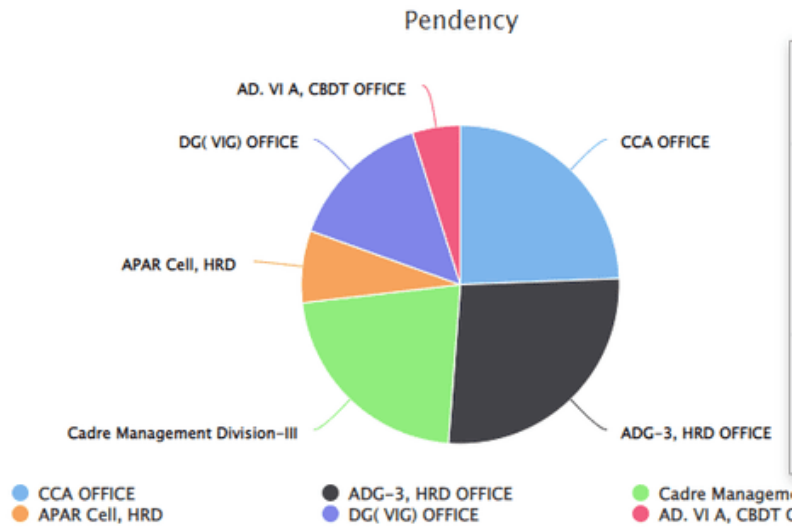
- (i) CCA office
- (ii) ADG-3 office
- (iii) CMD-III Divisions
- (iv) APAR Cell, HRD
- (v) Directorate of Vigilance office
- (vi) AD.VIA, CBDT



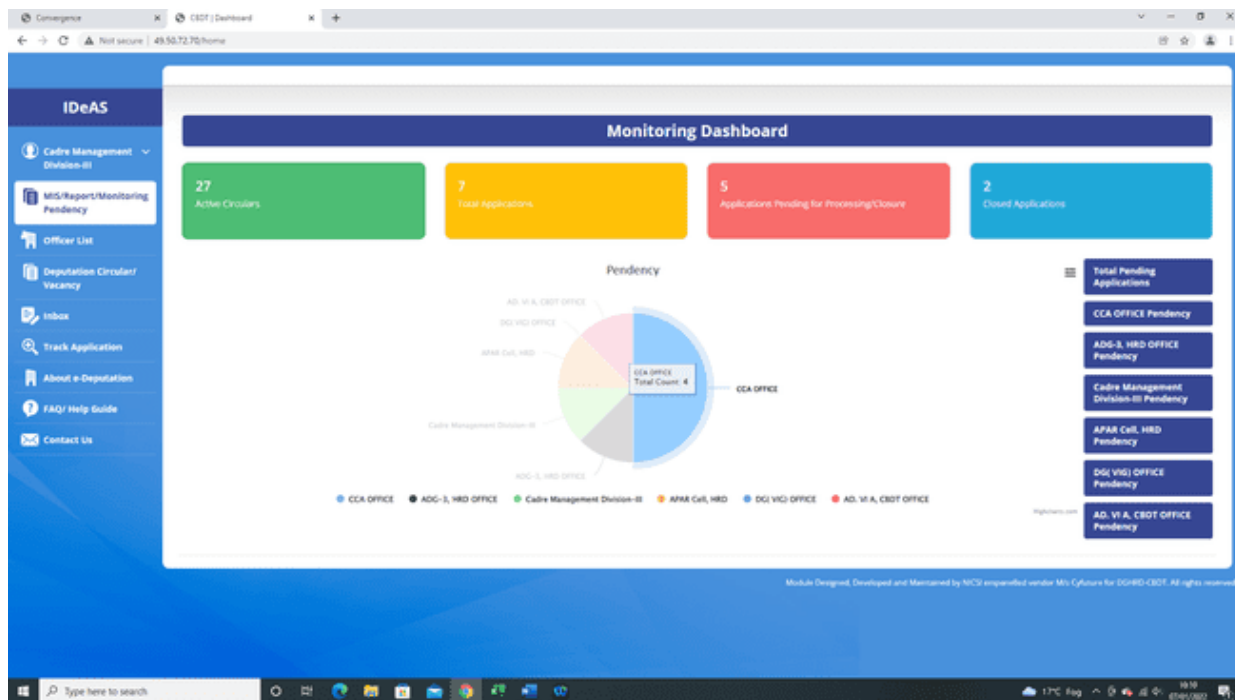
Further information with regard to the number of applications pending can be Accessed/Viewed by clicking on any of the above relevant tabs.

PENDENCY CHART

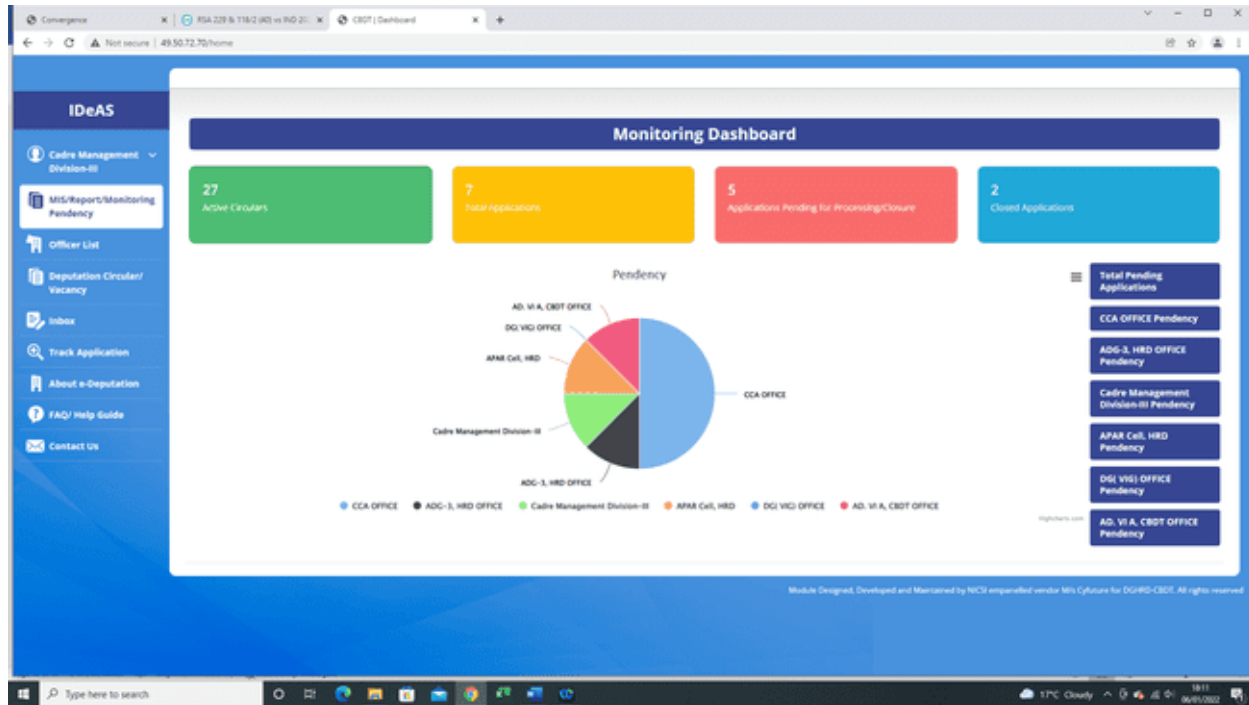
Real-time Pendency information of deputation applications is also shown in the form of a chart.



CMD-III user can also view the pendency count under each Division by rolling over the mouse on the pie-chart.



Generation of pendency data in different forms:

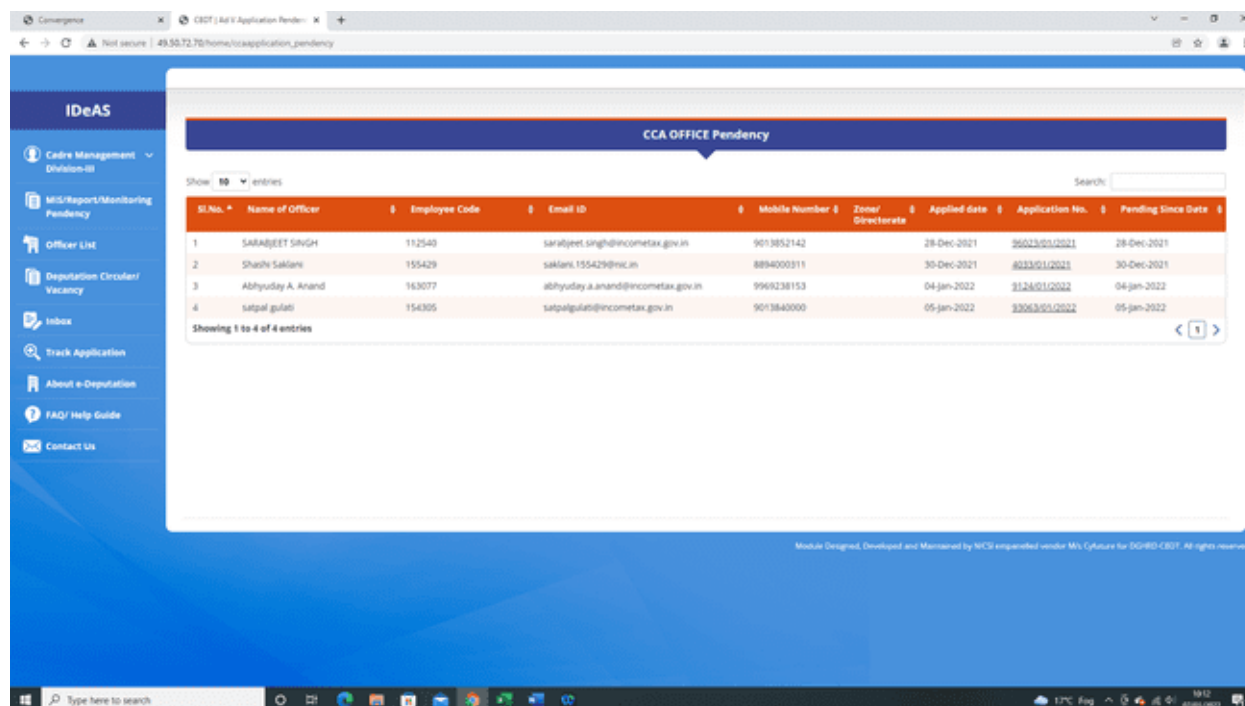


By Clicking on the Options tab, CMD-III user has the option to generate data regarding the pendency information available on the Monitoring Dashboard in various forms, such as:

- (i) View in Full Screen
- (ii) Print Chart
- (iii) Download PNEG Image
- (iv) Download JPEG Image
- (v) Download PDF Document
- (vi) Download XLS
- (vii) View Data Table

(i) CCA Office Pendency

On clicking the “**CCA Office Pendency**” tab [Blue Colour], the following screen will appear:



The screenshot displays the IDeAS web application interface. The main content area is titled "CCA OFFICE Pendency" and shows a table of pending applications. The table has the following columns: Sl.No., Name of Officer, Employee Code, Email ID, Mobile Number, Zonal Directorate, Applied date, Application No., and Pending Since Date. There are four entries listed in the table. A search bar is located at the top right of the table area. The interface also includes a sidebar with navigation options like "Cadre Management", "MIS/Report/Monitoring Pendency", "Officer List", "Deputation Circular/Vacancy", "Inbox", "Track Application", "About e-Deputation", "FAQ/ Help Guide", and "Contact Us".

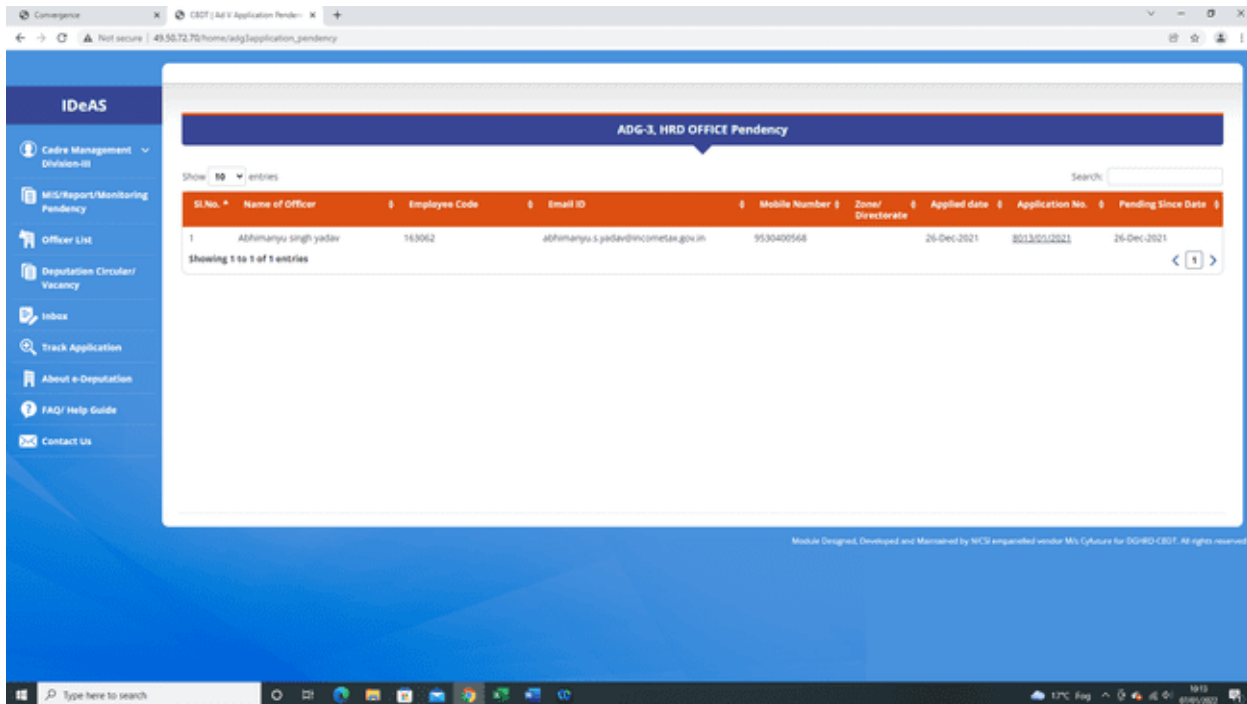
Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Zonal Directorate	Applied date	Application No.	Pending Since Date
1	SARAJEET SINGH	112540	sarajeet.singh@incometax.gov.in	9013852142		28-Dec-2021	36023/01/2021	28-Dec-2021
2	Shashi Saklani	155429	saklani.155429@nic.in	8894000311		30-Dec-2021	40330/01/2021	30-Dec-2021
3	Abhyuday A. Anand	163077	abhyuday.a.anand@incometax.gov.in	9969238153		04-Jan-2022	31240/01/2022	04-Jan-2022
4	satpal gulari	154305	satpalgulari@incometax.gov.in	9013840000		05-Jan-2022	33063/01/2022	05-Jan-2022

This page shows the total number of applications which are pending at the level of CCA office. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(ii) ADG-3 HRD Office Pendency

On clicking the “**ADG-3 HRD Office Pendency**” tab [Blue Colour], the following screen will appear:



The screenshot shows the IDeAS web application interface. The main content area is titled "ADG-3, HRD OFFICE Pendency". It features a search bar and a table with the following data:

S.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Zonal Directorate	Applied date	Application No.	Pending Since Date
1	Adhimanjya Singh Yadav	153062	adhimanjya.s.yadav@nicometan.gov.in	9530409568		26-Dec-2021	8013/01/2021	26-Dec-2021

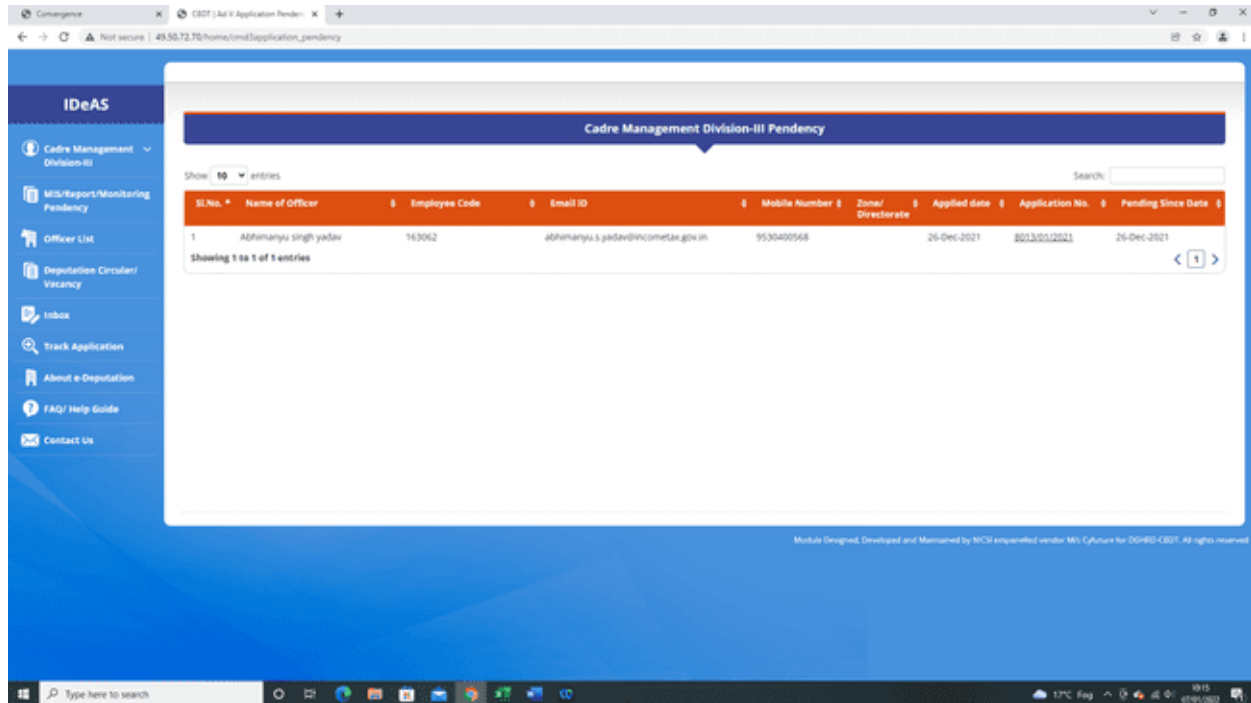
Below the table, it says "Showing 1 to 1 of 1 entries". The footer of the page reads: "Module Designed, Developed and Maintained by NICSI empowered vendor M/s Culture for DGRD-CSDT. All rights reserved".

This page shows the total number of applications which are pending at the level of ADG-3 office. One can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(iii) Cadre Management Division-III Pendency

On clicking the “**Cadre Management Division-III Pendency**” tab [Blue Colour], the following screen will appear:

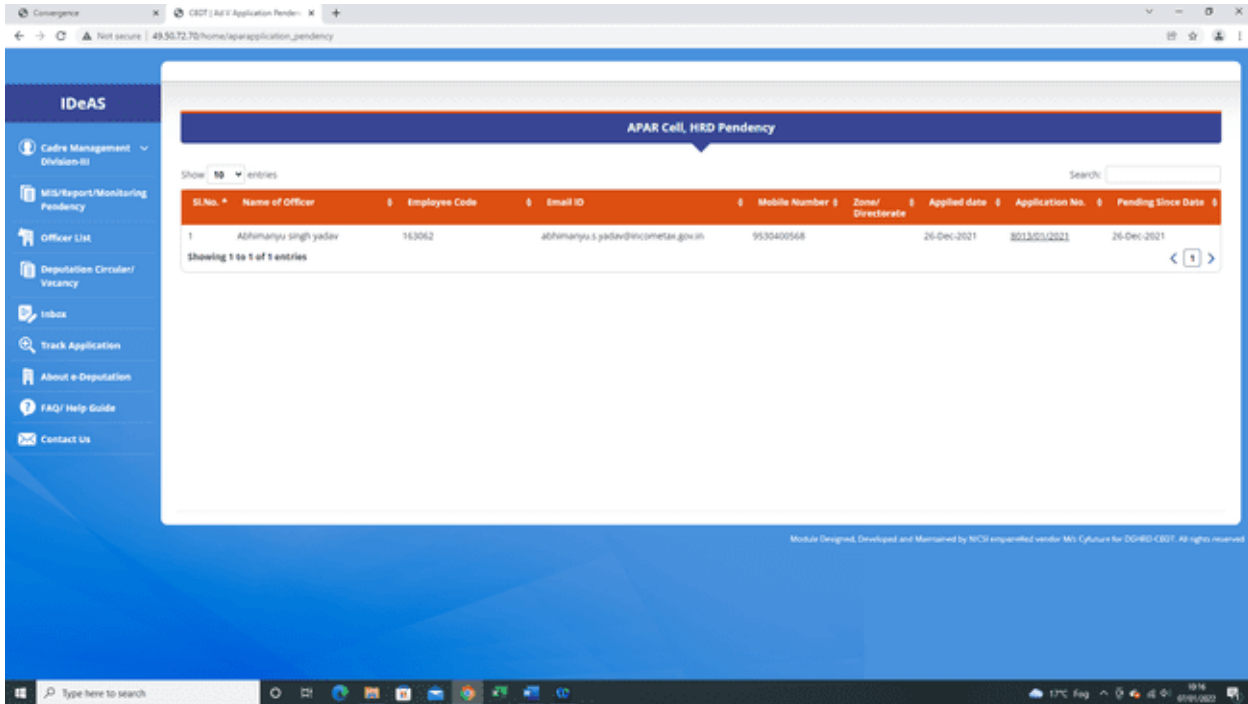


This page shows the total number of applications which are pending at the level of CCA office. One can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(iv) APAR Cell, HRD Pendency

On clicking the “**APAR Cell, HRD Pendency**” tab [Blue Colour], the following screen will appear:

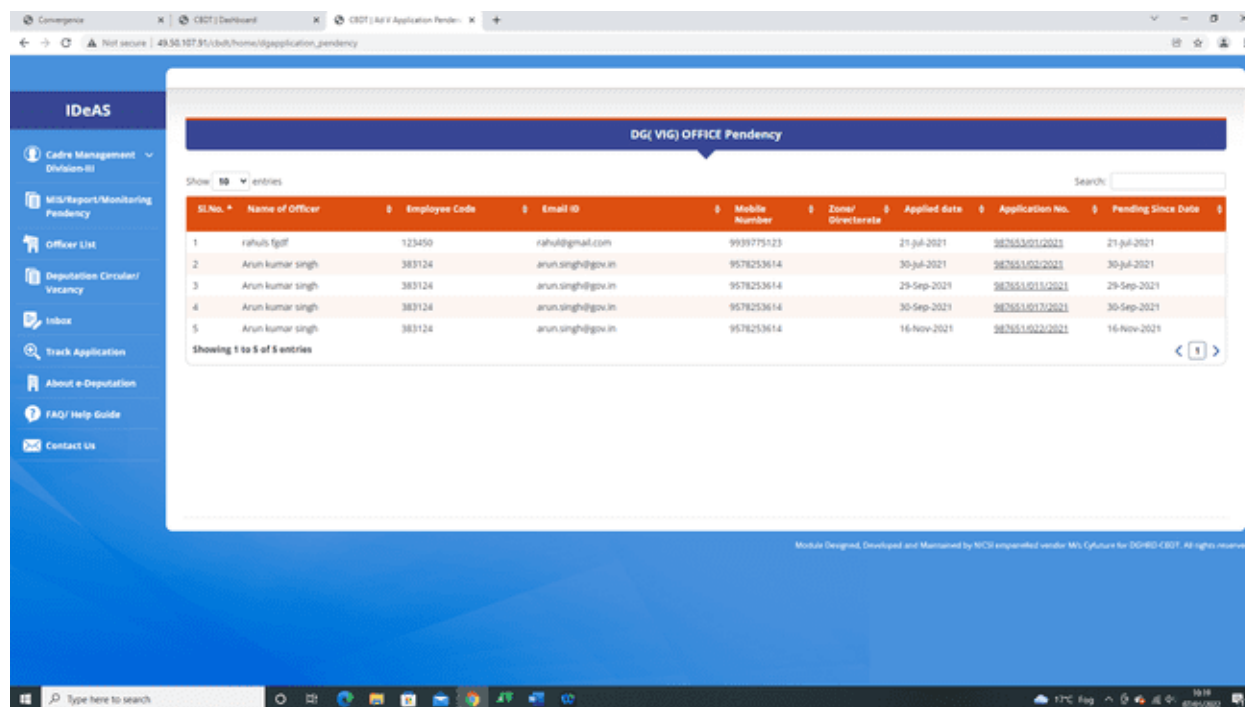


This page shows the total number of applications for which APAR and Integrity Certificate are yet to be received from the APAR Cell, HRD office. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(v) DG (VIG) Office Pendency

On clicking the “**DG (VIG) Office Pendency**” tab [Blue Colour], the following screen will appear:



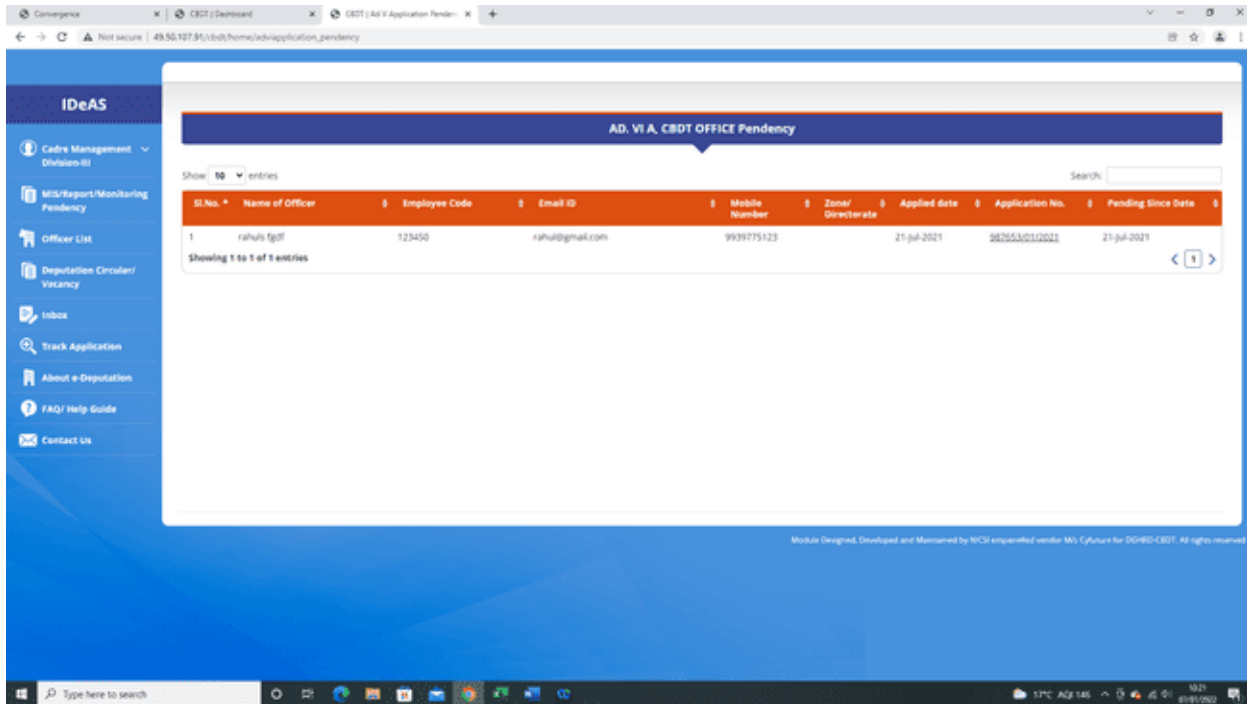
Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Zonal Directorate	Applied date	Application No.	Pending Since Date
1	rahuls fggf	123450	rahul@gmail.com	9999775123		21-Jul-2021	98765432102021	21-Jul-2021
2	Arun kumar singh	383124	arun.singh@gov.in	9578253614		30-Jul-2021	98765432102021	30-Jul-2021
3	Arun kumar singh	383124	arun.singh@gov.in	9578253614		29-Sep-2021	98765432102021	29-Sep-2021
4	Arun kumar singh	383124	arun.singh@gov.in	9578253614		30-Sep-2021	98765432102021	30-Sep-2021
5	Arun kumar singh	383124	arun.singh@gov.in	9578253614		16-Nov-2021	98765432102021	16-Nov-2021

This page shows the total number of applications for which Vigilance Clearance/Status is yet to be received from the Directorate of Vigilance office. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

(vi) AD.VI A CBDT Office Pendency

On clicking the “**AD.VI A CBDT Office Pendency**” tab [Blue Colour], the following screen will appear:



Sl.No.	Name of Officer	Employee Code	Email ID	Mobile Number	Zonal Directorate	Applied date	Application No.	Pending Since Date
1	rahul tggil	12340	rahul@gmail.com	999775123		21-jul-2021	987653010001	21-jul-2021

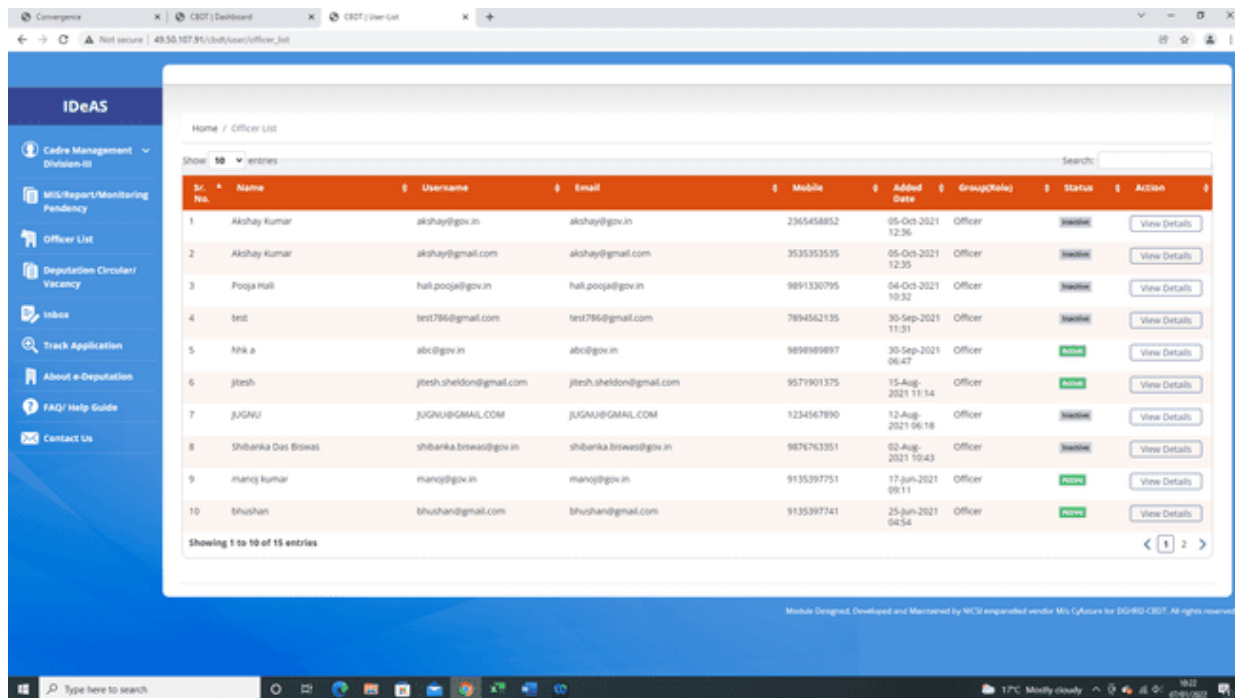
This page shows the total number of applications for which Administrative Clearance/Status is yet to be received from the Ad.VIA, CBDT office. You can also click on the “**Search**” button to search on the following parameters:

- Name of officer
- Employee Code
- E-mail ID
- Mobile Number
- Application Number
- Applied Date
- Pending since date

5. OFFICERS LIST

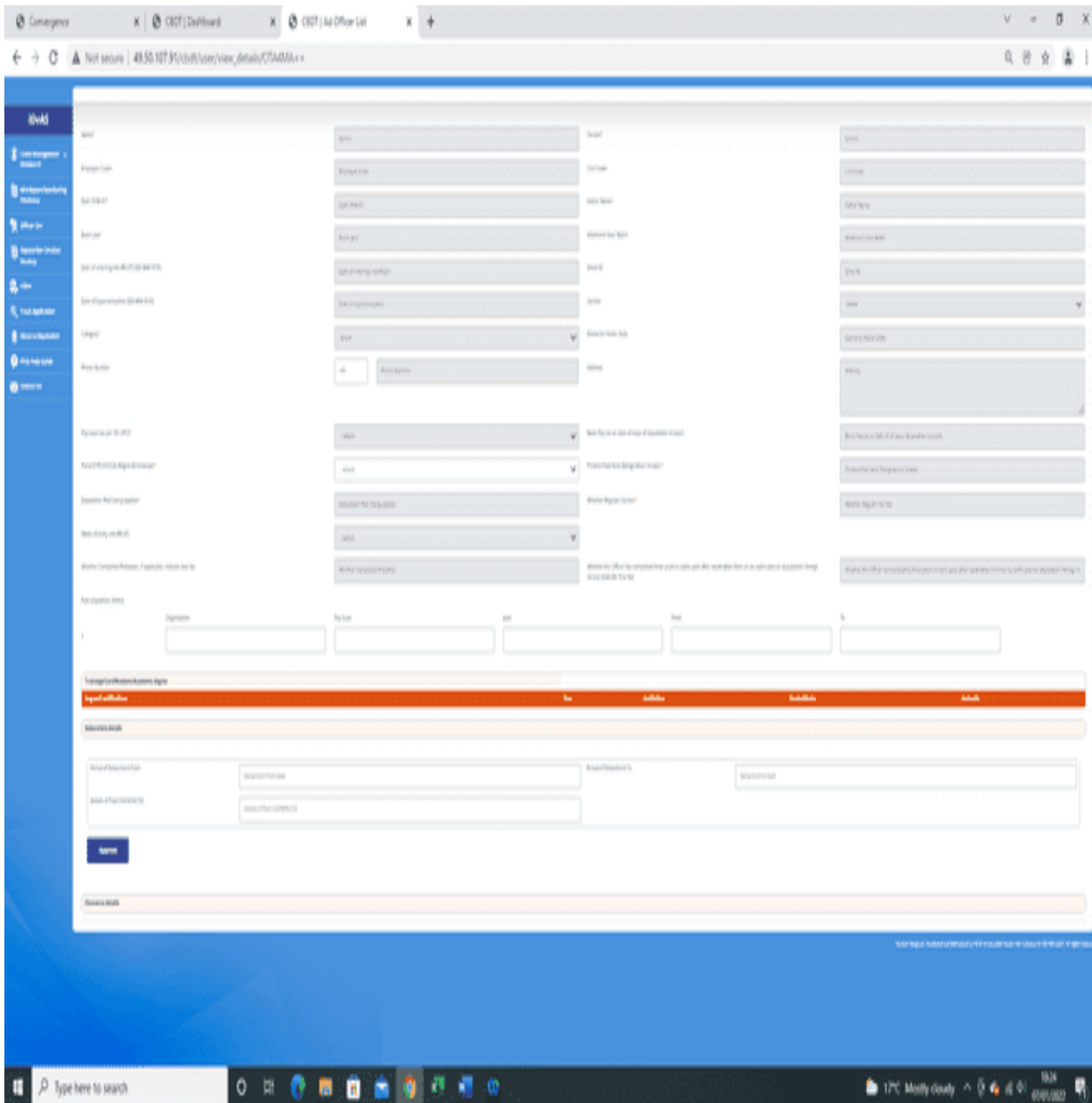
By Clicking on the “Officers List” tab, it will show the details of all officers who have registered on the Online Module. It contains information such as :

- (i) Name
- (ii) Username
- (iii) Email
- (iv) Mobile
- (v) Added Date
- (vi) Group(Role)



View Details

Necessary profile of the officers (users) can be viewed by clicking on the **“View Details”** tab under **“Action”** button.



It also contains details regarding past deputation details and period of debarment of the officer, if any.

6. INBOX

Inbox contains two tabs:-

- **Applications Pending at CMD-III Division**
- **All Clearances Received/Closed Applications**

6.1 Under the Tab “**All Applications Pending**”, all applications that have been received by the CMD-III Division and are pending are shown. User can Search or “**View/ Download/ Take Further Action**” under this tab.

“**All Applications Pending**” tab will display: -

- **Sr. No.**
- **Application No.**
- **Officer’s Name**
- **Circular Applied**
- **Circular End Date**

Sl.No.	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	98765432102021	rahuls lgdf	State Government-Advertised	29-Jul-2021	23-Jul-2021	View/ Download/ Take Further Action
2	98765432102021	rahuls lgdf	State Government-Advertised	29-Jul-2021	24-Jul-2021	View/ Download/ Take Further Action
3	98765432102021	rahuls lgdf	State Government-Prior Approval	29-Jul-2021	27-Jul-2021	View/ Download/ Take Further Action
4	98765432102021	Arun kumar singh	Non-CSS	10-Aug-2021	30-Jul-2021	View/ Download/ Take Further Action
5	98765432102021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/ Download/ Take Further Action
6	98765432102021	rahuls lgdf	Non-CSS	30-Sep-2021	29-Sep-2021	View/ Download/ Take Further Action
7	98765432102021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/ Download/ Take Further Action
8	98765432102021	rahuls lgdf	Non-CSS	30-Sep-2021	29-Sep-2021	View/ Download/ Take Further Action
9	98765432102021	rahuls lgdf	Non-CSS	07-Oct-2021	29-Sep-2021	View/ Download/ Take Further Action
10	98765432102021	Arun kumar singh	Non-CSS	13-Oct-2021	30-Sep-2021	View/ Download/ Take Further Action

SEARCH FUNCTIONALITY

In Search box, User can search application with application no., officer's name, circular applied, circular end-date, and pending from date as shown below:

APPLICATION NO.

Show **10** entries Search: 11009/01/2021

Sl.No. ^	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	11009/01/2021	pooja hali	CSS	20-Oct-2021	14-Oct-2021	View/ Download/ Take Further Action

Showing 1 to 1 of 1 entries (filtered from 3 total entries) < 1 >

OFFICER'S NAME

Show **10** entries Search: pooja hali

Sl.No. ^	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	11009/01/2021	pooja hali	CSS	20-Oct-2021	14-Oct-2021	View/ Download/ Take Further Action

Showing 1 to 1 of 1 entries (filtered from 3 total entries) < 1 >

CIRCULAR END DATE

Show **10** entries Search: 20-Oct-2021

Sl.No. ^	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	11009/01/2021	pooja hali	CSS	20-Oct-2021	14-Oct-2021	View/ Download/ Take Further Action

Showing 1 to 1 of 1 entries (filtered from 3 total entries) < 1 >

PENDING FROM DATE

Show **10** entries Search: 14-Oct-2021

Sl.No.	Application No.	Officer's Name	Circular Applied	Circular End Date	Pending From Date	Action
1	11009/01/2021	pooja hall	CSS	20-Oct-2021	14-Oct-2021	View/ Download/ Take Further Action

Showing 1 to 1 of 1 entries (filtered from 3 total entries) < 1 >

View/ Download / Take Further Action Functionality

Click on **“View/ Download/ Take Further Action”**

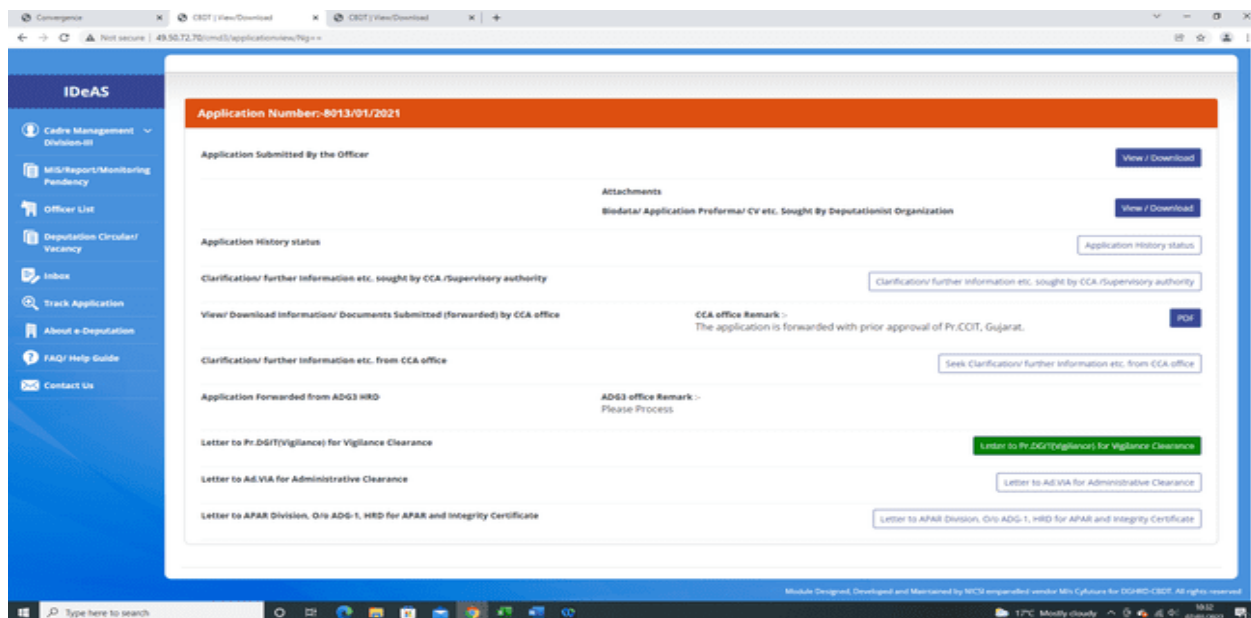
1	987651/015/2021	Arun kumar singh	State Government-Prior Approval	30-Sep-2021	29-Sep-2021	View/Download/Take Further Action
---	---------------------------------	------------------	---------------------------------	-------------	-------------	---

It will navigate the User to another page to take the necessary actions. The User can do the following:

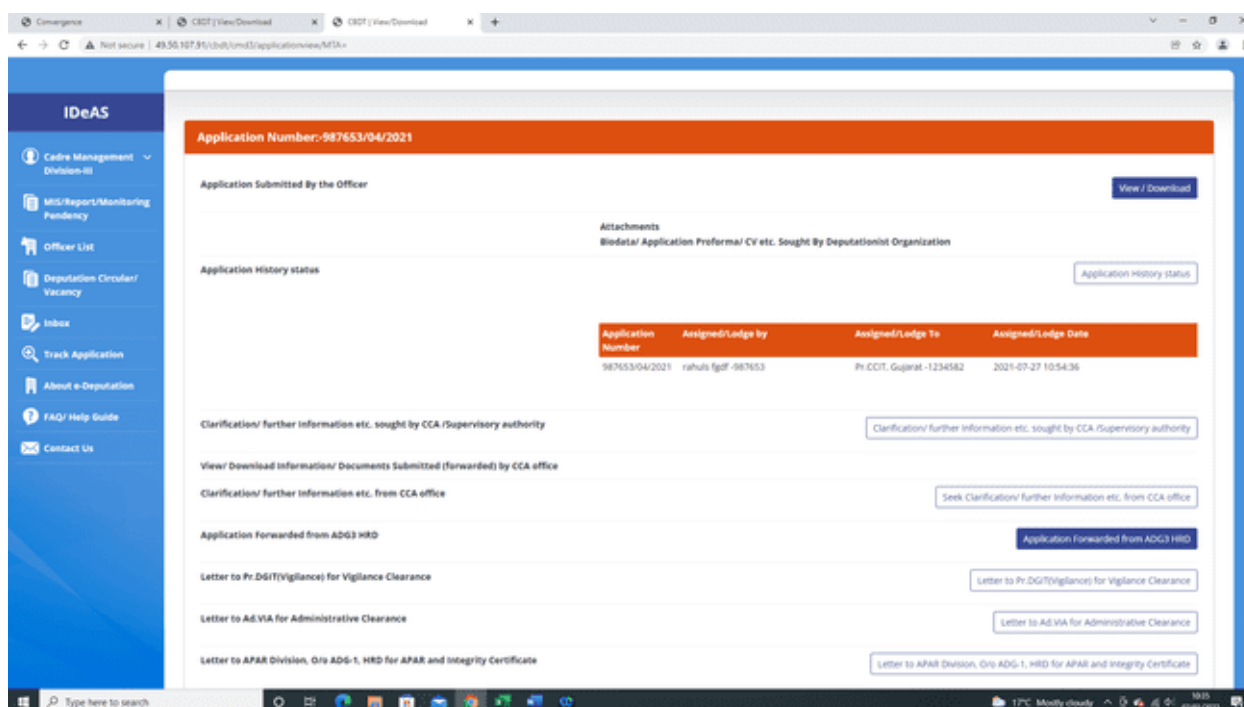
- **View/ Download**–View/ download the submitted application details.

Officer Name: Arun Kumar Singh	Application Number: 987651/015/2021	Circular No: 11009/01	
Designation:	Employee Code: 10124	Circular Code: 987651	
Nature of vacancy: State Government Prior Approval	Deputation Post being applied: not		
Deputation Application			
Basic Information/Service Particulars			
Name	Arun Kumar Singh		
Service	IBS		
Employee Code	10124		
Date of Birth	09-01-1988		
Home year	1998		
Admission Year: Batch	20-01-1998		
E-mail ID	arun.singh@gov.in		
Date of deputation (DD-MM-YYYY)			
Gender	Male		
Category	General		
Domestic Home State	HARYANA		
Phone Number	911234567		
Address	PGSARPHINDENBICUBUSPFCPCPCPC		
Pay Level (as per 7th CPC)	10		
Basic Pay (as on date of issue of deputation circular)	123400		
Present PFC/FC(A) Home State	Arun Kumar Singh		
Present Post Held (Designation Grade)	not		
Deputation Post being applied	not		
Whether Regular Ad Post	REGULAR		
Mode of entry into IBS	Direct recruit		
Whether Contingent Provision, if applicable, indicate Yes/No	YES		
Whether the Contingent Provision/Contingent Status on entry post after regularization from an ex-cadre post via deputation/ foreign service (Indicate Yes/No)	YES		
Post deputation details			
Organization	Pay Scale	From	To
not	14	20-07-2021	01-07-2021
not	14	20-07-2021	01-07-2021
Special training/certifications			
Special Degree	Year	Institution	Grade/Marks
INDIAN B	2010	INDIAN	80
Any Other documents			
Supporting documents	Year: 2022		

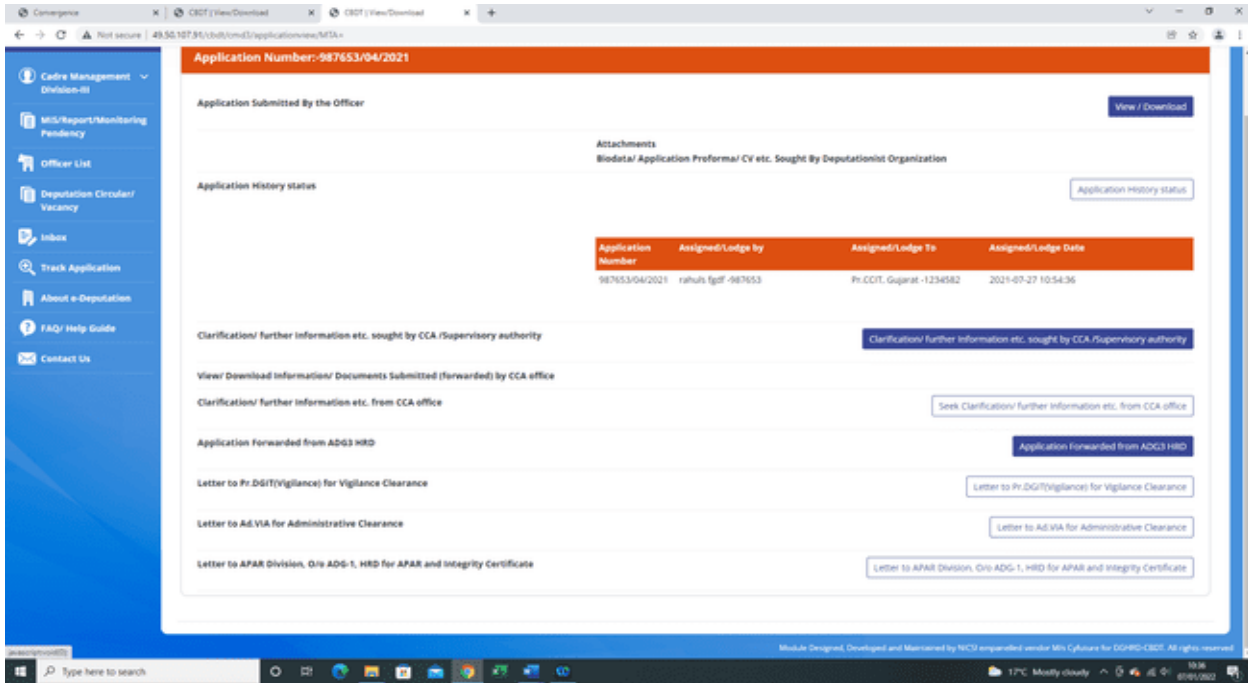
- CMD-III can also view/download the attachments/documents submitted by the user with the deputation application by clicking on the **“View/Download”** tab.



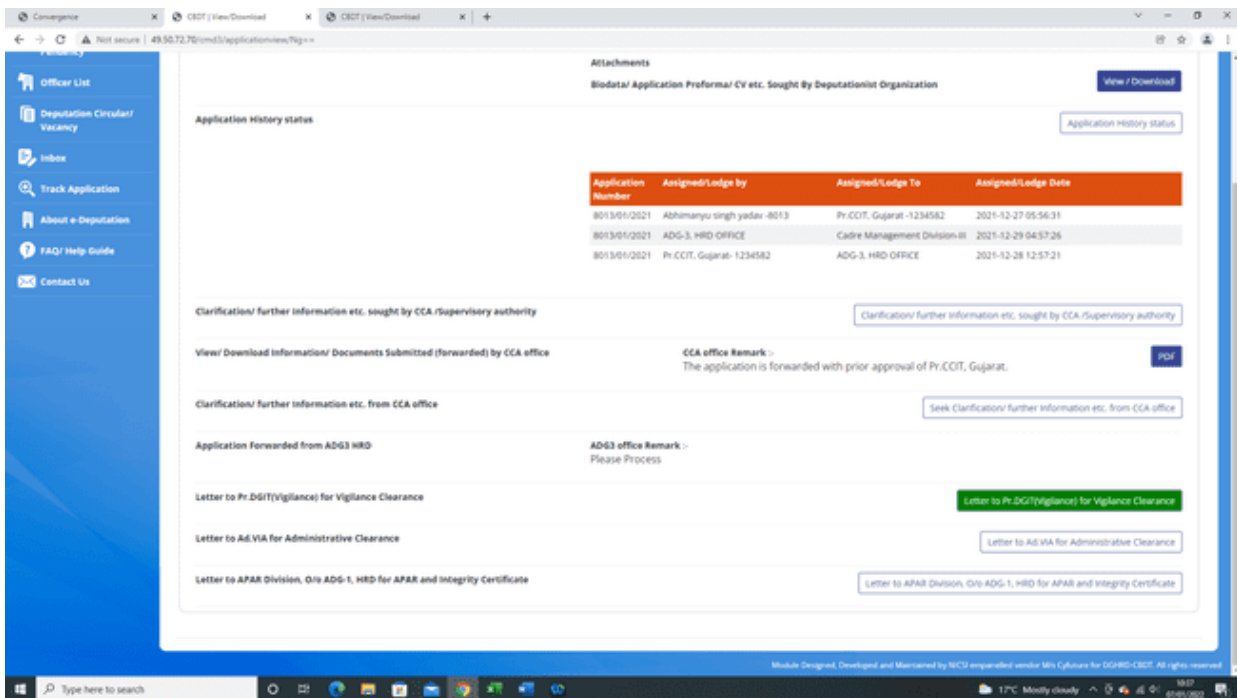
➤ **Application History Status** – View the application history status



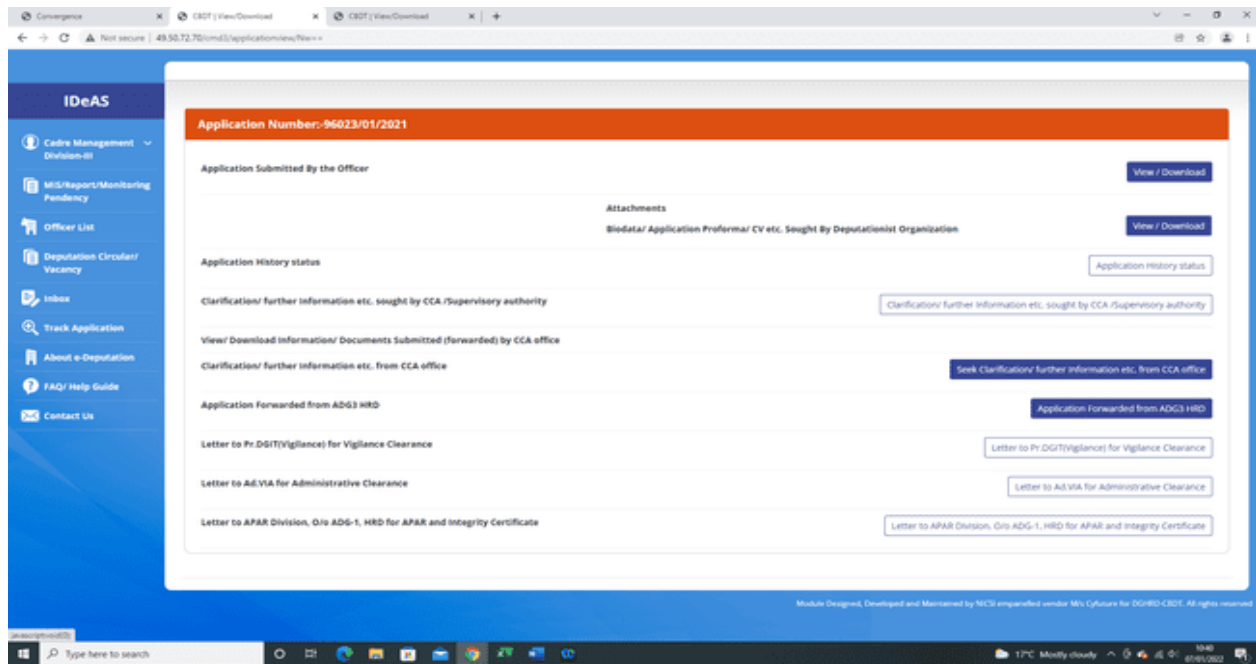
➤ **Clarification/Further Information etc. sought by CCA/Supervisory Authority:** User can view Clarification/Further Information etc. sought by CCA/Supervisory Authority from the officer by clicking on this tab.



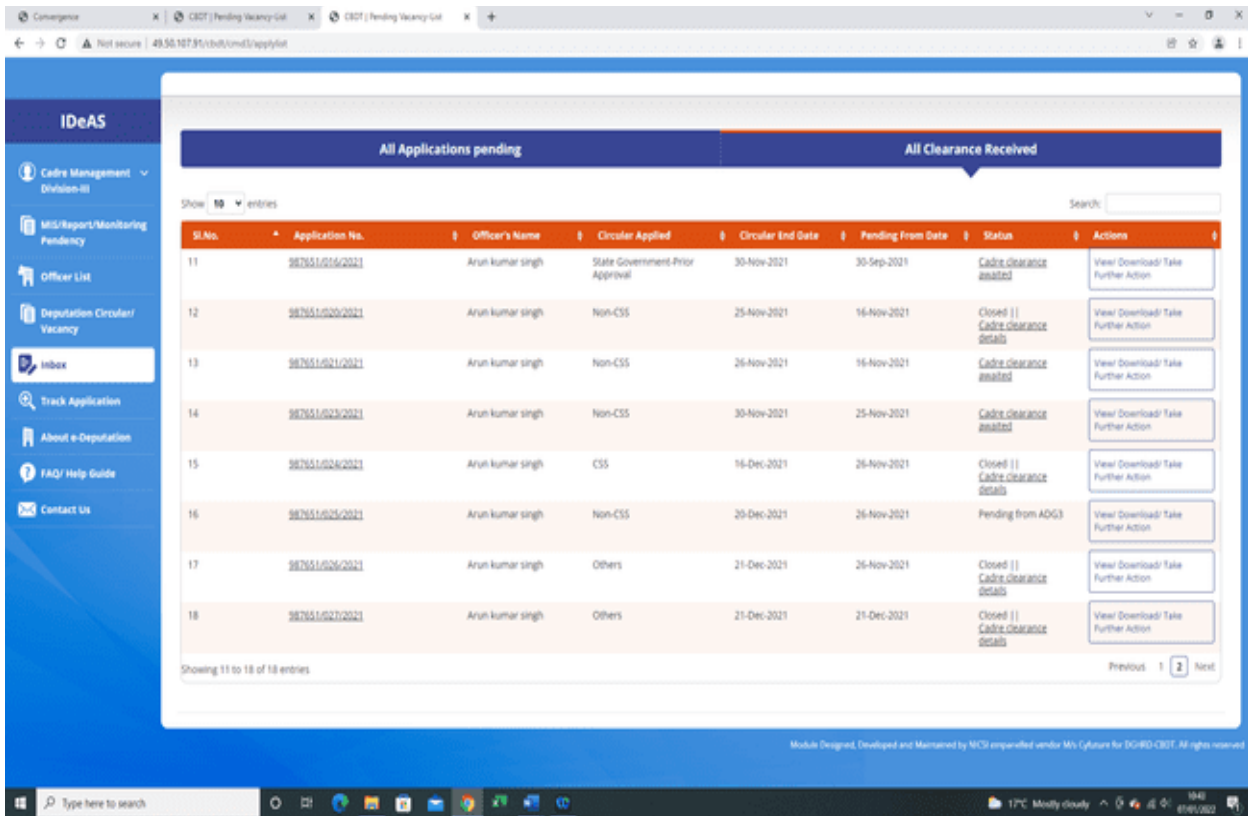
➤ User can also “**View/ Download Information/ Documents Submitted (forwarded) by CCA office**” under the Remark column of this tab.



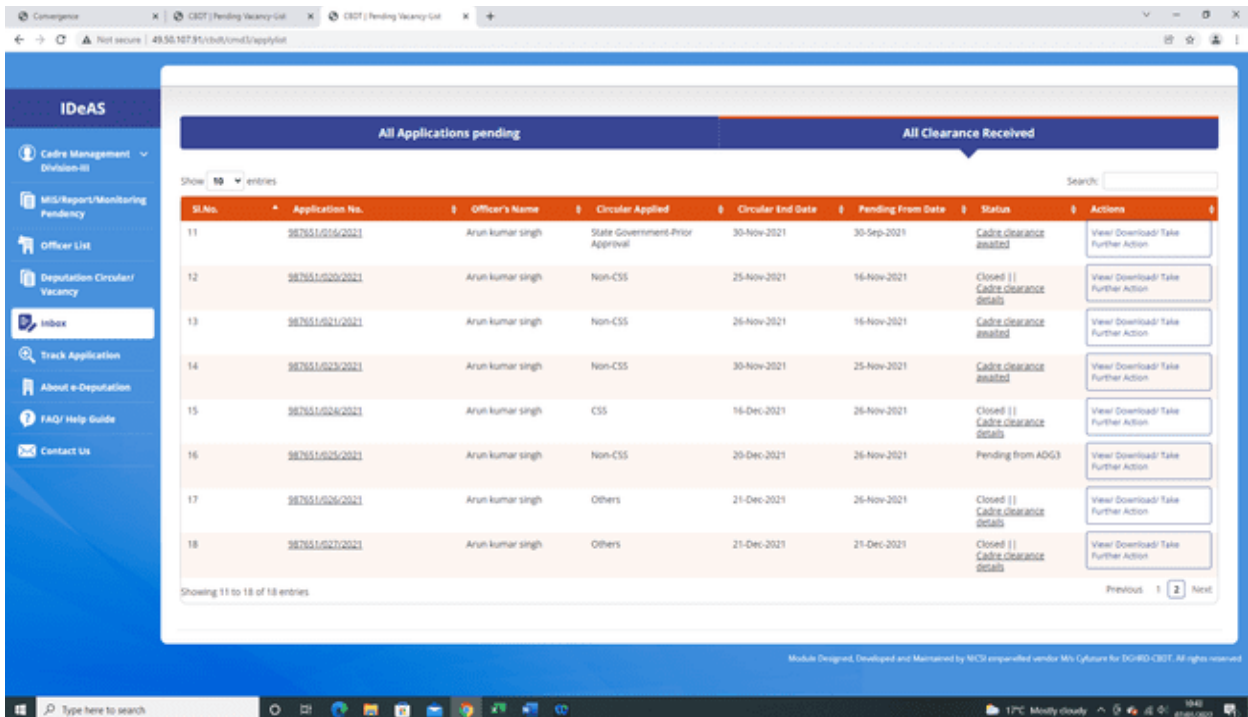
- **Clarification/Further Information etc. sought from CCA office** – CMD-III user can also view any clarification/further information sought by ADG-3 user from the CCA office in respect of the deputation application submitted by the officer or forwarded by the CCA office by clicking on this tab.



- Under the **“All Clearances Received”** tab, it will display all the applications for which :
 - All the clearances, i.e. Vigilance/Administrative/APAR & Integrity Certificate have been received but cadre clearance details are awaited.
 - All the clearances, i.e. Vigilance/Administrative/APAR & Integrity Certificate have been received alongwith cadre clearance details and therefore the applications are shown as **‘Closed’**.



The details regarding cadre clearance are entered by the CMD-III Division by clicking on the “Cadre Clearance awaited” link under the Status Tab.



7. CLOSING APPLICATION

On clicking on the “Cadre Clearance awaited” link under the Status Tab, the following screen appears:

The screenshot shows a web browser window displaying the IDeAS application form. The form is titled "Application Number: 987651/016/2021 (Submit Cadre Clearance Details)". It contains several sections for data entry:

- Vigilance Clearance:** Received
- Administrative Clearance:** Received
- APA/Integrity Certificate:** Received
- Cadre Clearance Status:** A dropdown menu with "--Select--" as the current selection.
- Cadre Clearance Date:** A text input field.
- Date of Forwarding to Borrowing Organisation:** A text input field.
- Date of Forwarding to Borrowing Organisation:** A text input field.
- Address/Email Details of Borrowing Organisation:** A text input field.
- Address/Email Details of Borrowing Organisation:** A text input field.
- Upload Button to upload letter of sending to borrowing organisation:** A "Choose File" button with "no file chosen" text.

A "Submit" button is located at the bottom right of the form. The left sidebar of the application shows various navigation options like "Cadre Management", "MIS/Reports/Monitoring/Presidency", "Officer List", etc.

The following details are required to be entered :

- (i) Cadre Clearance Status – Select the cadre clearance status, i.e. “Granted or Denied” from the drop down menu

This screenshot is identical to the previous one, but the dropdown menu for "Cadre Clearance Status" is now open, showing three options: "--Select--", "Cadre Clearance granted", and "Cadre Clearance Denied". The "Cadre Clearance granted" option is highlighted in blue, indicating it has been selected.

- (ii) Cadre Clearance Date : Enter the date on which cadre clearance has been received.
- (iii) Date of Forwarding to Borrowing Organization : Enter the date on which deputation application has been forwarded to the Borrowing Organization.
- (iv) Address/Email details of Borrowing Organization
- (v) Upload relevant letter/document sent to the Borrowing Organization
- (vi) **Submit**

The screenshot displays the IDeAS web application interface. The left sidebar contains navigation options: Cadre Management (Division III), MIS/Report/Monitoring/Presidency, Officer List, Deputation Circular/Vacancy, Inbox, Track Application, About e-Deputation, FAQ/Help Guide, and Contact Us. The main content area shows a form titled 'Application Number: 987651/016/2021 (Submit Cadre Clearance Details)'. The form is divided into three columns: 'Vigilance Clearance Received', 'Administrative Clearance Received', and 'APAR/Integrity Certificate Received'. Below these columns are the following fields:

- 'Cadre Clearance Status' with a dropdown menu showing '--Select--'
- 'Cadre Clearance Date' with a text input field
- 'Date of Forwarding to Borrowing Organization' with a text input field
- 'Address/Email Details of Borrowing Organization' with a text input field
- 'Upload button to upload letter of sending to borrowing organisation' with a 'Choose File' button and the text 'No file chosen'

A 'Submit' button is located at the bottom right of the form. At the bottom of the page, a small footer reads: 'Module Designed, Developed and Maintained by NCI empowered vendor: MS Cyfuture for DGHQ-CBCT. All rights reserved.'

8. TRACK APPLICATION

With this tab, User can search an application with any of the following details:

- **Name**
- **Email ID**
- **Civil Code**
- **Application No.**

Enter any of the above details and then press Search.

The screenshot shows a search form with four input fields: Name (Arun kumar singh), Civil Code (987651), Email ID (arun.singh@gov.in), and Application No. (987651/024/2021). A blue 'Search' button is located below the form. Below the search form, there is a table with the following columns: SL. No., Application Number, Name, Employee Code, Email ID, Nature of vacancy, and Action. The table contains one entry with SL. No. 1, Application Number 987651/024/2021, Name Arun kumar singh, Employee Code 383124, and Email ID arun.singh@gov.in. A 'Track Application' button is visible next to the entry. The table also shows 'Showing 1 to 1 of 1 entries' and a search bar on the right.

On clicking the “Track Application” tab, complete details of “Application Status” at all stages will be displayed.

The screenshot shows the 'Application Status' page for application number 987651/01/2021. The page displays the following information:

- Officer Name: r/hu/sgp
- Application Number: 987651/01/2021
- Employee Code: 123450
- Circular No: [Blank]

The page also shows a timeline of events:

- 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) 06:51:38
- Letter to Pn-DGT(Vigilance) for Vigilance Clearance By CMD III: Submitted 30-August-2021 (Monday) 09:19:55
Vigilance Clearance by Pn-DGT(Vigilance): Pending
- Letter to AEVIA for Administrative Clearance By CMD III: Submitted 28-December-2021 (Tuesday) 05:24:59
Administrative Clearance by AEVIA: Pending
- Letter to APAR Division, Cir-3 ADG-1, HRD for APAR and Integrity Certificate By CMD III: Submitted 13-August-2021 (Friday) 07:23:25
APAR and Integrity Certificate by APAR Division: Submitted 13-August-2021 (Friday) 07:23:57



CONTACT US

H. CONTACT US

For any support or query, User may contact us at:

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