IRS DEPUTATION E- APPLICATION SYSTEM –IDEAS

http://49.50.72.70

USER MANUAL

DIRECTORATE OF HRD, CBDT

cyfuture

DISCLAIMER

MASTER INDEX

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.
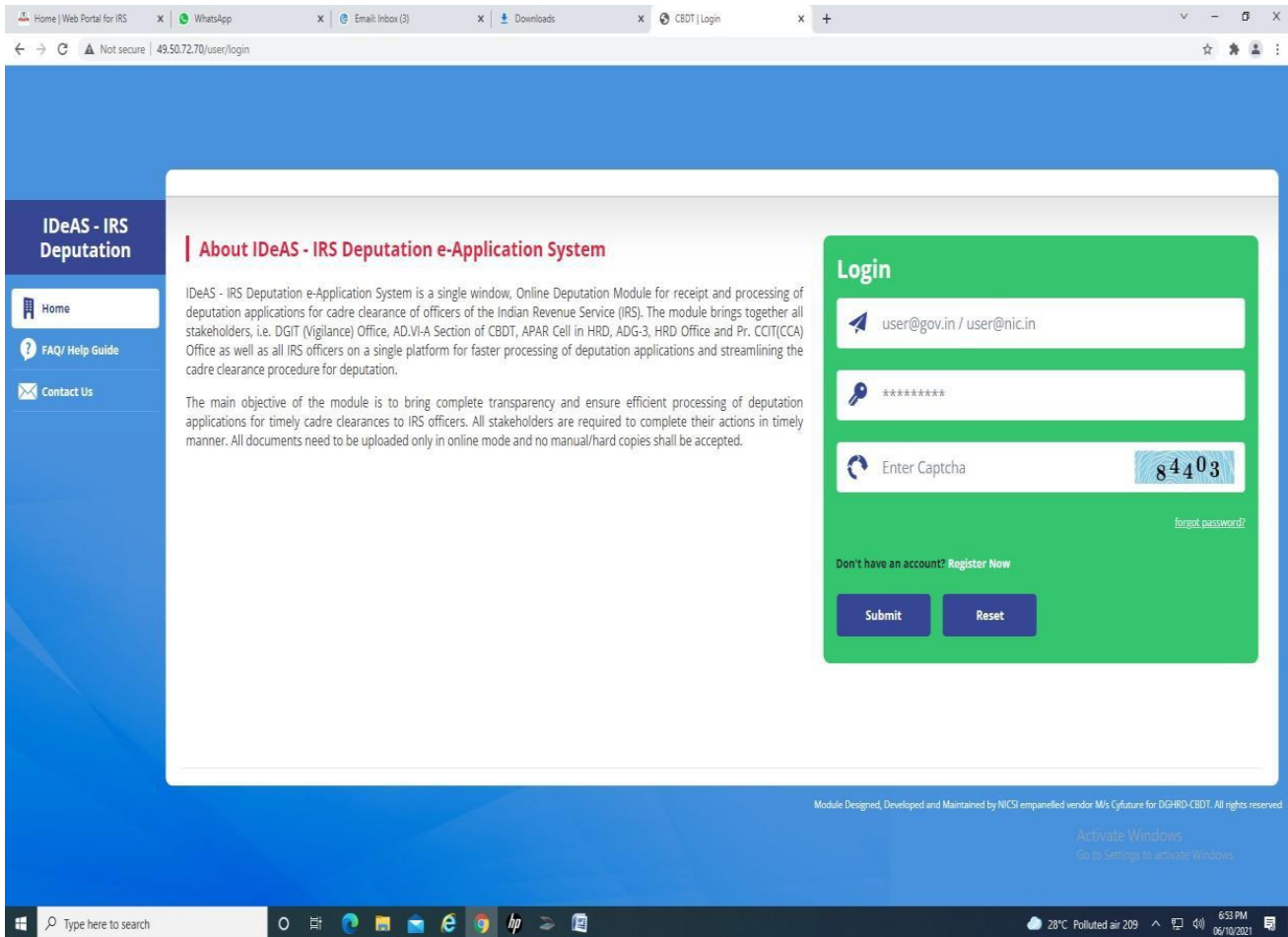
USER MANUAL

FOR OFFICERS

INDEX

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**.

1.1 REGISTER ACCOUNT

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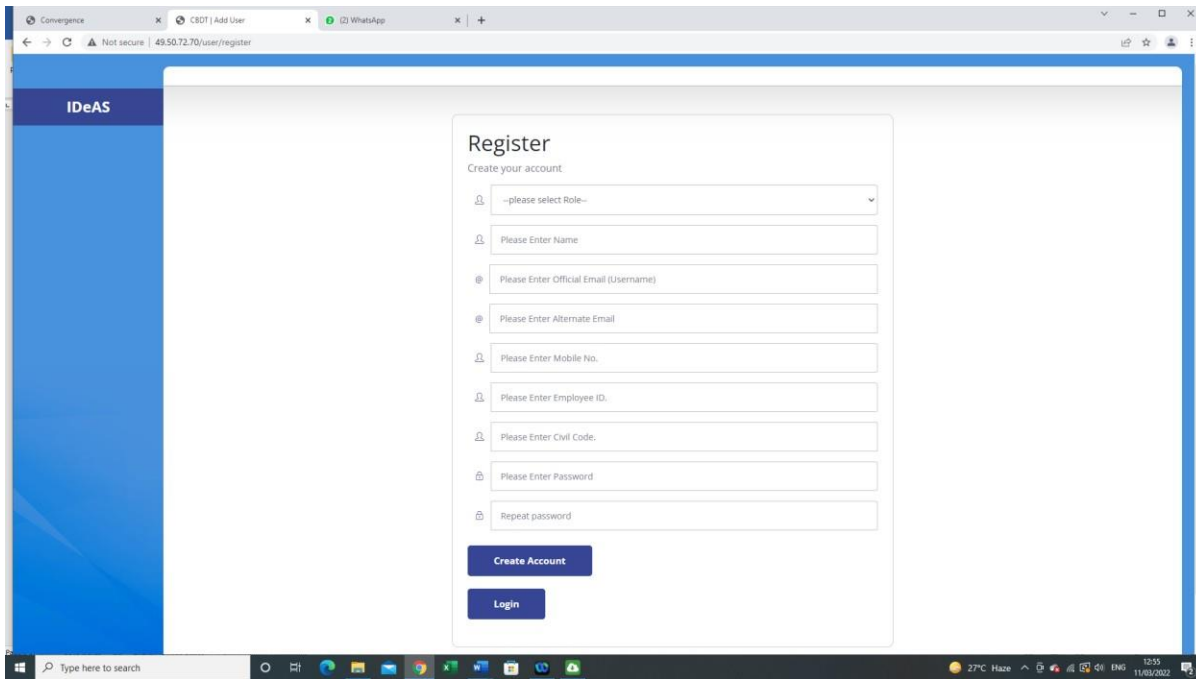
Login

user@gov.in / user@nic.in

****

Enter Captcha   9 3 8 7 3

forgot password?

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

Submit   **Reset**

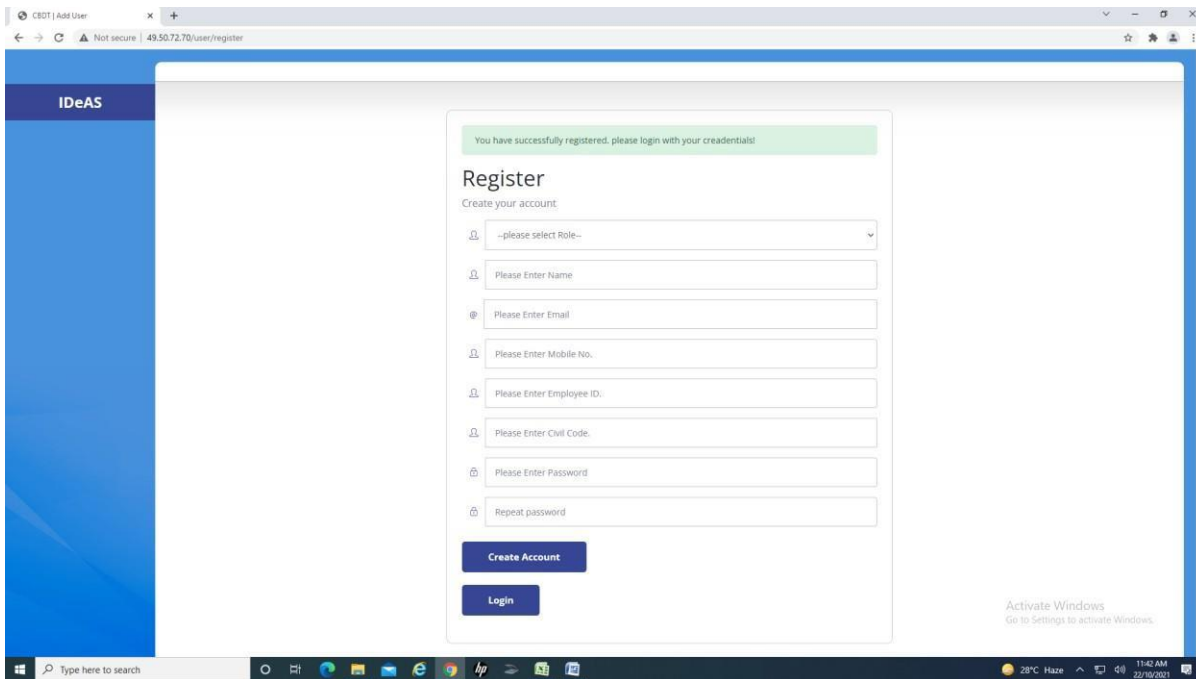Or click on **http://49.50.72.70/user/register** and the below page will load. Enter all the details.

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

On clicking "**Create Account**" the Home page will display the message given below:
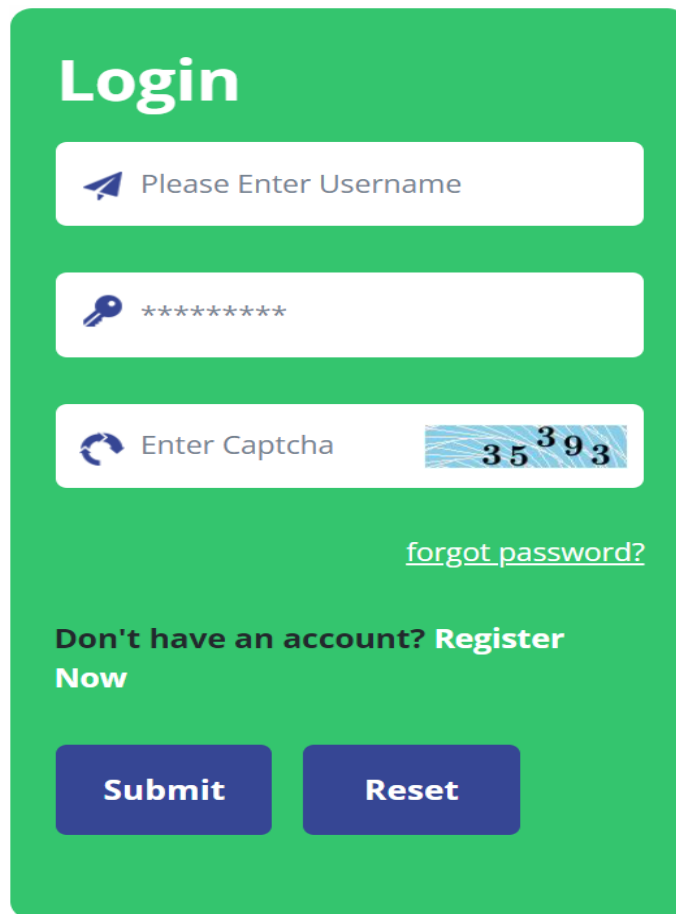
1.2 LOG IN

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.
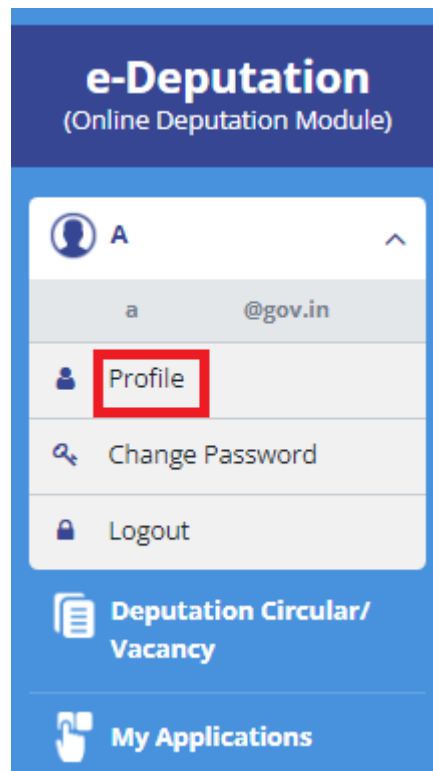Click on the "Submit" button

1.3 PROFILE

After logging in, the User (officer) will land on the main dashboard of IDeAS module. First, go to the profile section to complete the profile. Click on the "**Profile**" button.

Or click on this link - **http:// 49.50.72.70/cbdt/user/profile**

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

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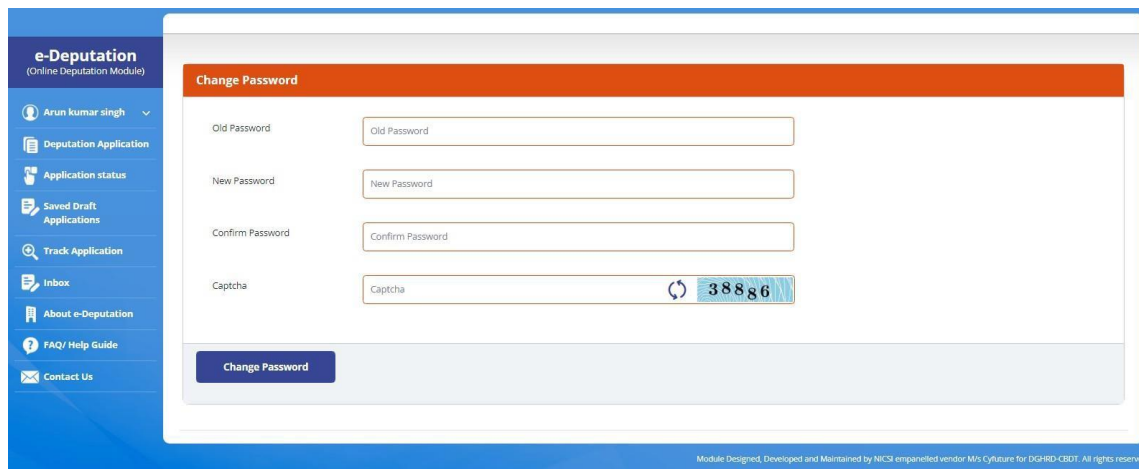
1.4 PASSWORD

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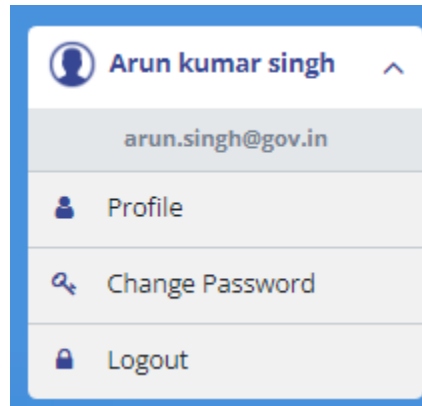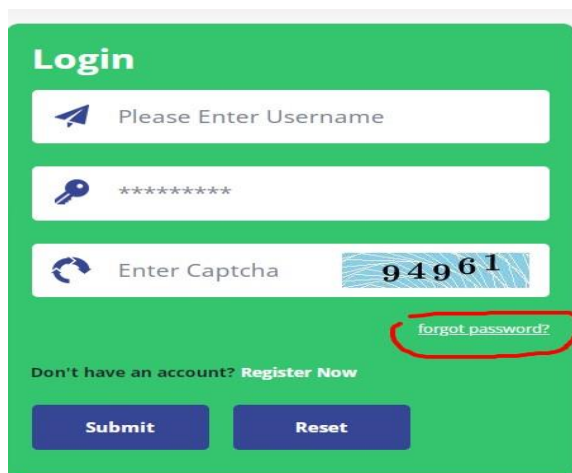
To change the password, enter old password, then new password and confirm password. Complete the captcha.

Click on "**Change Password**".

1.5 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.

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.

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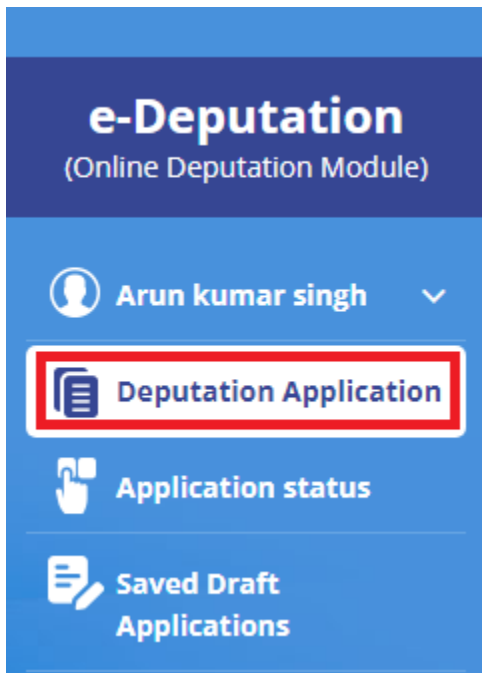
The Deputation Application dashboard shows all the details about the deputation vacancies. User (officer) can list entries by clicking on the "**Show**". For seeing circular as per the calendar year, click on "**All Deputation Circulars**". You can also click on the "**Search**" button to search on the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

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

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**

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.
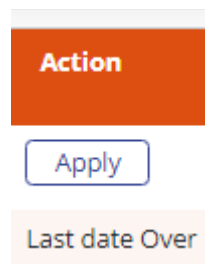
Step 1: To apply for the listed vacancy, click on the "**Apply**" button on the dashboard under "Action' Tab
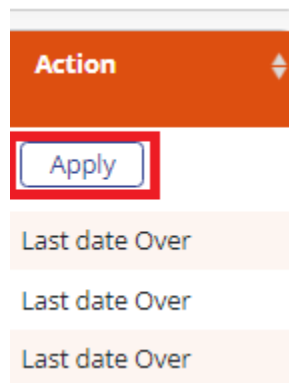
As the User (officer) clicks on the Apply, IDeAS will navigate to **http://49.50.72.70/cbdt/vacancy/apply/Mzc=**

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**".

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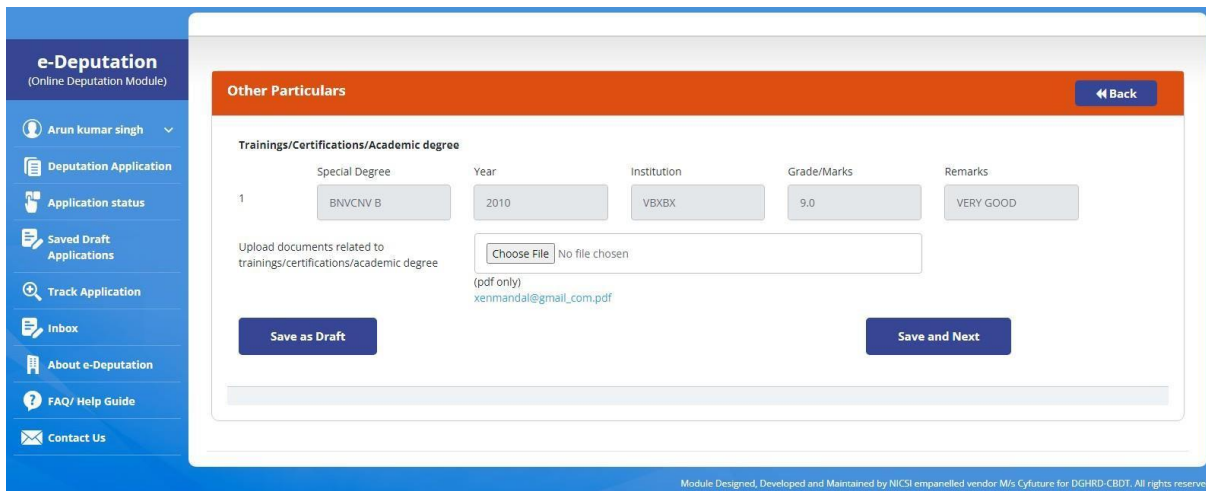
Then click on "**Save and Next**" to go to last page of the application.

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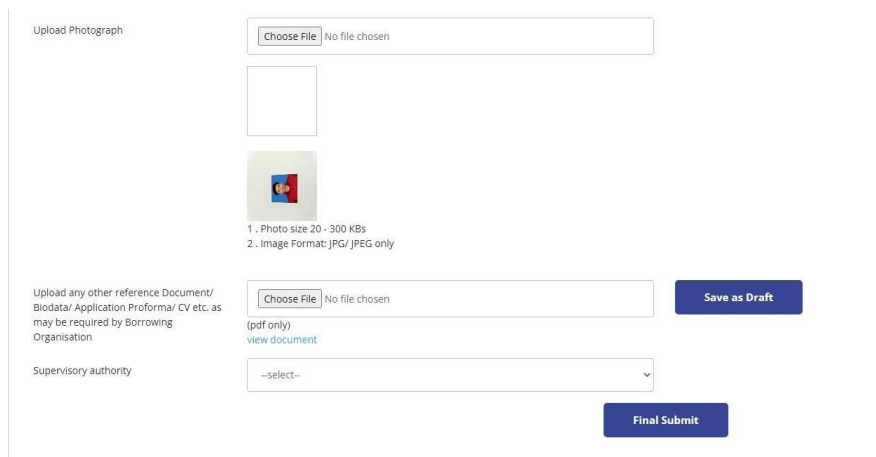
After the final submission of the application, the following confirmation message will be shown.

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.
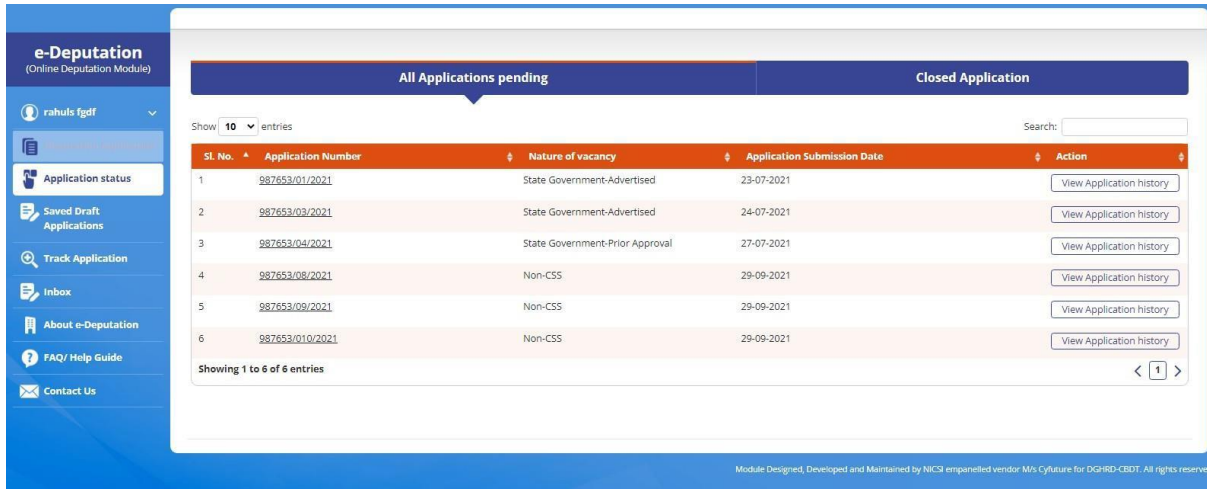
On clicking **View Application History,** detailed information about the status of the application will be shown.

The application status will be shown as follows:

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

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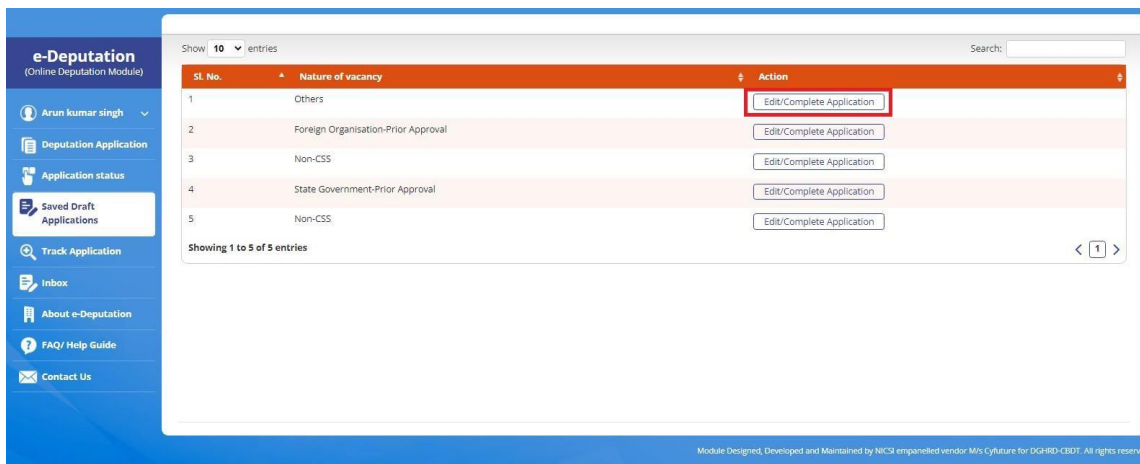
4. SAVED DRAFT APPLICATIONS

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.

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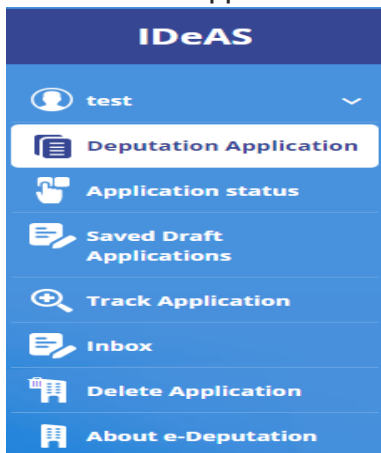
On clicking this tab, the following screen will appear:
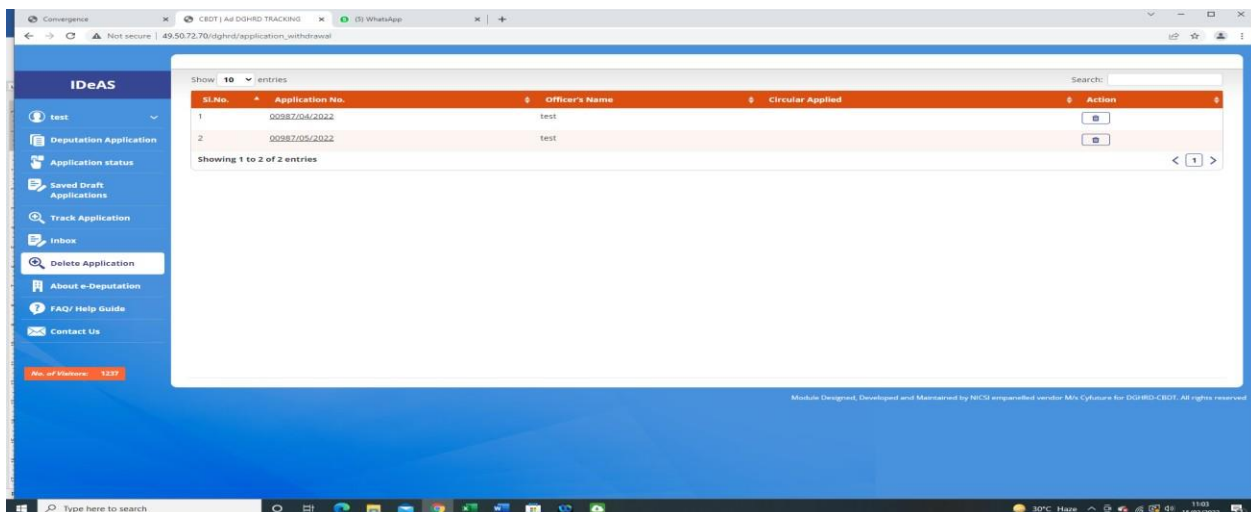
The applications which have been submitted to the Superior Authority/CCA will be shown here. The User(officer) can delete his application by using the Delete icon under the 'Action' tab.

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:
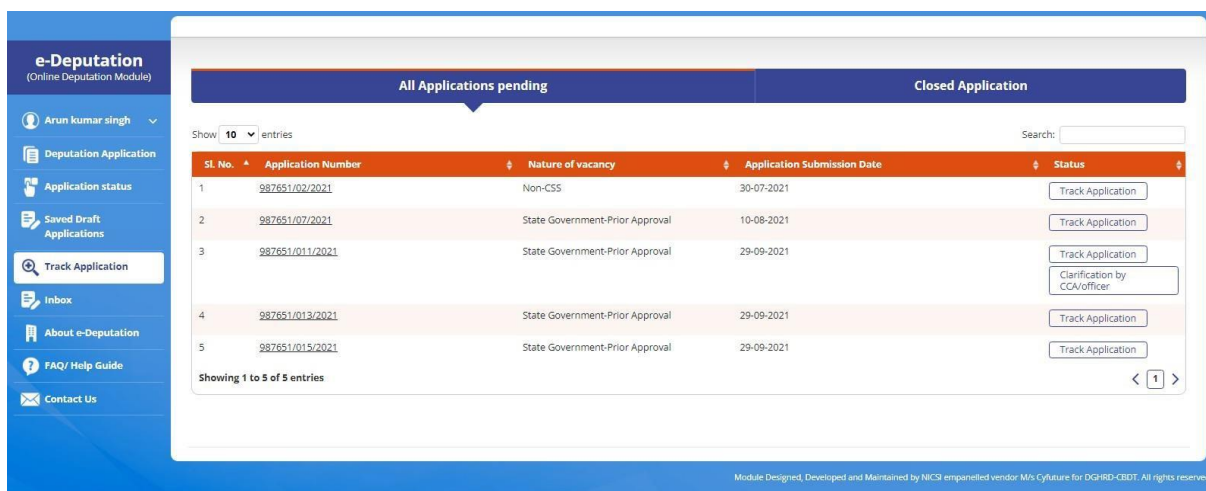
To track his/her pending application, user may click on "**Track Application**" tab under Status column.
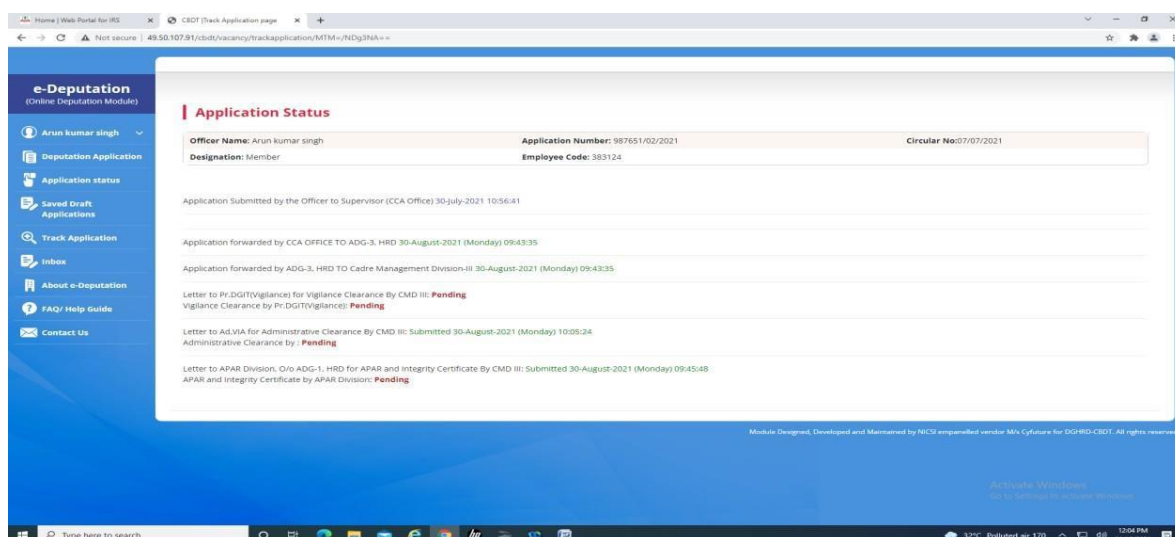
The closed applications list will be shown as below:
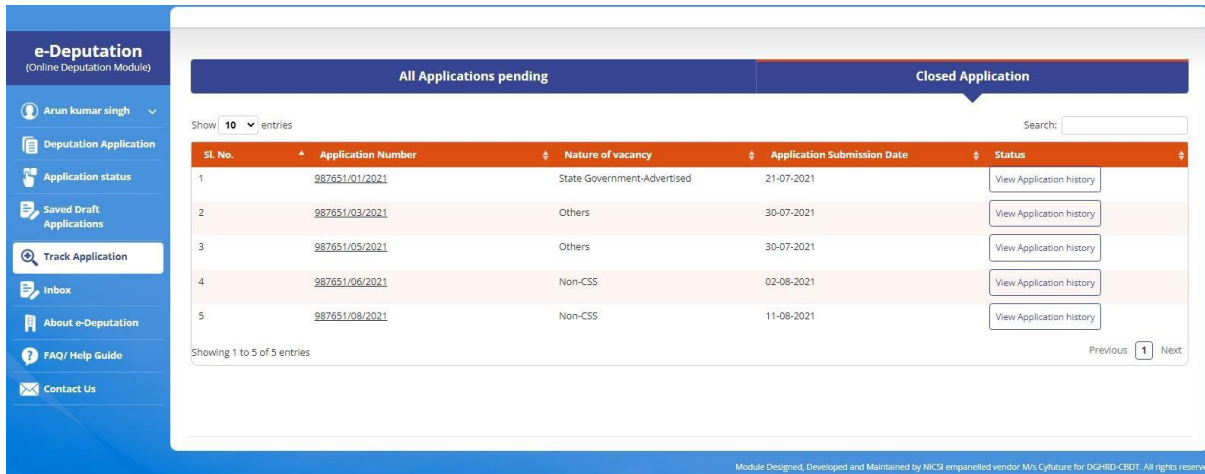
To view his/her closed applications history, User (officer) may click on "**View Application History**" tab under Status column.
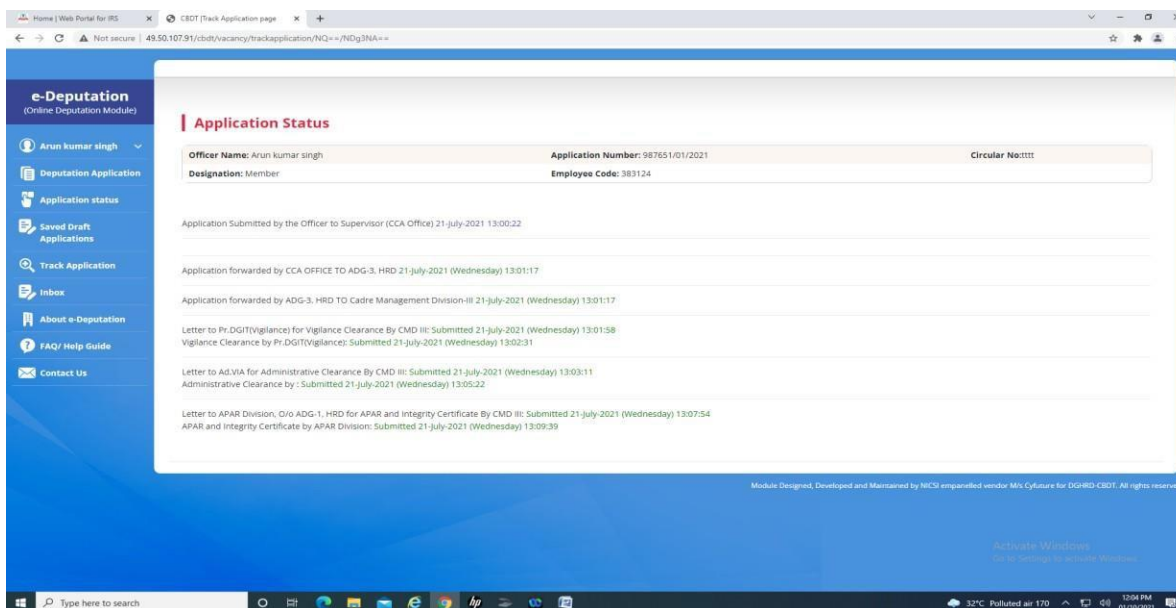
7. INBOX

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.
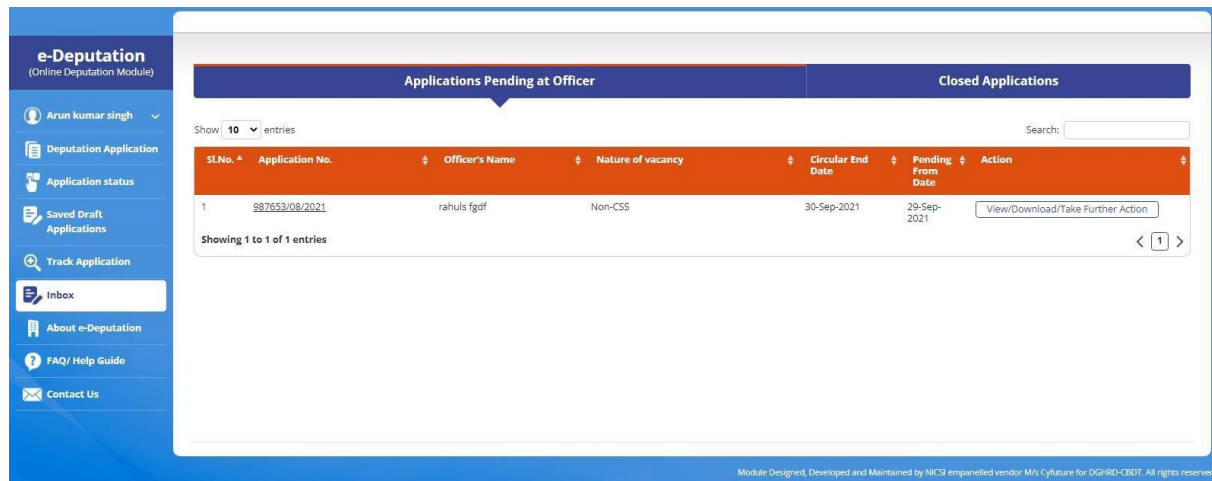
On clicking "**View/Download/Take Further Action**" tab, the following window will be visible to take appropriate action. The Supervisory Authority can seek clarification from the applicant officer or forward the application to the concerned CCA office.
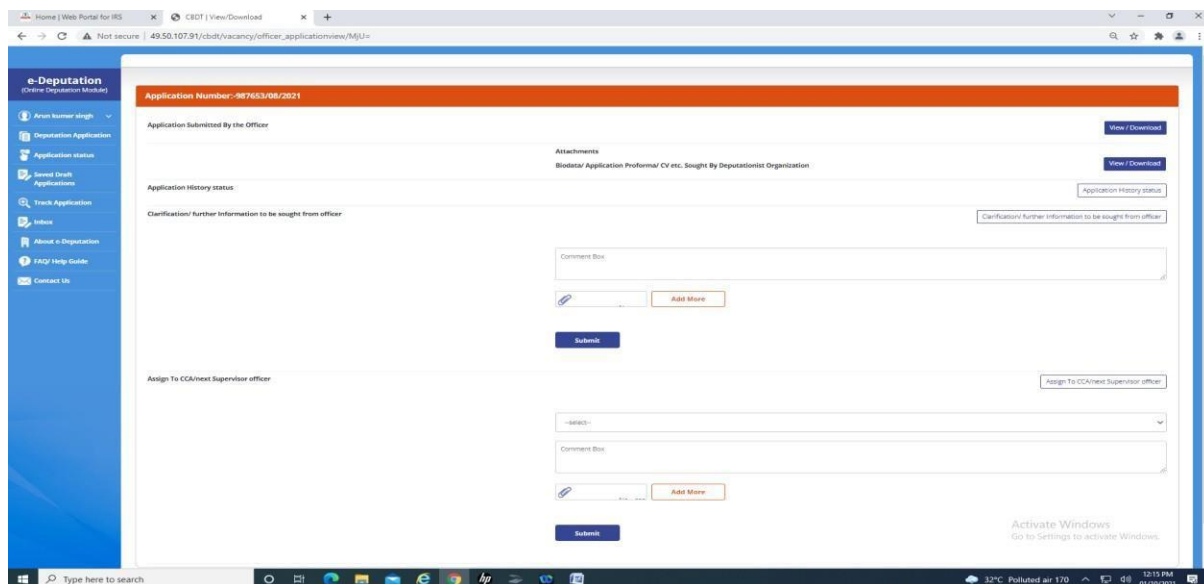
The Supervisory Authority can also view the number of closed applications under the "**Closed Application**" tab under Action column.
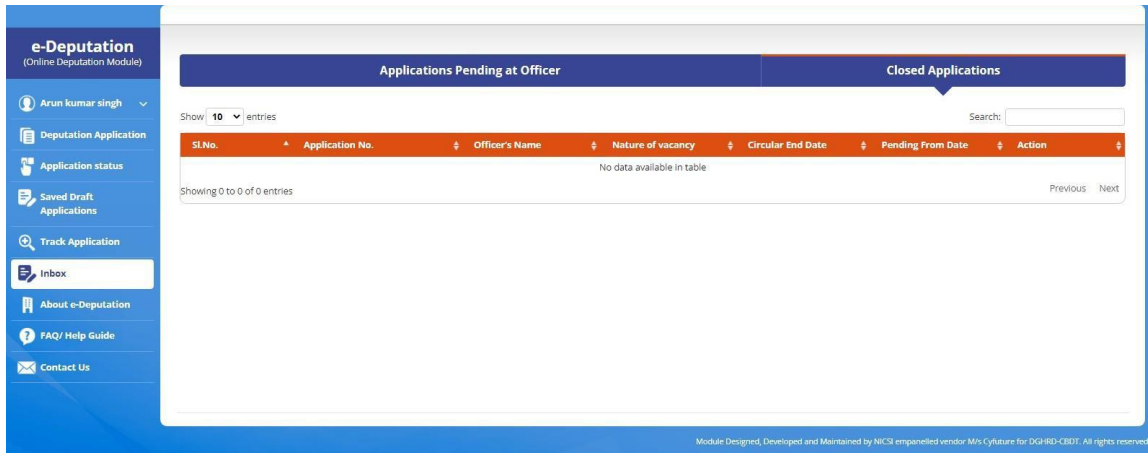
Principal Chief Commissioner Income Tax

USER MANUAL
FOR CCA/DIRECTORATES

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

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

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**"

4.2 CHANGE PASSWORD

To Change password, Enter: -

> **Old Password**
> **New Password**
> **Confirm Password**
> **Captcha**
> Click on **"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.

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.

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**

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 10 entries   Search: 987651/015/2021

Sl.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	

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

OFFICER'S NAME

	Applications Pending at CCA					Closed Applications	

Show 10 entries   Search: rahuls fgdf

Sl.No. ▲	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	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	

NATURE OF VACANCY

	Applications Pending at CCA					Closed Applications	

Show 10 entries   Search: State Government-Prior

Sl.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	
7	987653/04/2021	rahuls fgdf	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 | |

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

| | Applications Pending at CCA | | | | | Closed Applications | |

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

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
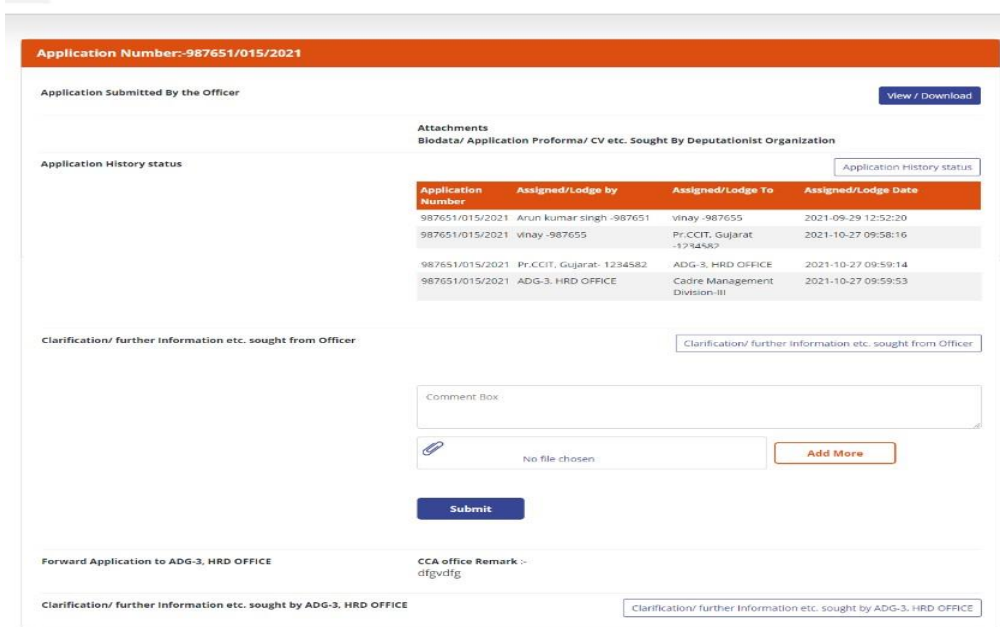
➢ **Clarification/Further Information etc. sought from officer-** CCA office can also seek any clarification/further information from the officer in respect of the deputation application submitted by the officer. To do this, enter the necessary comments, upload the (pdf) file (if any) and submit.
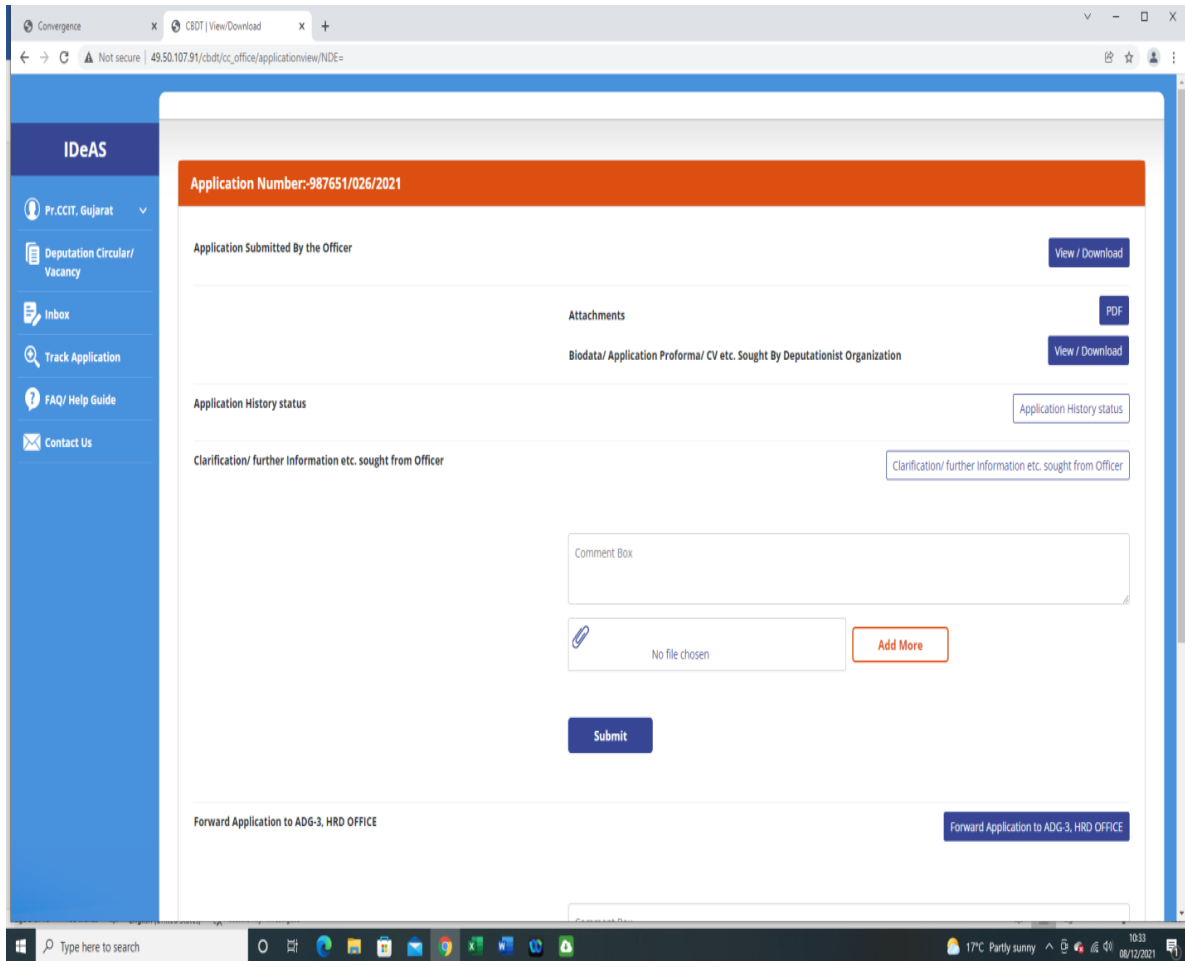
➢ **Clarification /Further Information etc. sought by ADG-3 HRD office –** If any clarification/further information has been sought by ADG-3 HRD office, the same can be viewed by clicking on this tab and responded through the same.
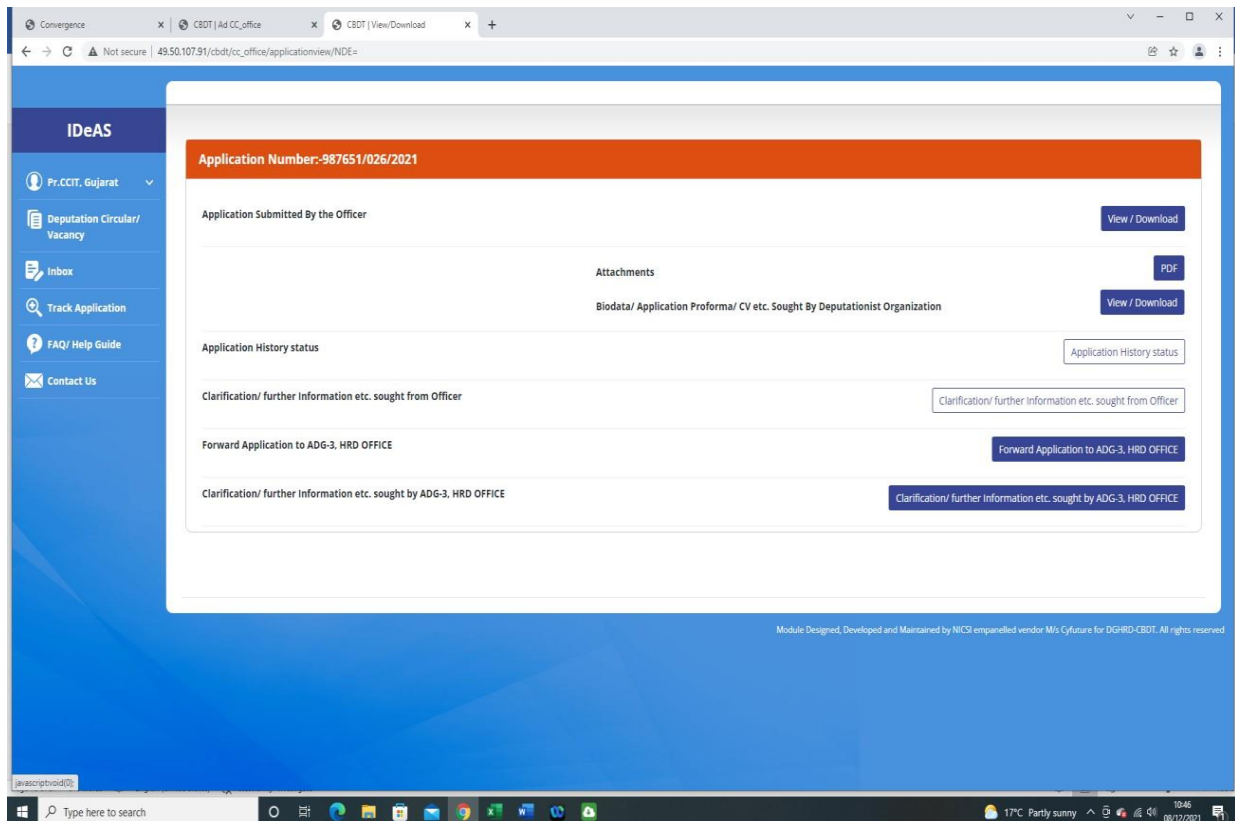
➢ **Forward Application to ADG-3, HRD Office -** This tab is used for forwarding the deputation application of the officer to ADG-3, HRD office for further processing. To do this, enter the necessary comments, upload the (pdf) file and submit.
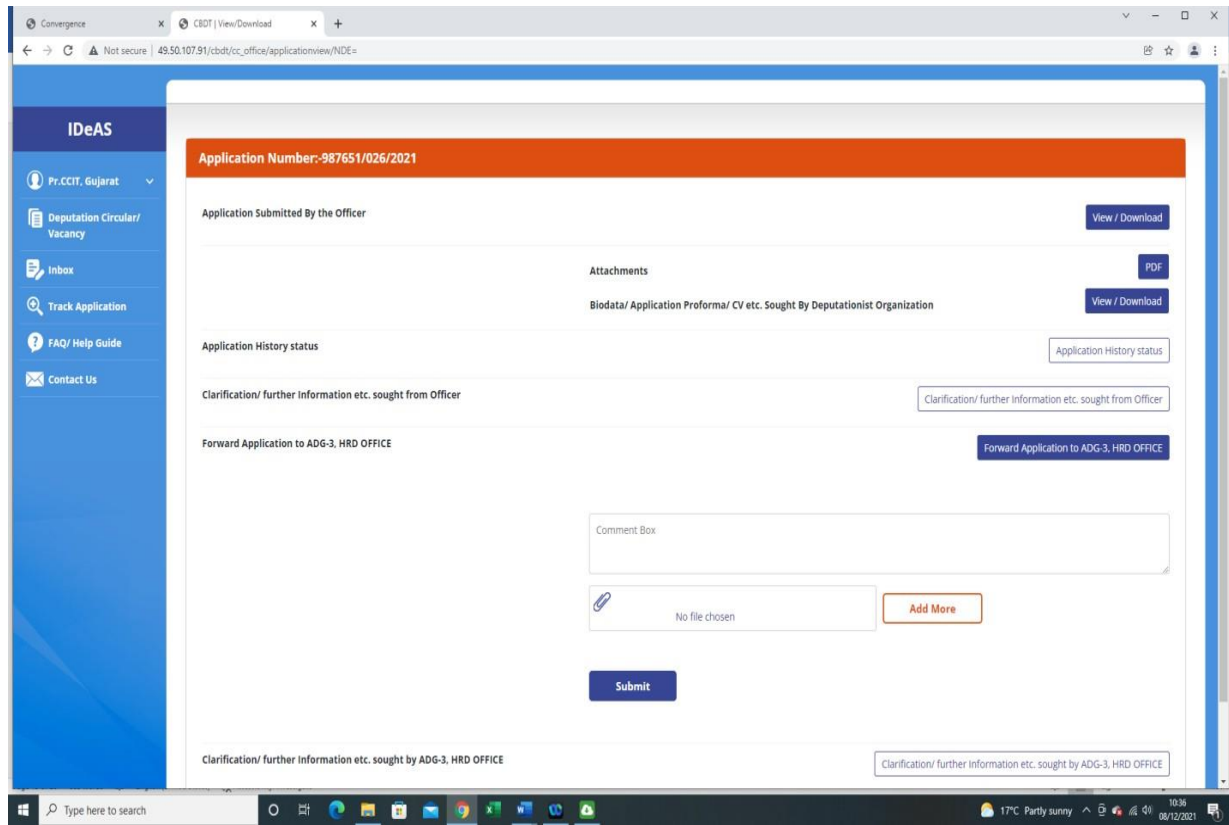
5.2 In "**Closed Applications**", it will display all the applications which have been processed by the Directorate of HRD.

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.

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.

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FOR DIRECTORATE
OF VIGILANCE OFFICE

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C. User Manual [For Directorate of Vigilance office]

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- Tenure of deputation
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- Last Date
- Action

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> ➢ **New Password**
> ➢ **Confirm Password**
> ➢ **Captcha**
> ➢ Click on **"Change Password"**

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IDeAS - IRS Deputation e-Application System

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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.

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.

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**

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

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.

Sl.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

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

OFFICER'S NAME

Sl.No. ▲	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	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

NATURE OF VACANCY

Sl.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
7	987653/04/2021	rahuls fgdf	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)

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 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
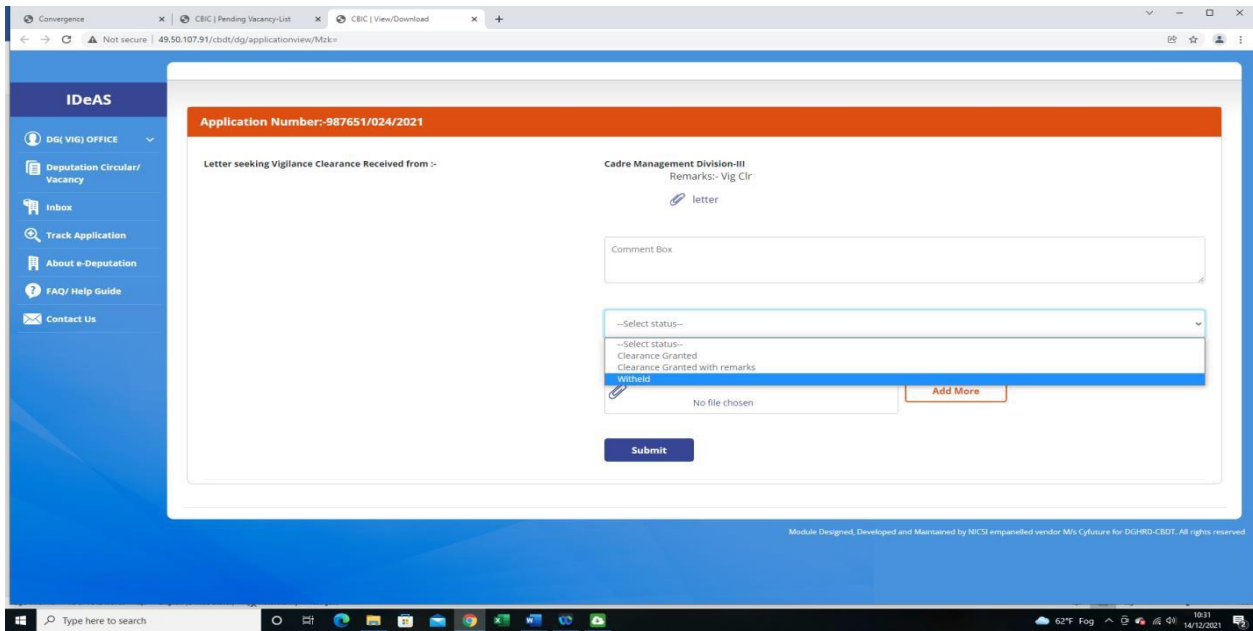
➢ **Upload the Vigilance Clearance/Status letter pdf** through the upload button and click **"Submit"**.

On clicking the submit button, the message **"Vigilance Status submitted successfully"** will be shown.
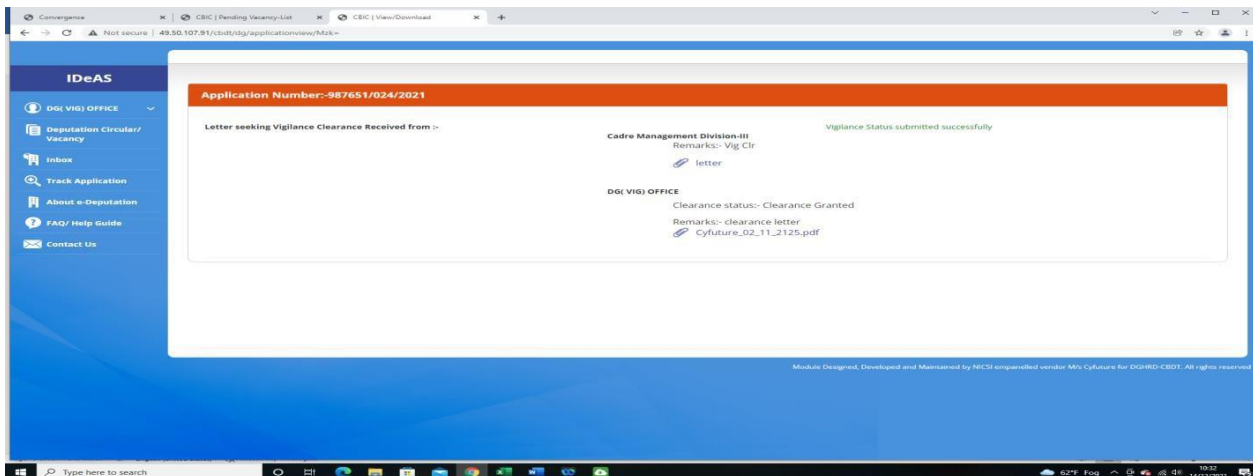
Once the vigilance clearance/status has been submitted successfully, the application will move to the **"Completed Applications for Vigilance Clearance"** Tab**.**

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

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:

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.

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.

USER MANUAL

(FOR AD.VIA, CBDT)

INDEX

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

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

Login

test@gmail.com

....

96693   9 6 **6 9 3**

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 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**"

4.2 CHANGE PASSWORD

To Change password, Enter: -

- ➢ **Old Password**
- ➢ **New Password**
- ➢ **Confirm Password**
- ➢ **Captcha**
- ➢ Click on **"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.

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

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**

	Pending Applications for Administrative Clearance		Completed Applications for Administrative Clearance			

Show 10 entries   Search:

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   ‹ 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 10 entries   Search: 987651/015/2021

Sl.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

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

OFFICER'S NAME

Show 10 entries   Search: rahuls fgdf

Sl.No. ▲	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	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

NATURE OF VACANCY

Show 10 entries   Search: State Government-Prior

Sl.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
7	987653/04/2021	rahuls fgdf	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

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
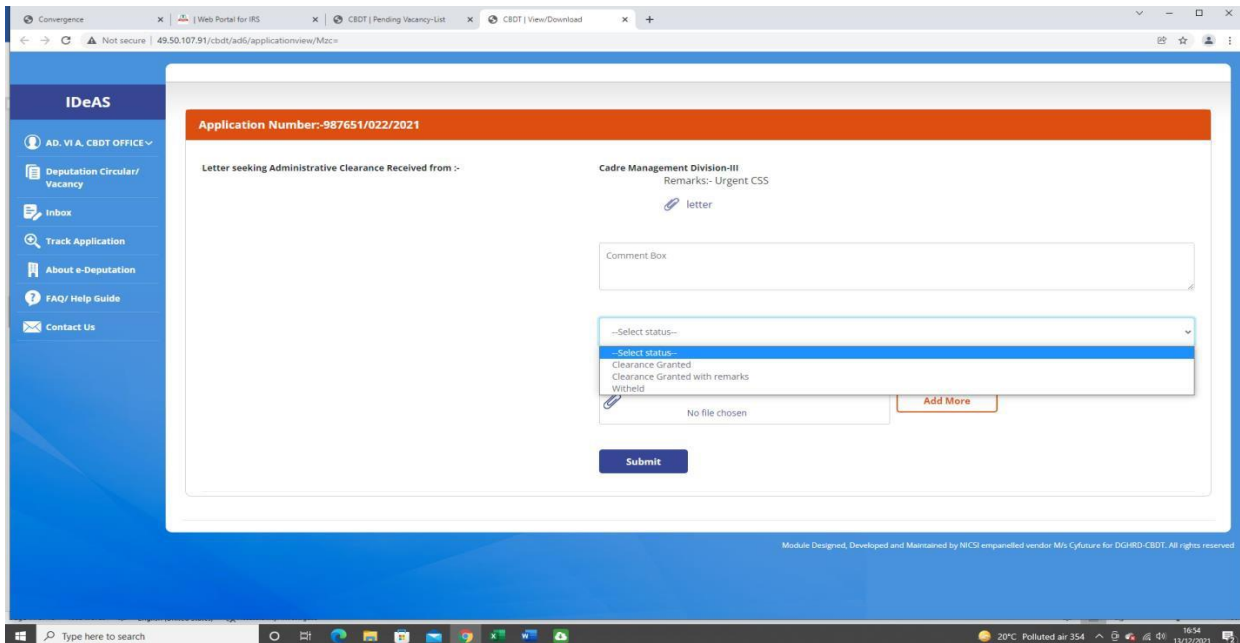Remarks:- Urgent CSS

🔗 letter

Comment Box

--Select status--

Upload Clearance :
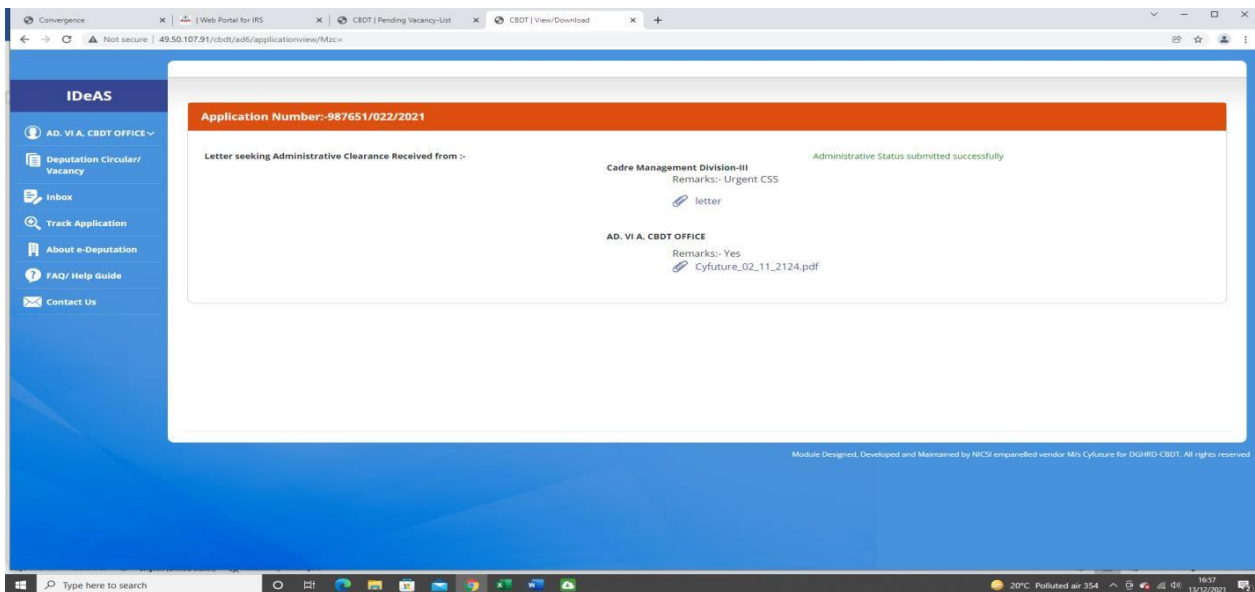🔗 No file chosen   **Add More**

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.

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.

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.

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.

USER MANUAL

(FOR APAR CELL, HRD)

E. User Manual [For APAR Cell, HRD]

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

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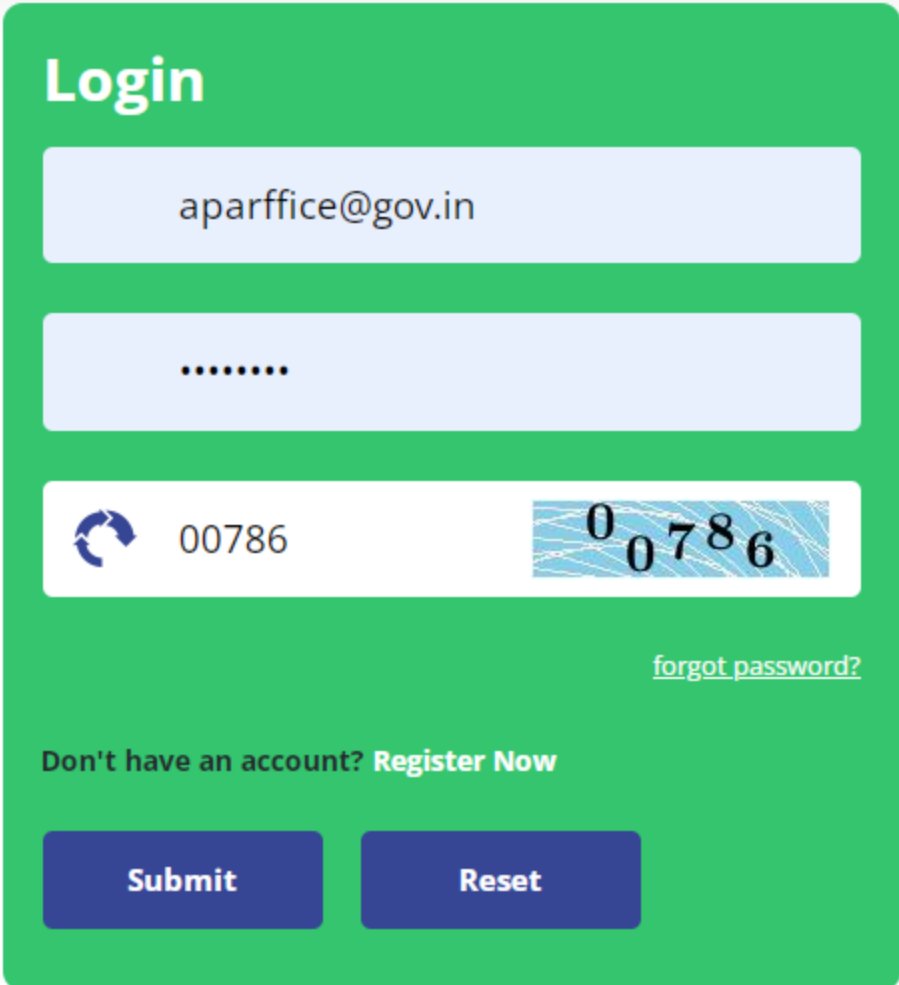

This will land you to the **IDeAS - IRS Deputation e-Application System**

2. LOGIN
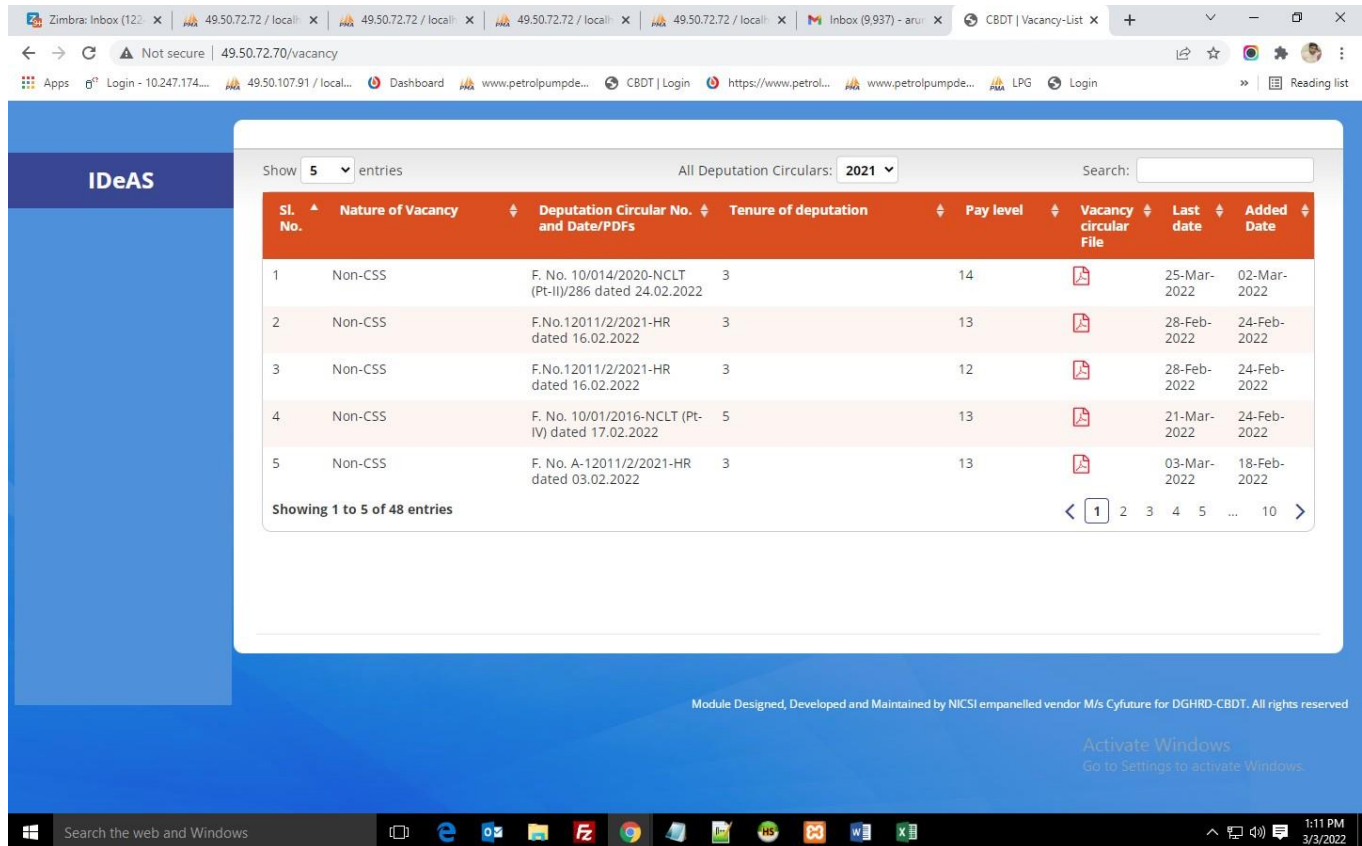
- Enter your "**Username**" and "**Password"** as provided by the Directorate of HRD
- Complete the **Captcha**
- Click on the "**Submit**" button

Login

aparffice@gov.in

••••••••

00786 $0\ _0 7\ ^8 6$

forgot password?

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

Submit   **Reset**

3. DEPUTATION VACANCY CIRCULAR

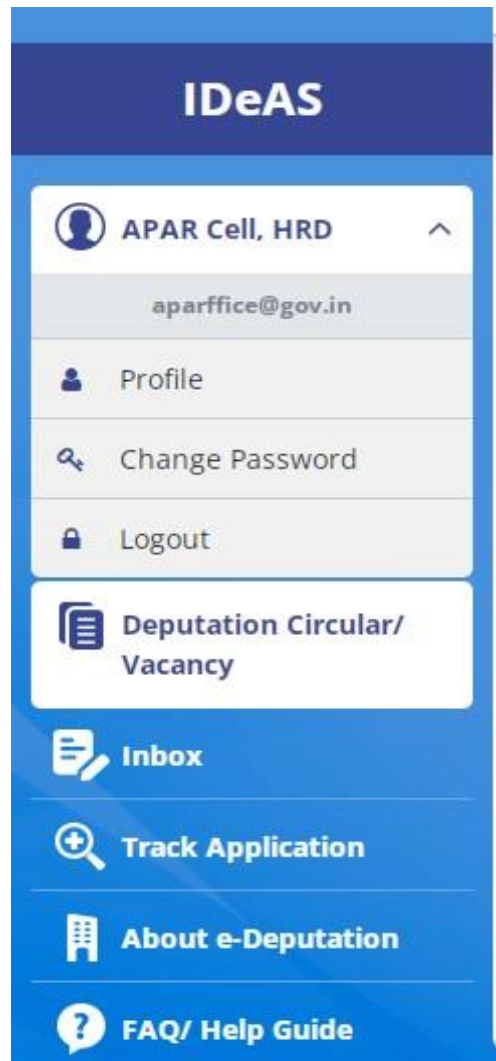After logging in, User will navigate to the main page, as shown below:

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

4.2 CHANGE PASSWORD

To Change password, Enter: -

- ➢ **Old Password**
- ➢ **New Password**
- ➢ **Confirm Password**
- ➢ **Captcha**
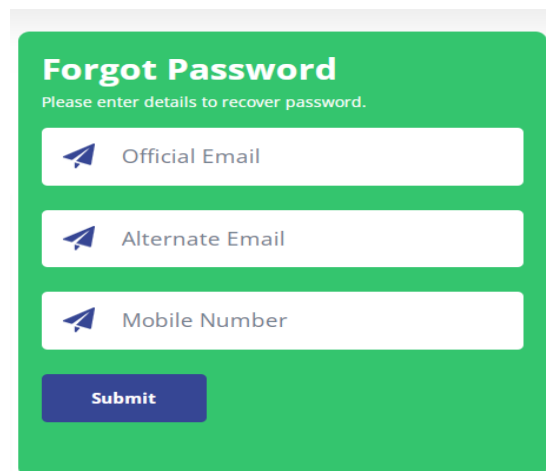- ➢ Click on **"Change Password"**

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.

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

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 10 entries ▼   Search: _____

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   ‹ 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 10 entries   Search: 987651/015/2021

Sl.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

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

OFFICER'S NAME

Show 10 entries   Search: rahuls fgdf

Sl.No. ▲	Application No.	Officer's Name	Nature of vacancy	Circular End Date	Pending From Date	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

NATURE OF VACANCY

Show 10 entries   Search: State Government-Prior

| Sl.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
7	987653/04/2021	rahuls fgdf	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

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 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

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
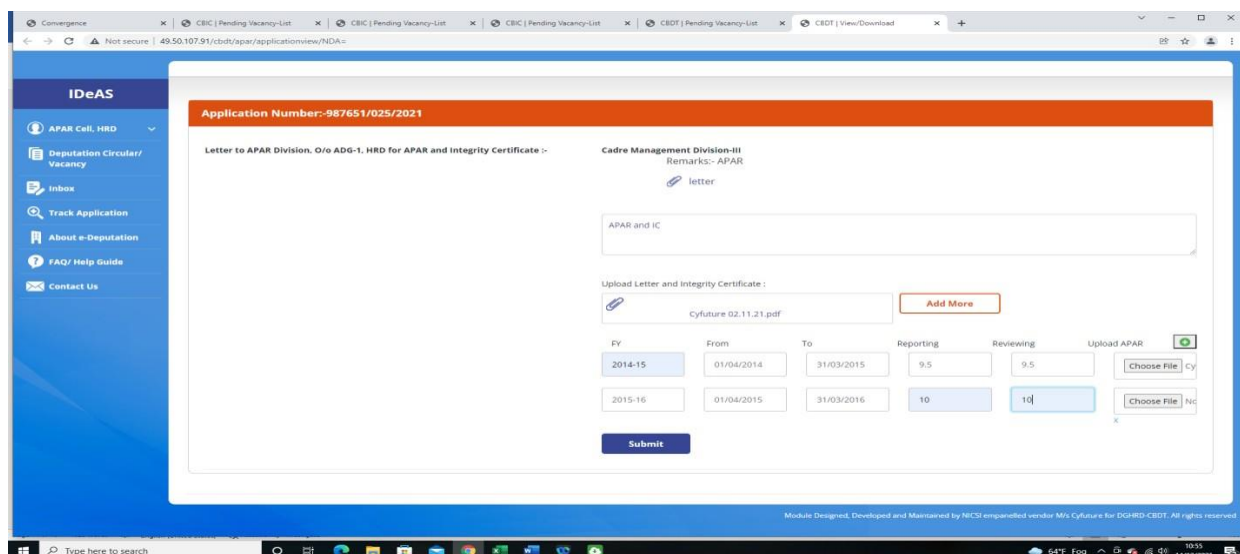
> ➢ Once all relevant details have been filled, click on **"Submit"** button.

On clicking the submit button, the message **"APAR and Integrity Certificate have been submitted successfully"** will be shown.
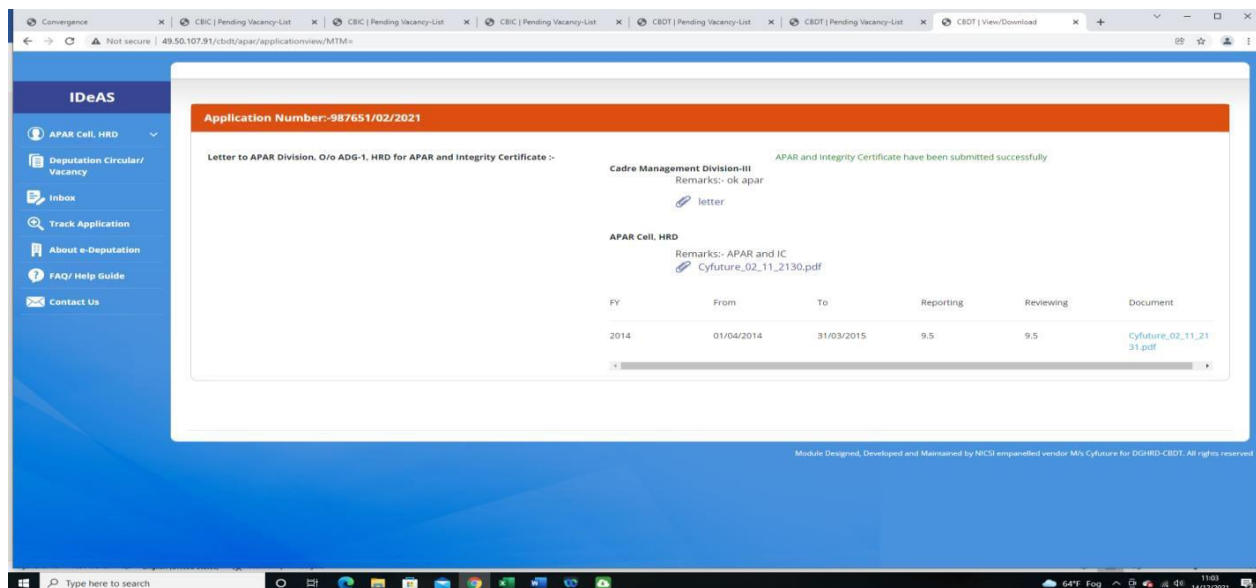
Once the APAR and Integrity Certificate has been submitted successfully, the application will move to the **"Completed Applications for HRD for APAR and Integrity Certificate"** Tab.

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.

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:

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   Search:

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   < [1] >

To get more details on the application, click on "**Track Application**".
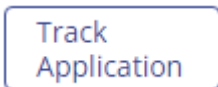
Track Application

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

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

On the URL bar of your web browser, type **http://49.50.72.70/login**
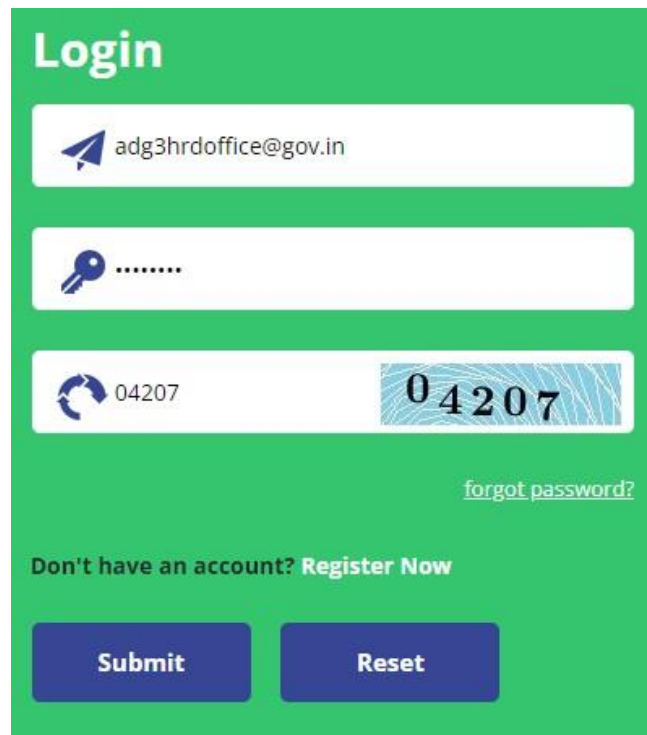
This will land you to **IDeAS - IRS Deputation e-Application System**

2. LOGIN

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

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.

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

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

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:

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
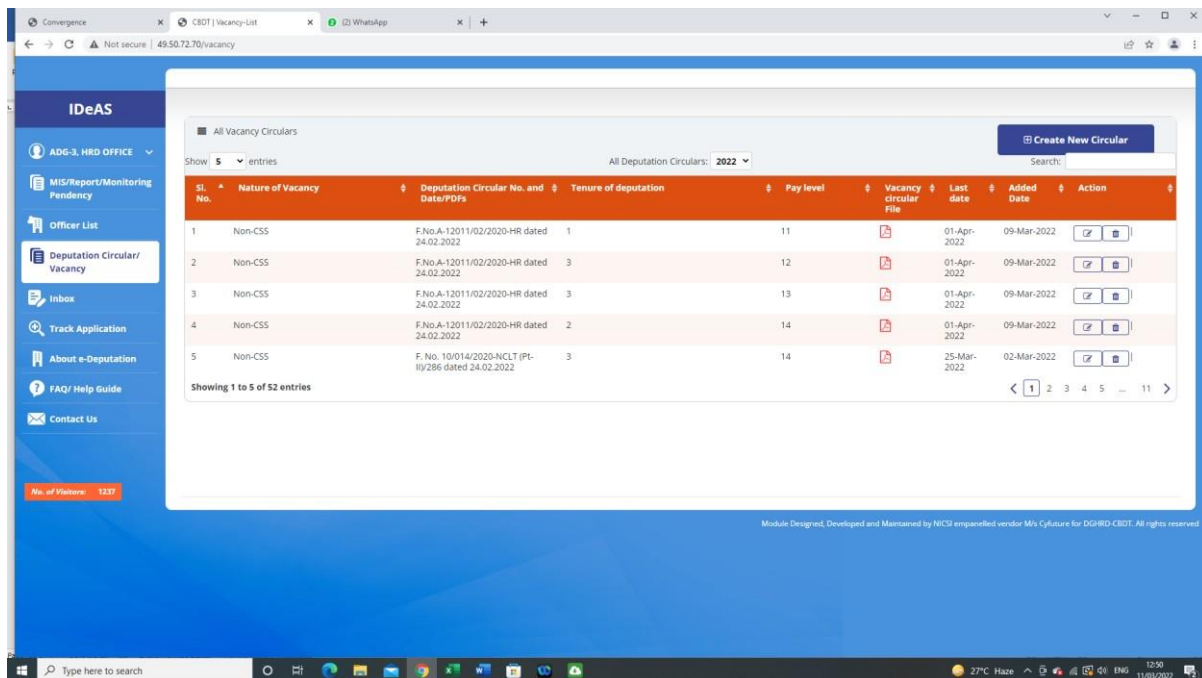
The uploaded Vacancy Circular can be viewed by clicking on the relevant pdf file under the heading "Vacancy Circular File".
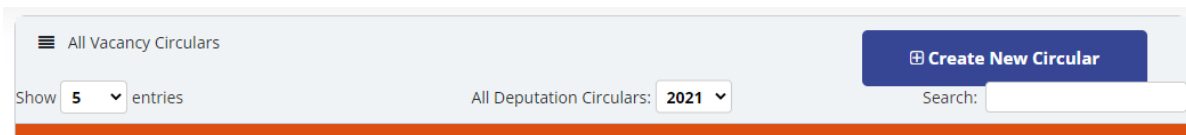
Publishing the Vacancy Circular for All Users :

ADG-3 has been provided the functionalities to :
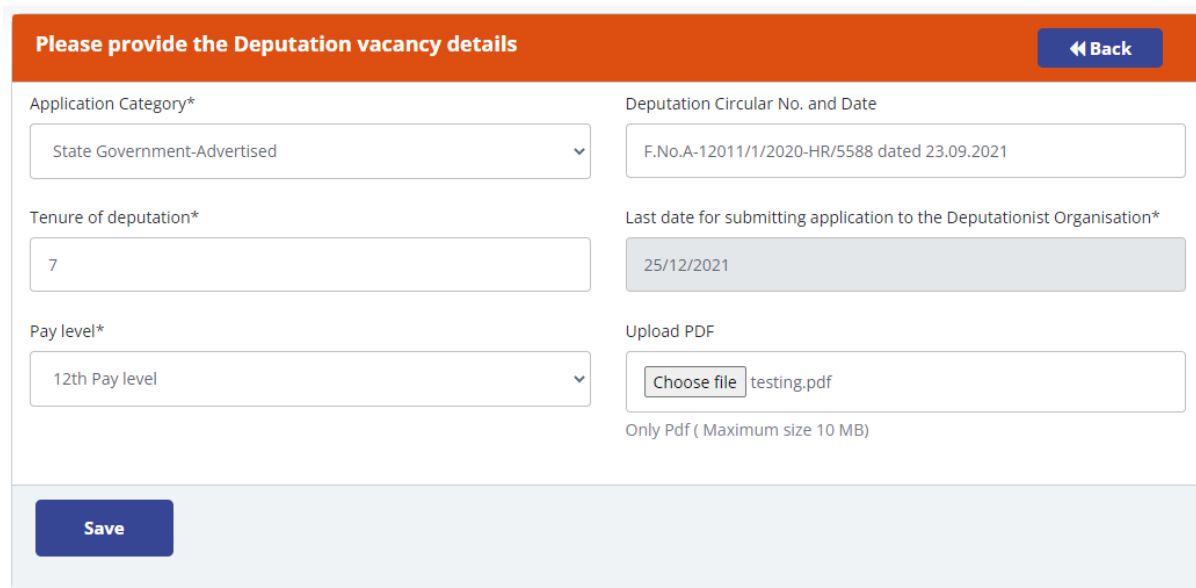
(i) **Create New Vacancy Circular for all Users**

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

(i) <u>**Creating New Vacancy Circular:**</u>

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

☰ All Vacancy Circulars		⊕ **Create New Circular**
Show 5 ▾ entries	All Deputation Circulars: **2021** ▾	Search:

Fill out all the details and the click on **"Save".**

Please provide the Deputation vacancy details   ◀◀ **Back**

Application Category*
State Government-Advertised ▾

Deputation Circular No. and Date
F.No.A-12011/1/2020-HR/5588 dated 23.09.2021

Tenure of deputation*
7

Last date for submitting application to the Deputationist Organisation*
25/12/2021

Pay level*
12th Pay level ▾

Upload PDF
Choose file | testing.pdf
Only Pdf (Maximum size 10 MB)

Save

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

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.

- 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
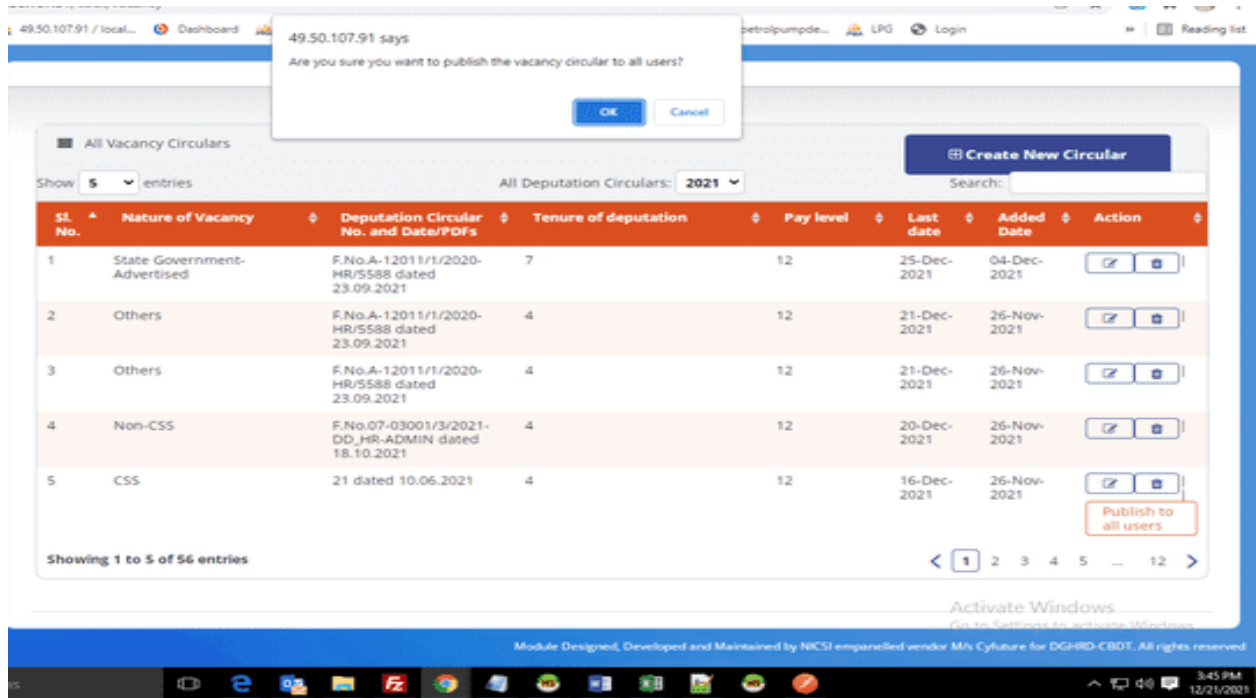
- On clicking **"Ok"** tab, the vacancy circular will be published for all users.
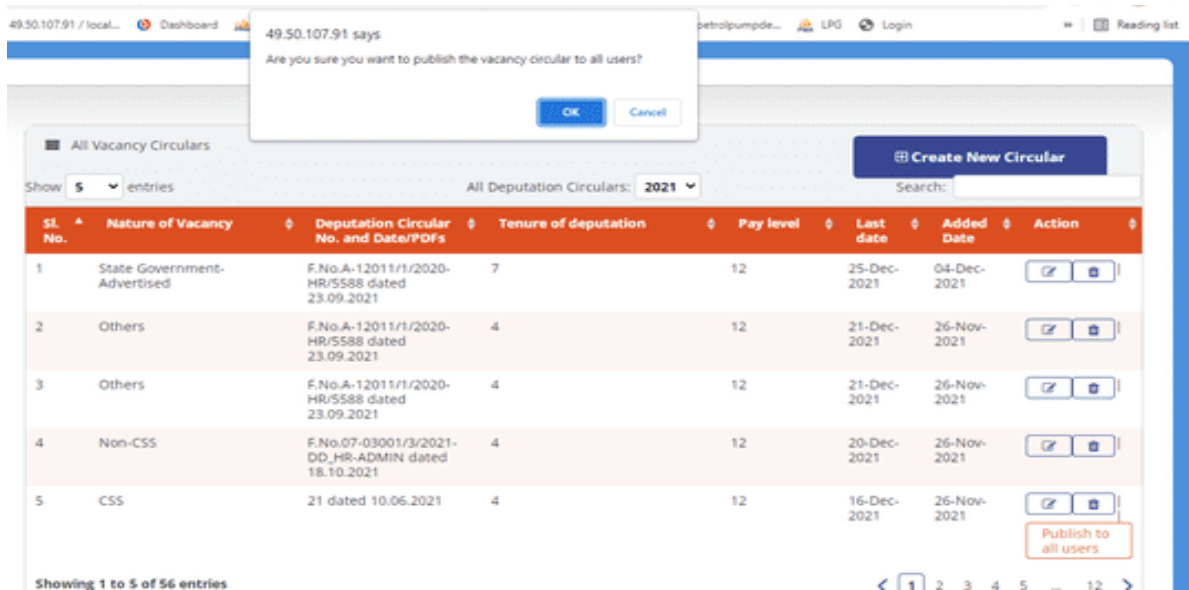
Update/Edit or Delete Vacancy Circular

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:

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
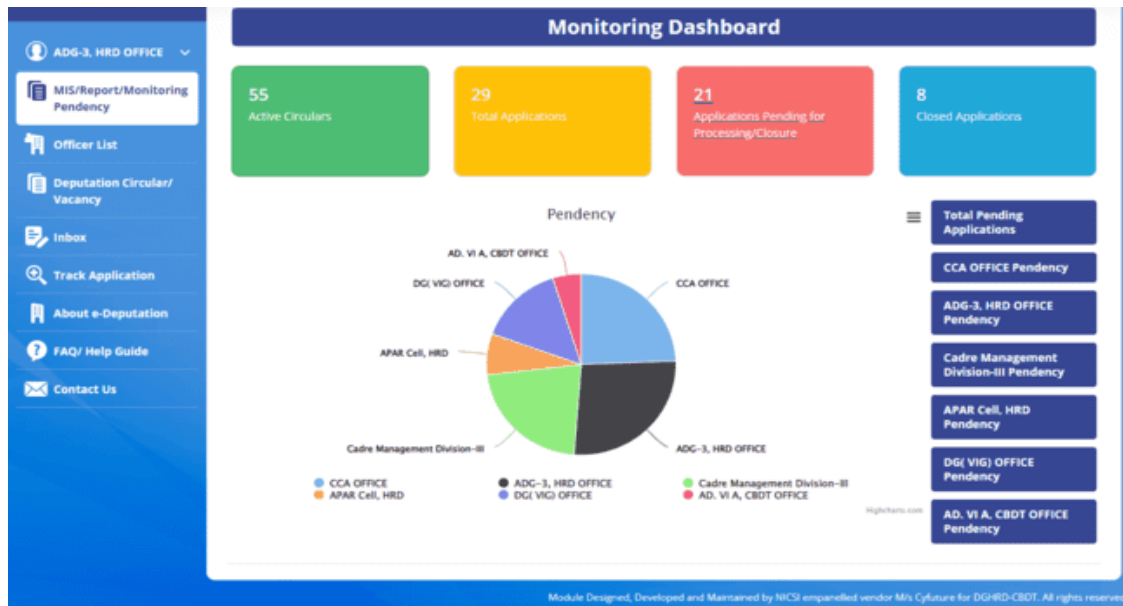- Applied Date
- Pending since date

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: ttt	
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			asdas	
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	asdas	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	

4.3 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
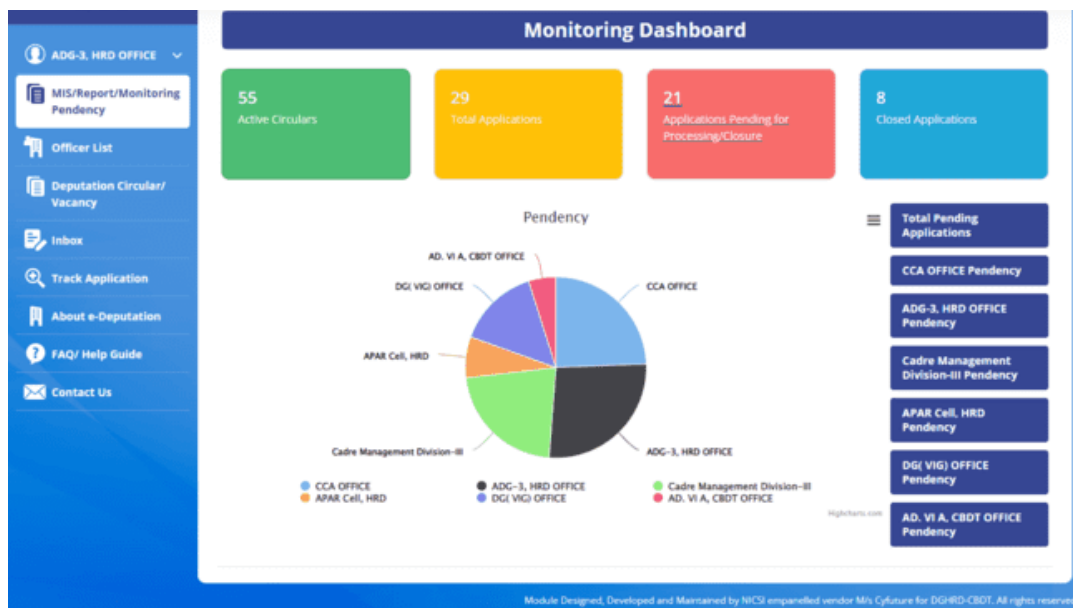- Applied Date
- Pending since date

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

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

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

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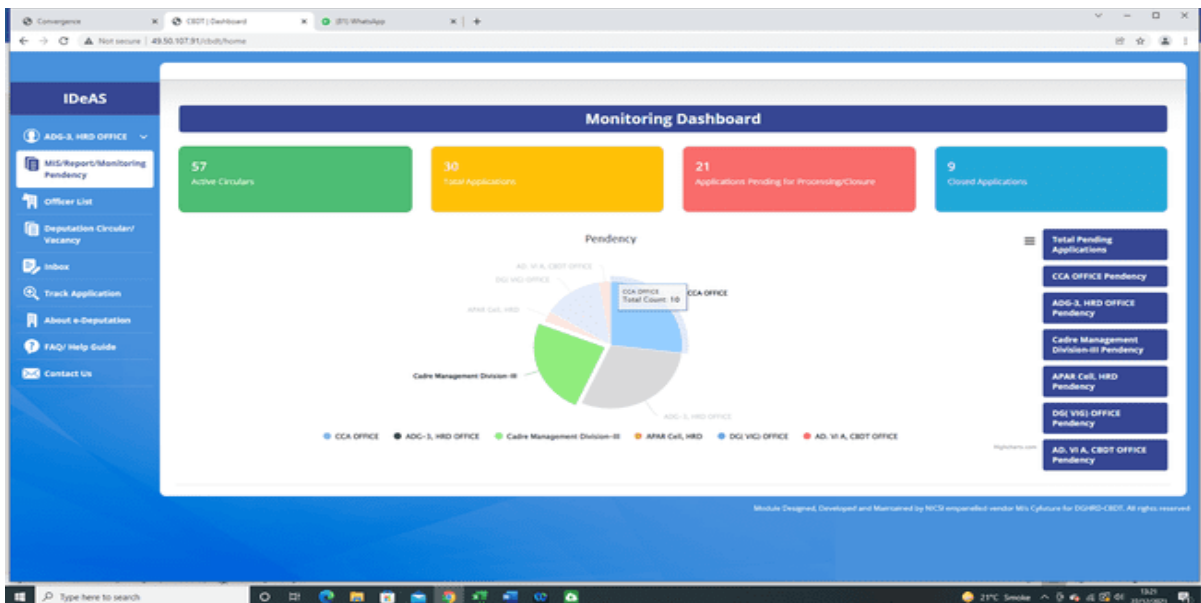
Generation of pendency data in different forms :
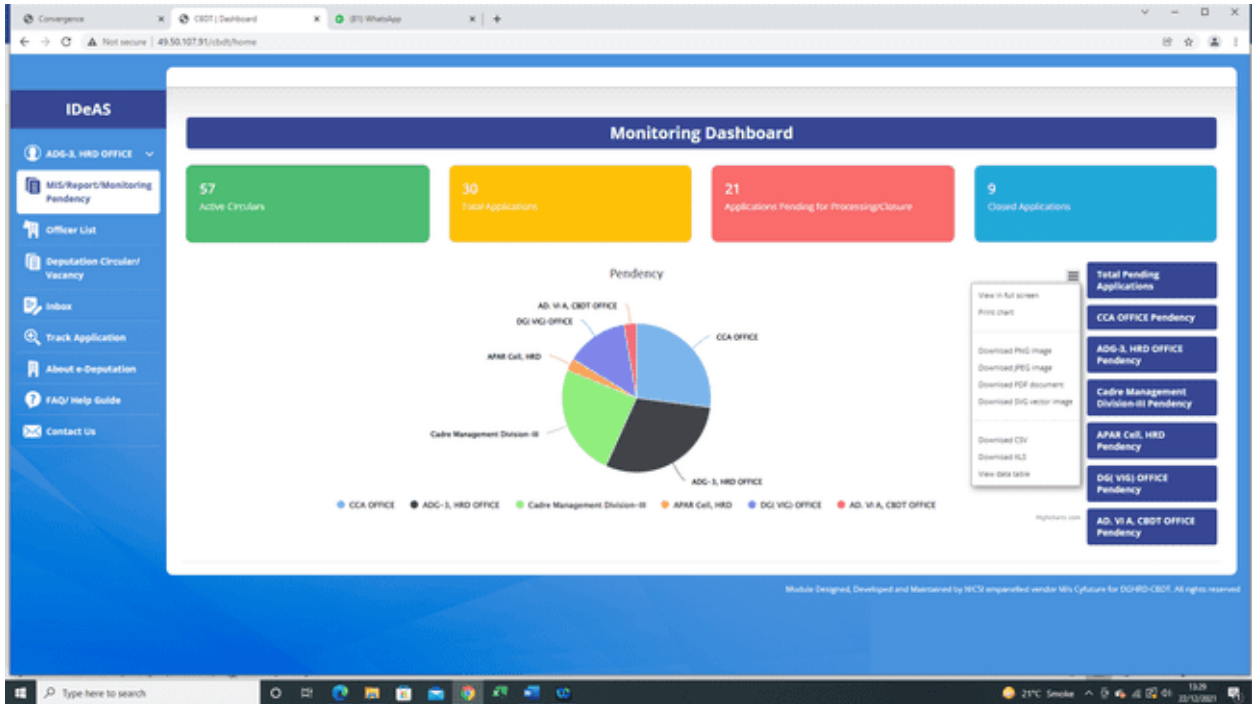
By Clicking on the Options tab, ADG-3 user has the option to generate data regarding the pendency information available on the Monitoring Dashboard in various forms, such as:

- (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:

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. 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:

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:

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.

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**

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.

OFFICER'S NAME

CIRCULAR END DATE

PENDING FROM DATE

View/ Download/ Take Further Action Functionality

Click on "**View/ Download/ Take Further Action**"

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

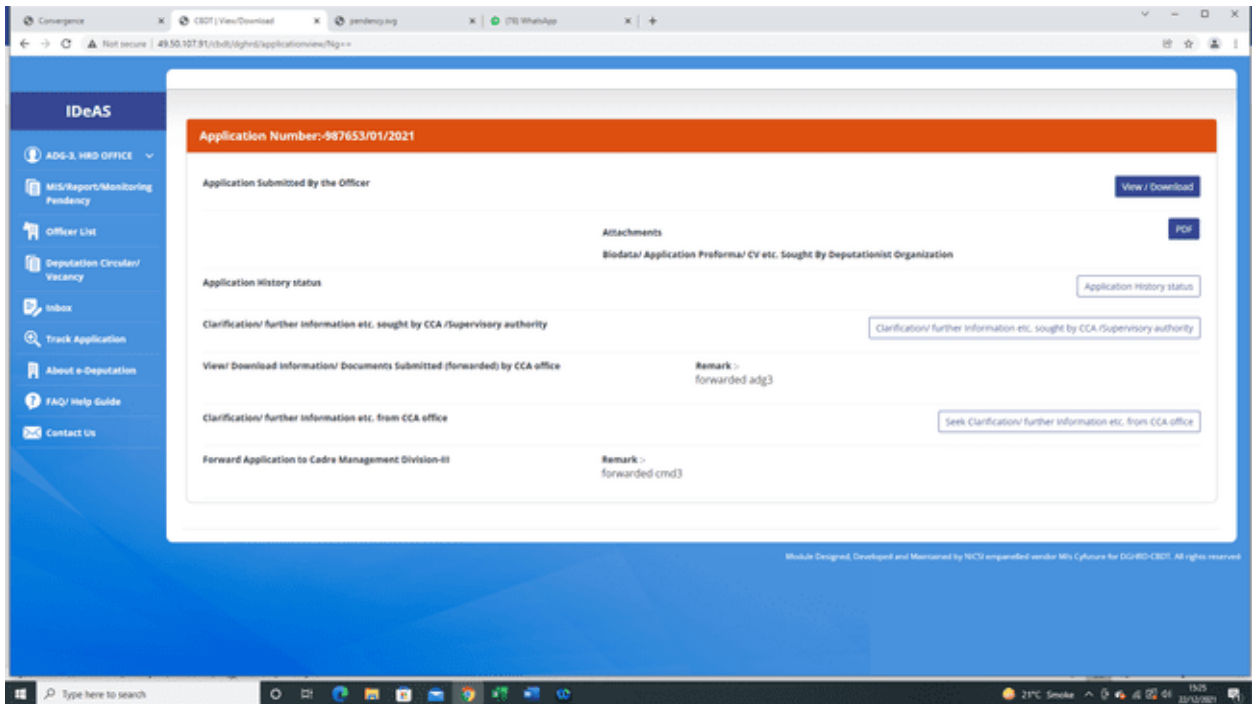➢ **View/ Download–**View/ download the submitted application details.

➢ **PDF –** ADG-3 can view the attachments/documents submitted by the officer with the deputation application by clicking on this tab.
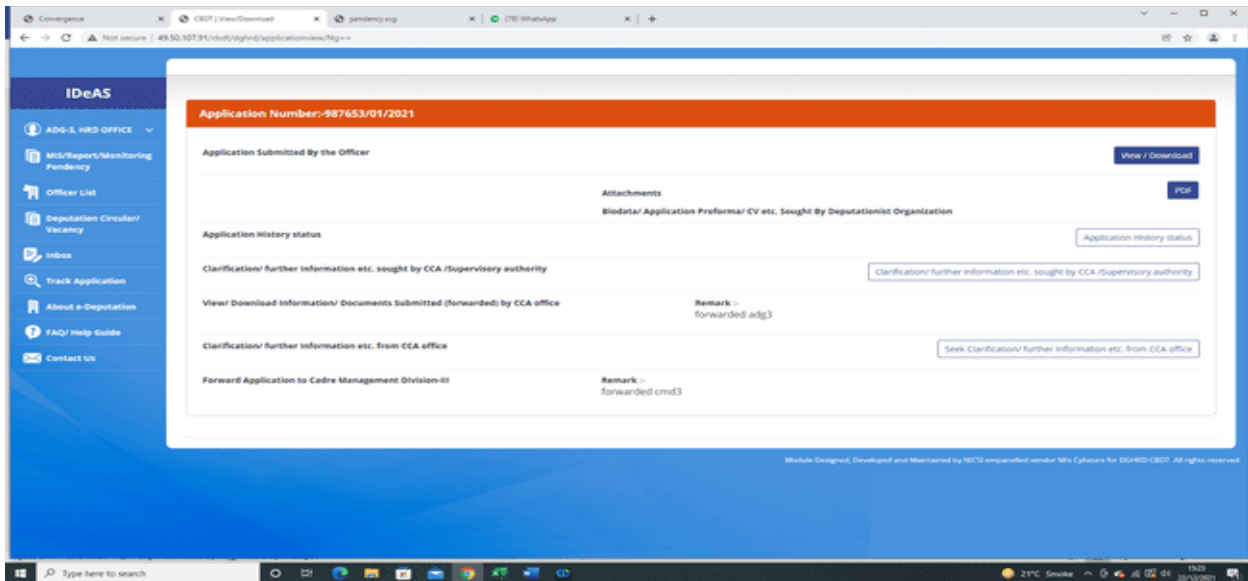
➢ **Application History Status –** View the application history status
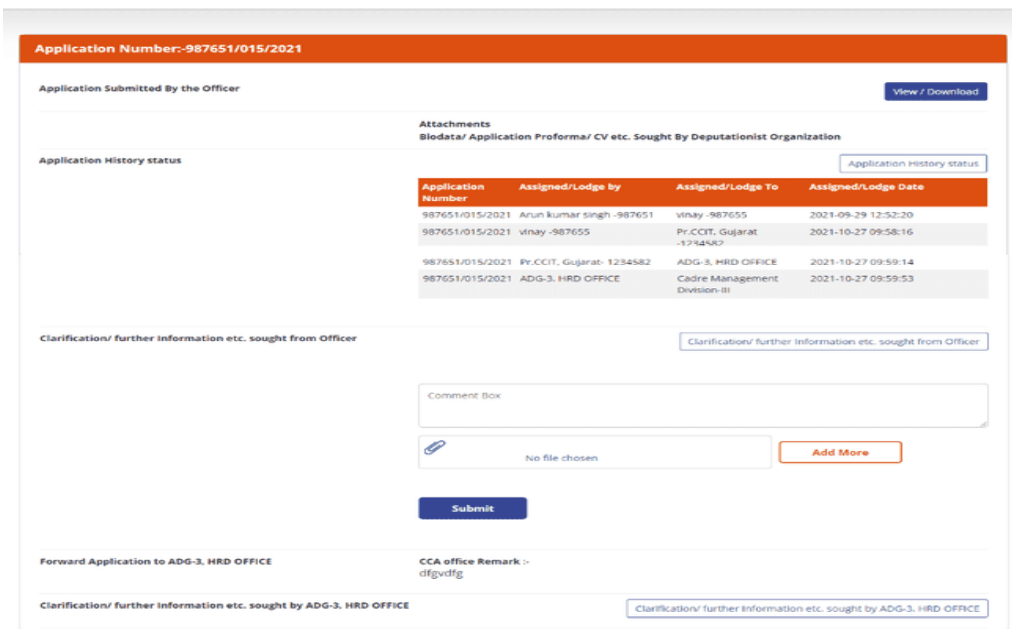
➢ **Clarification/Further Information etc. sought by CCA/Supervisory Authority:** User can view Clarification/Further Information etc. sought by CCA/Supervisory Authority from the officer by clicking on this tab.

> User can also **"View/ Download Information/ Documents Submitted (forwarded) by CCA office"** under the Remark column of this tab.
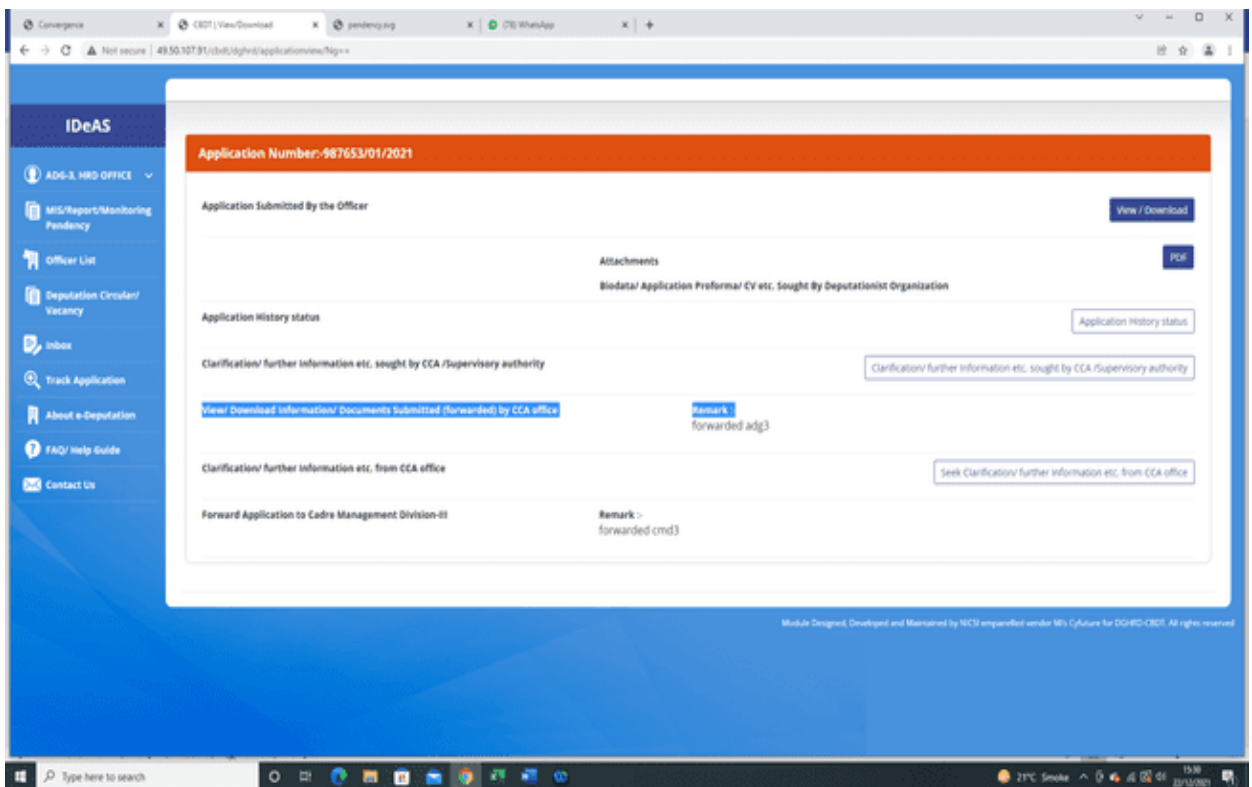
➢ **Clarification/Further Information etc. sought from CCA office –** ADG-3, HRD office can also seek any clarification/further information from the CCA office in respect of the deputation application submitted by the officer or forwarded by the CCA office. To do this, enter the necessary comments, upload the (pdf) file (if any) and submit.
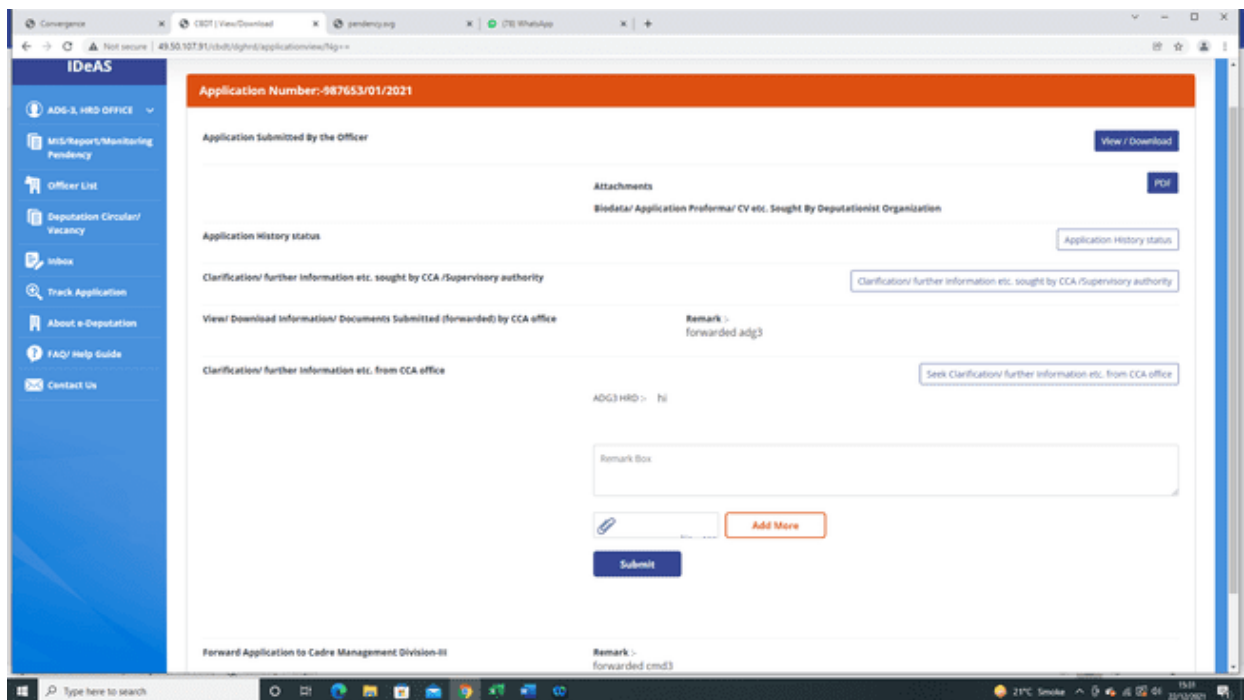
➢ **Forward Application to CMD-III Division-** This tab is used for forwarding the deputation application of the officer to **CMD-III Division** for further processing. To do this, enter the necessary comments, upload the (pdf) file, if any, and submit.
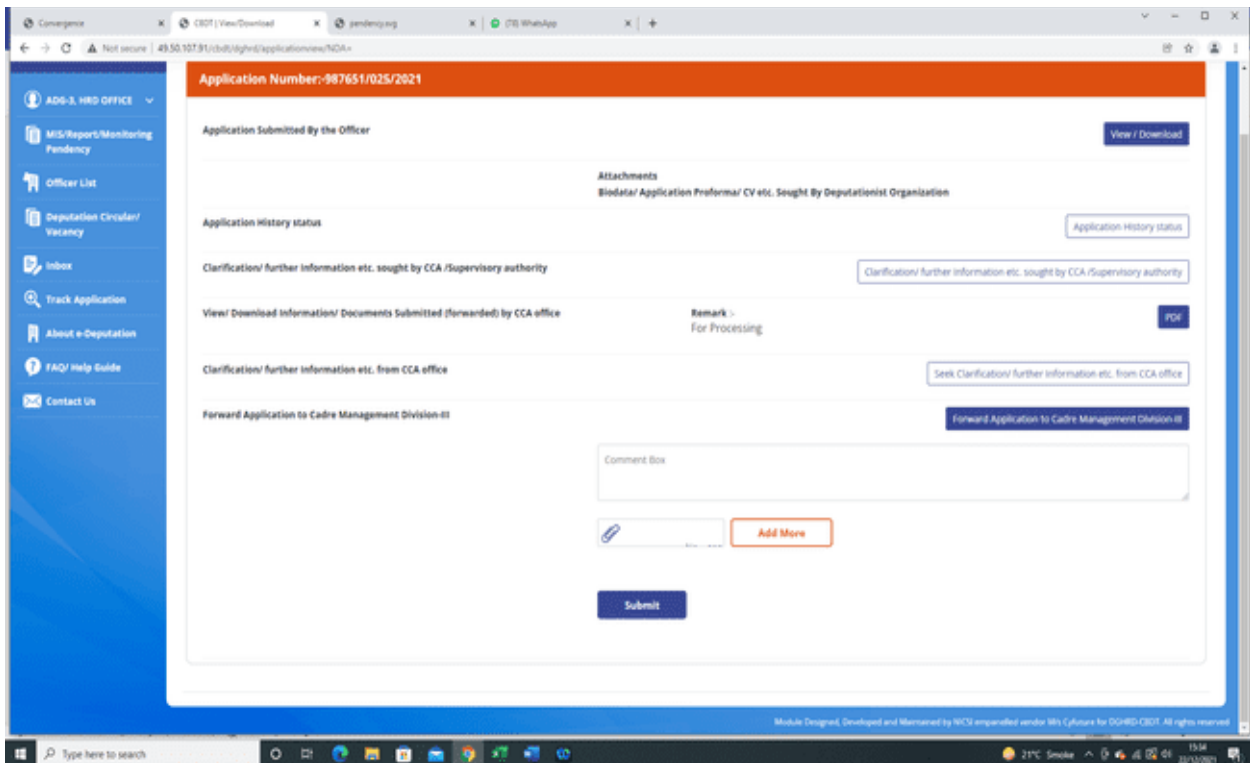
➢ Under the **"All Clearances Received/Closed Application"** tab, it will display all the applications for which :

(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'**.

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
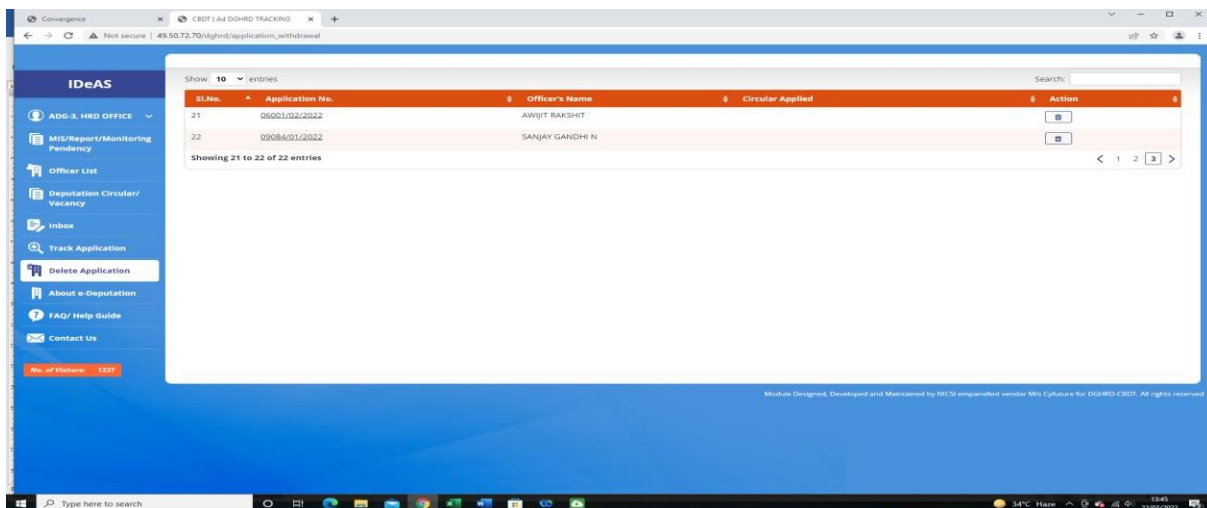➢ Uploaded Document
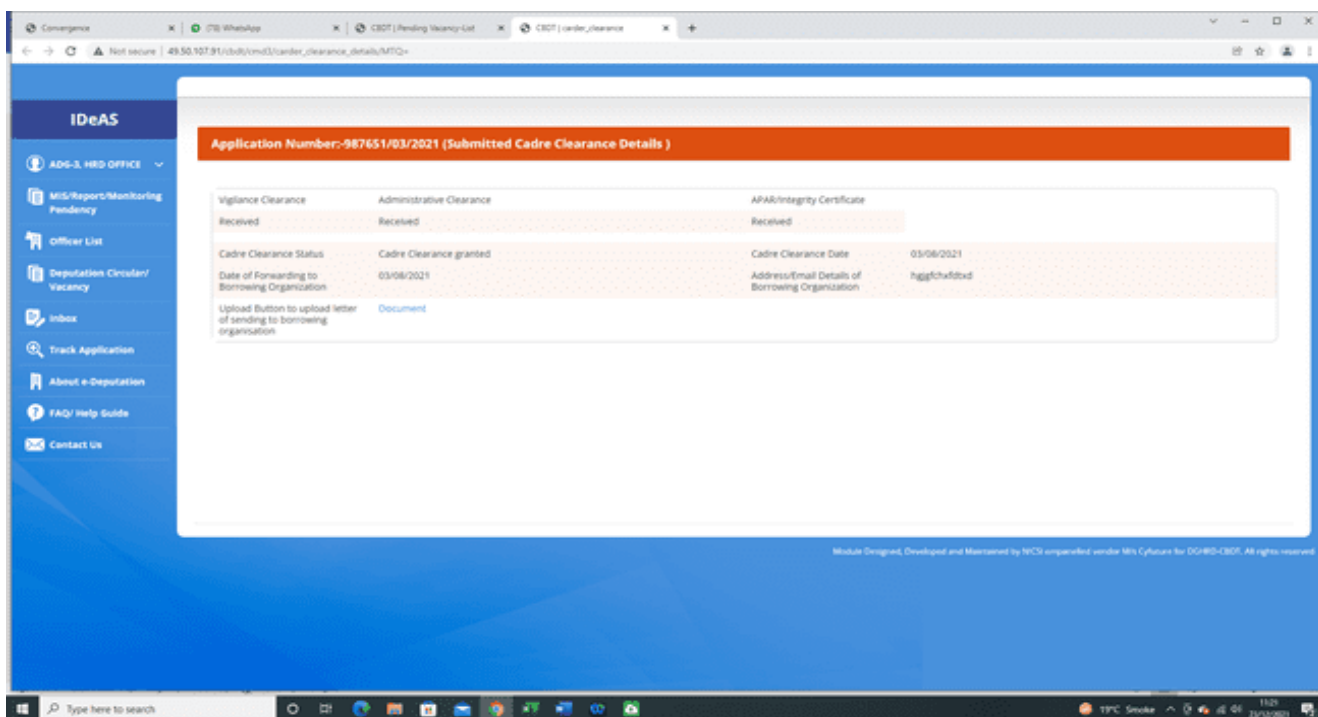
7. DELETE APPLICATION

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.
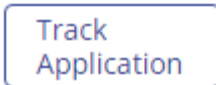
8. TRACK APPLICATION

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.

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.

USER MANUAL

(FOR CMD-III DIVISION)

Index

G.   User Manual [For CMD-III Division]

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2. LOGIN

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

Login

cmd3@gov.in

....

Enter Captcha   6 3 8 2 7

forgot password?

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

Submit   **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.

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

3.2 CHANGE PASSWORD

To Change password, Enter: -

- ➢ **Old Password**
- ➢ **New Password**
- ➢ **Confirm Password**
- ➢ **Captcha**
- ➢ Click on **"Change Password"**

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      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:

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.

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: ttt	
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			asdas		
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		asdas	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		

4.3   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
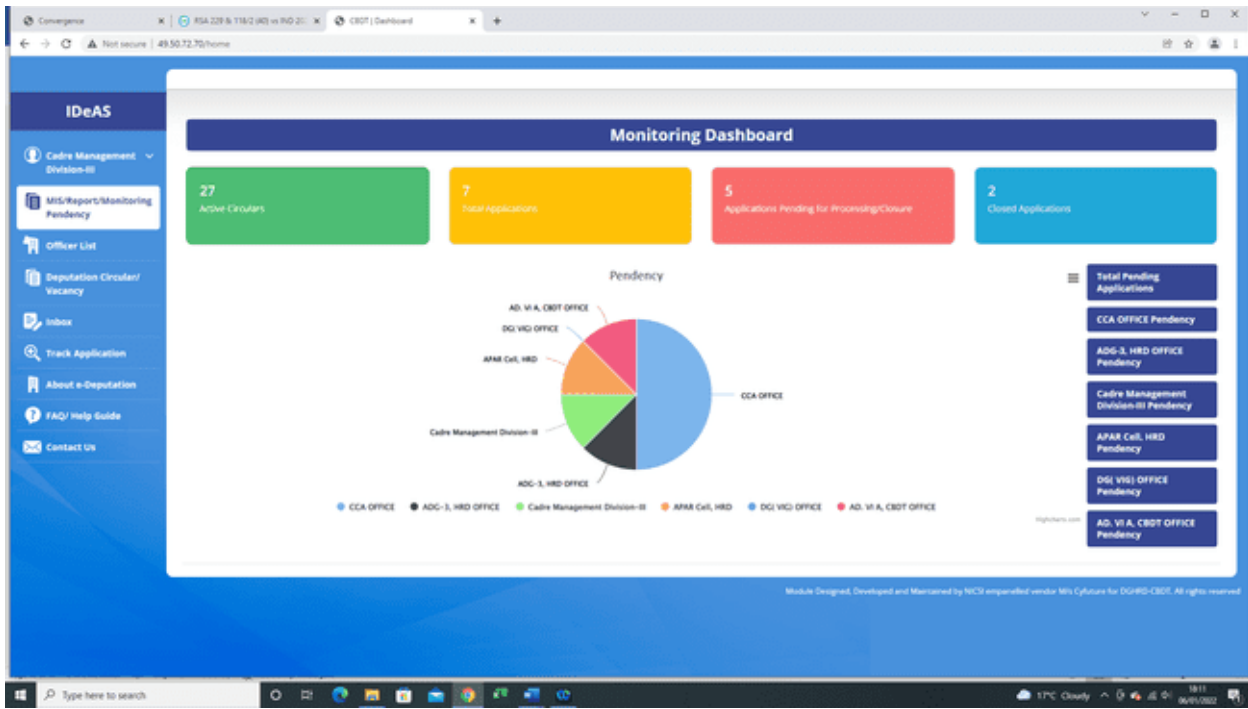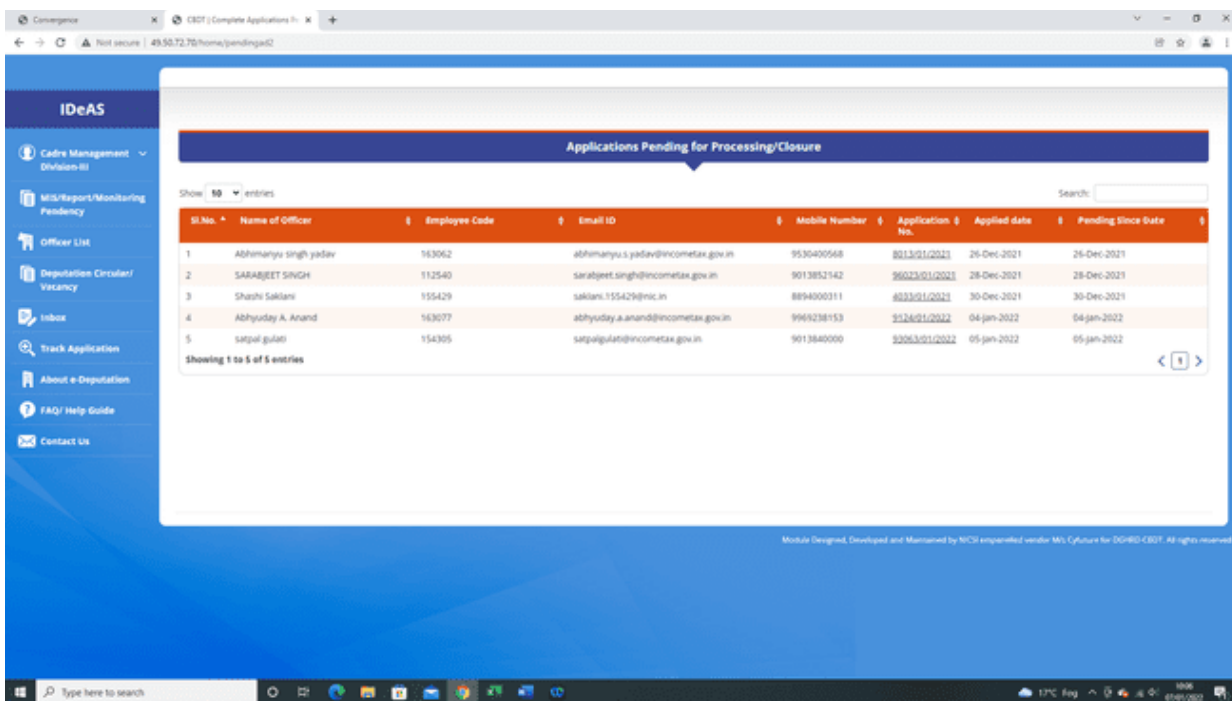- Application Number
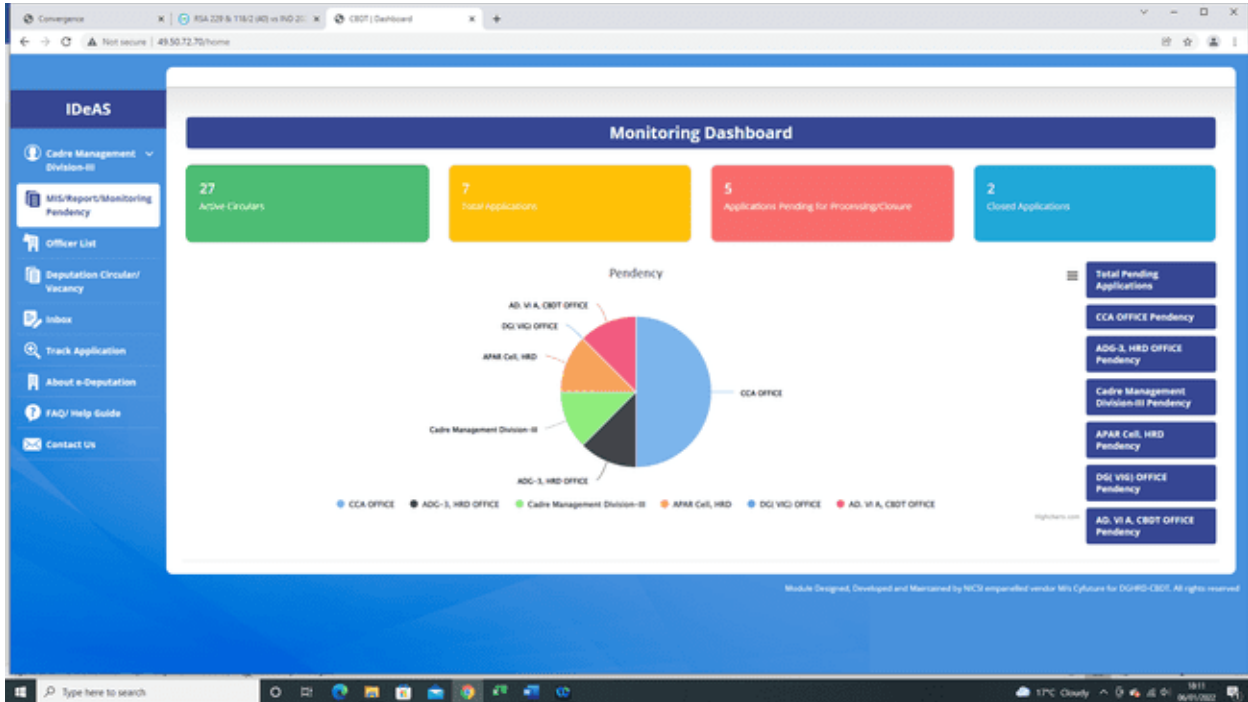- Applied Date
- Pending since date

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: tttt		
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				asdas		
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		asdas	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:

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
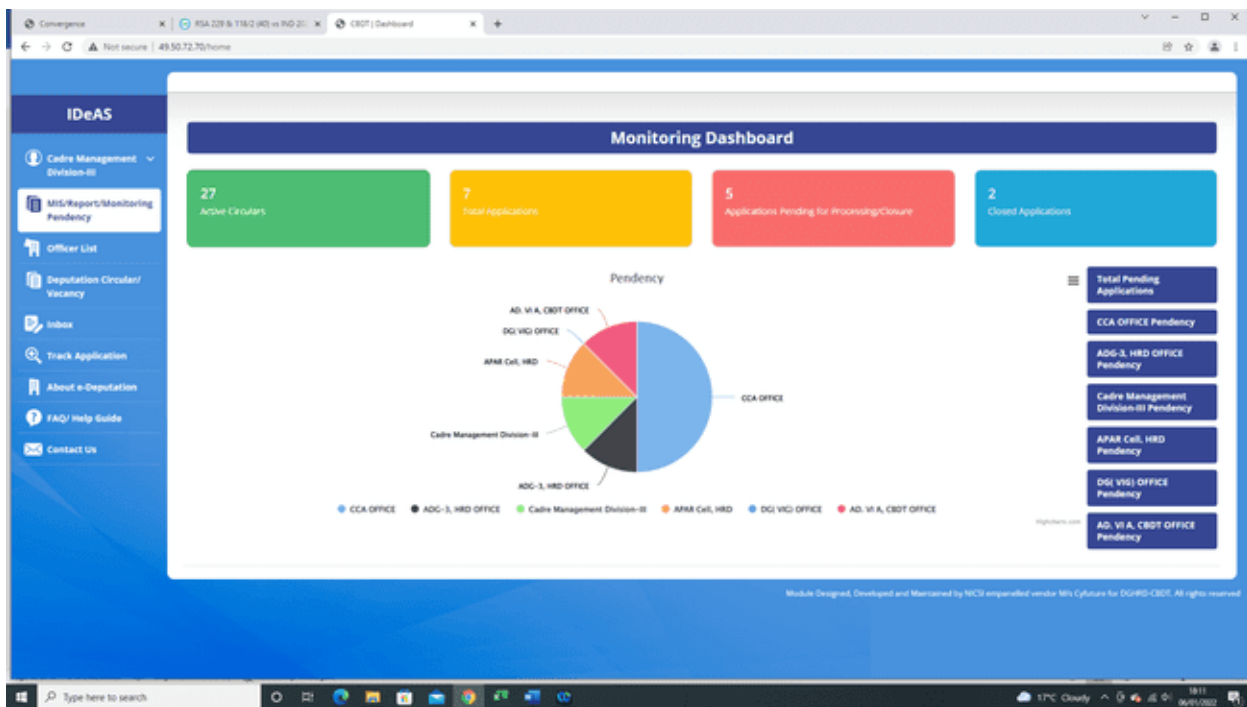- Application Number
- Applied Date
- Pending since date

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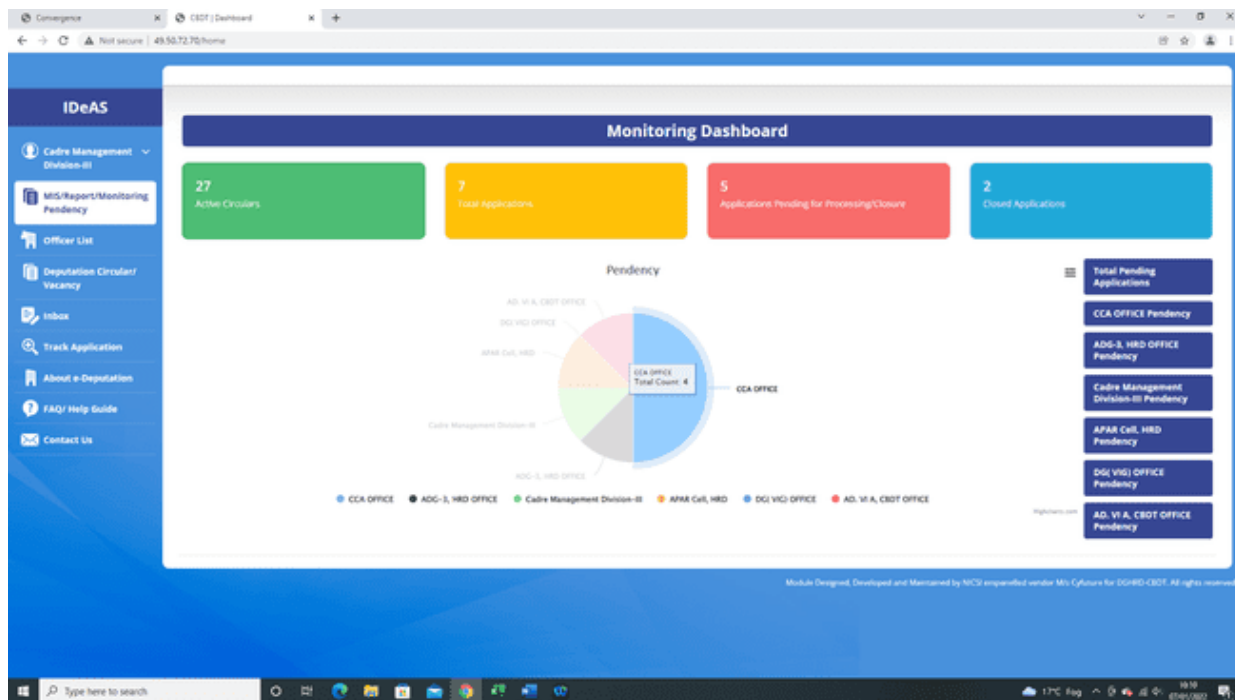
Generation of pendency data in different forms:
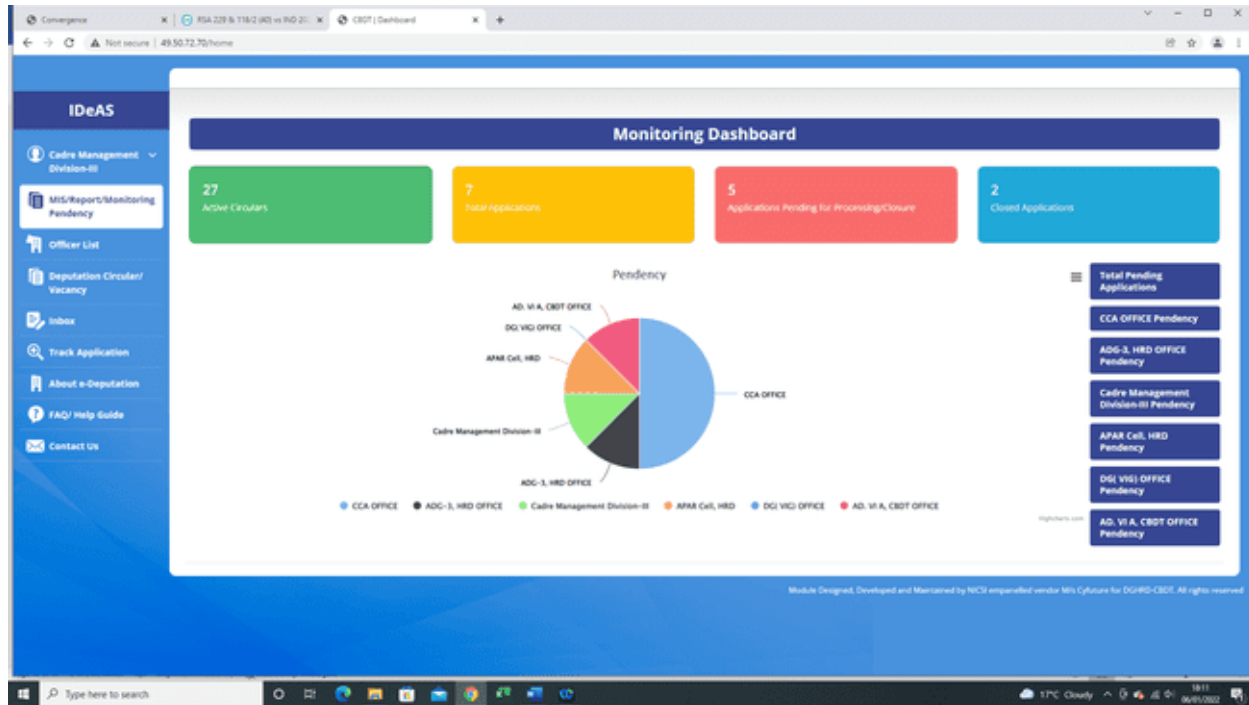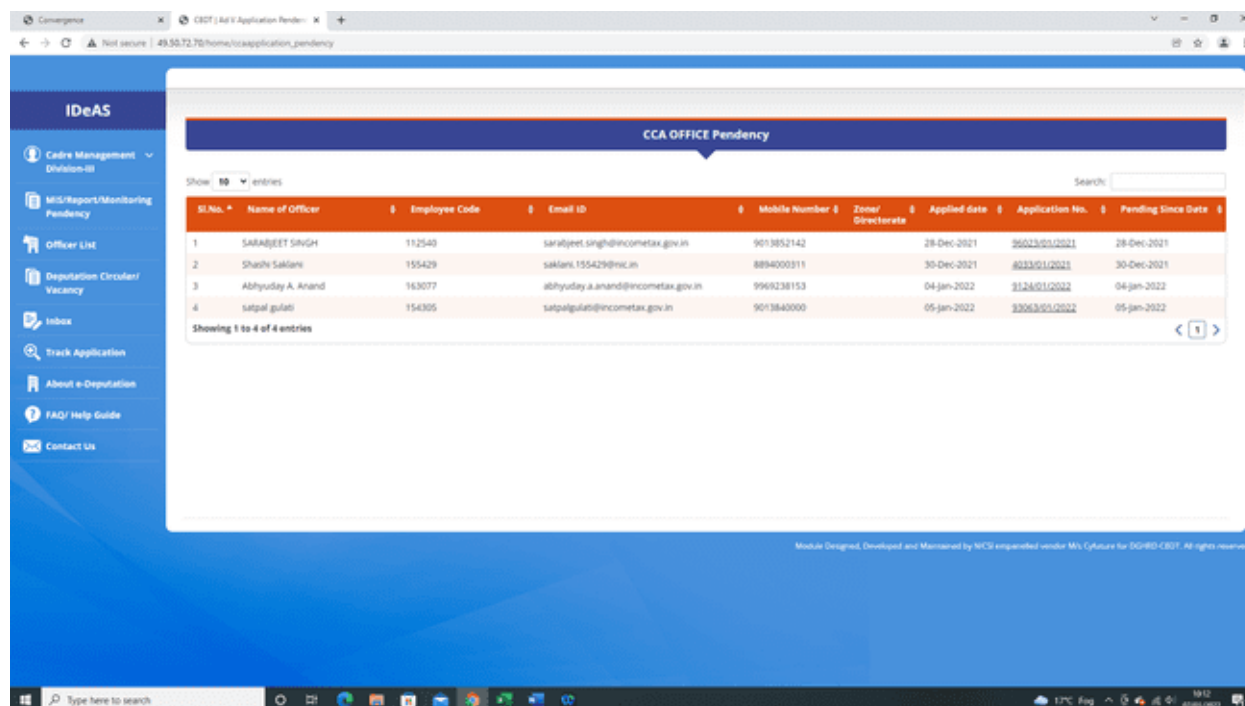
By Clicking on the Options tab, CMD-III user has the option to generate data regarding the pendency information available on the Monitoring Dashboard in various forms, such as:

- (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:
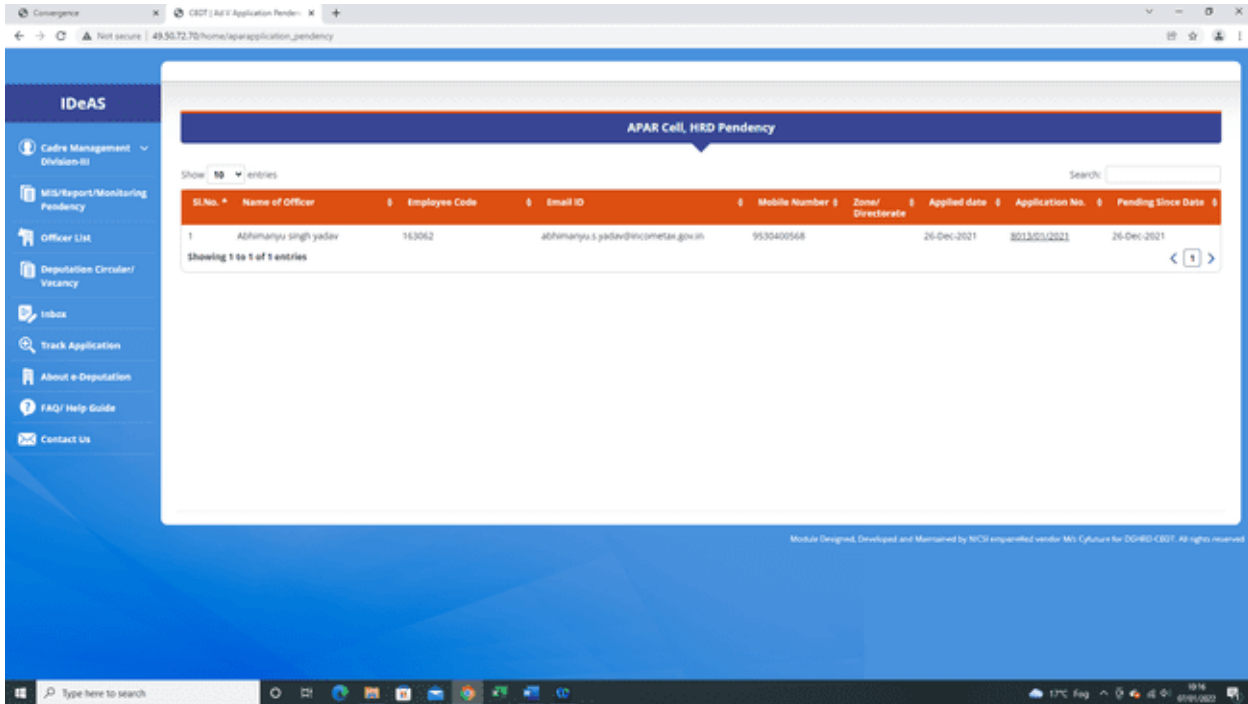

This page shows the total number of applications which are pending at the level of CCA office. You can also click on the "**Search**" button to search on the following parameters:

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

(ii)   ADG-3 HRD Office Pendency

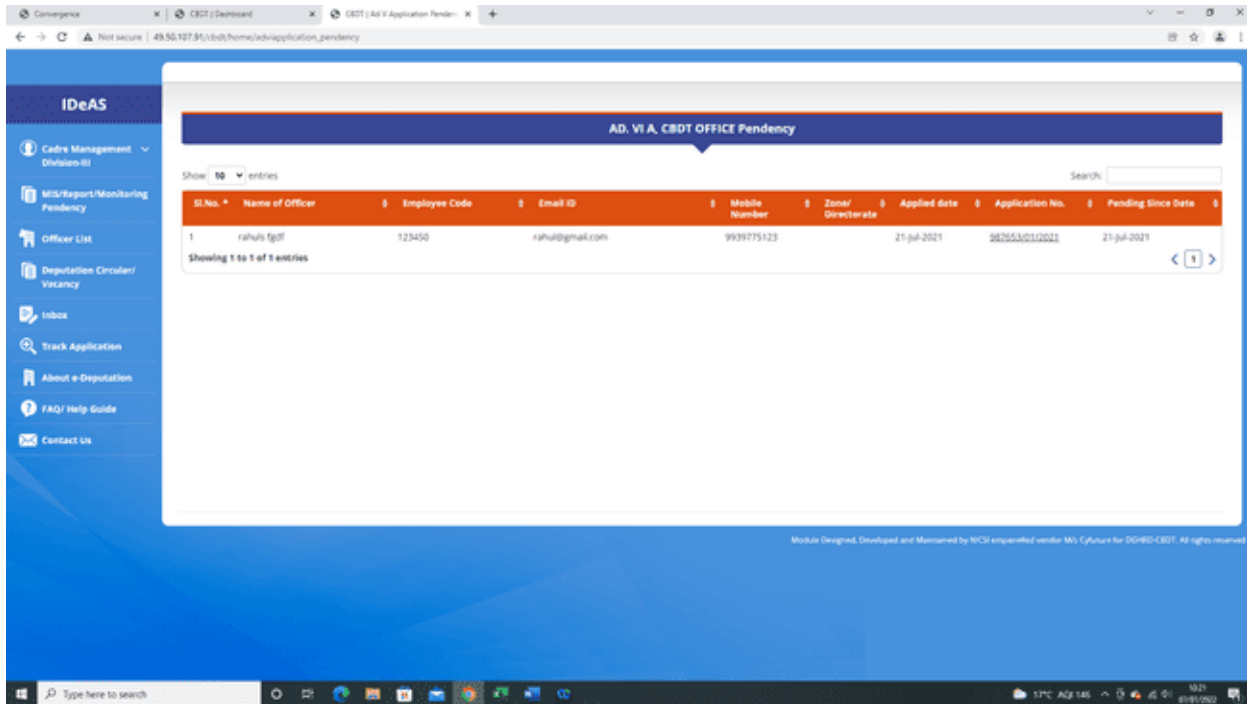On clicking the "**ADG-3 HRD Office Pendency**" tab [Blue Colour], the following screen will appear:

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:
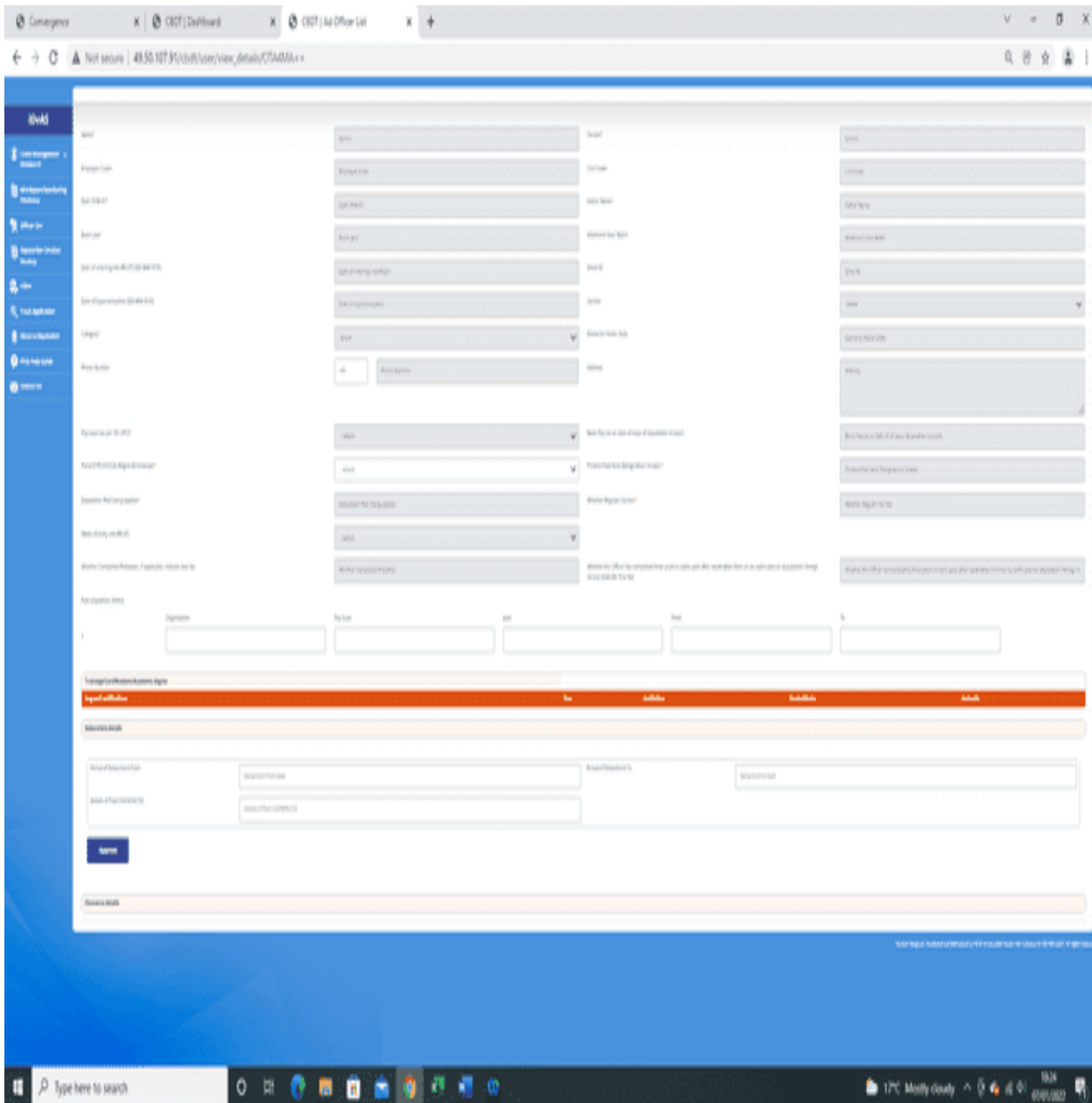

This page shows the total number of applications for which APAR and Integrity Certificate are yet to be received from the APAR Cell, HRD office. You can also click on the "**Search**" button to search on the following parameters:

- 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:

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:

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**

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.

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 ›

Search: 11009/01/2021

OFFICER'S NAME

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 ›

Search: pooja hali

CIRCULAR END DATE

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 ›

Search: 20-Oct-2021

PENDING FROM DATE

View/ Download / Take Further Action Functionality

Click on "**View/ Download/ Take Further Action**"

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

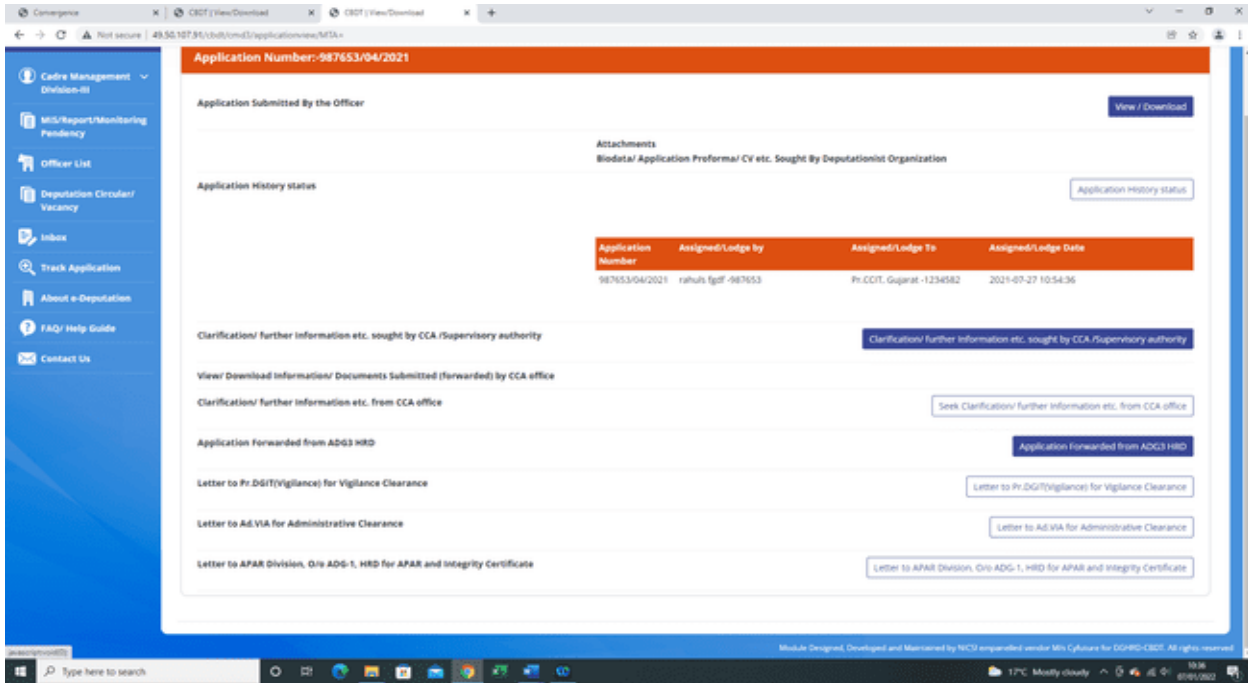➢ **View/ Download–**View/ download the submitted application details.

➢ CMD-III can also view/download the attachments/documents submitted by the user with the deputation application by clicking on the **"View/Download"** tab.
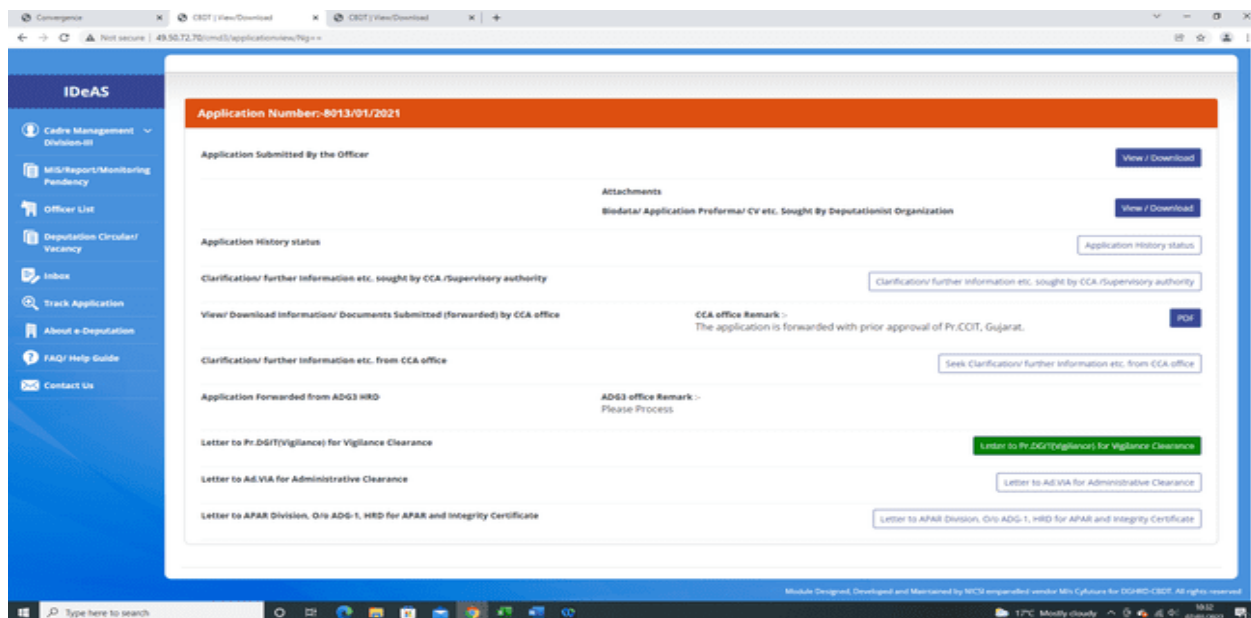
➢ **Application History Status –** View the application history status
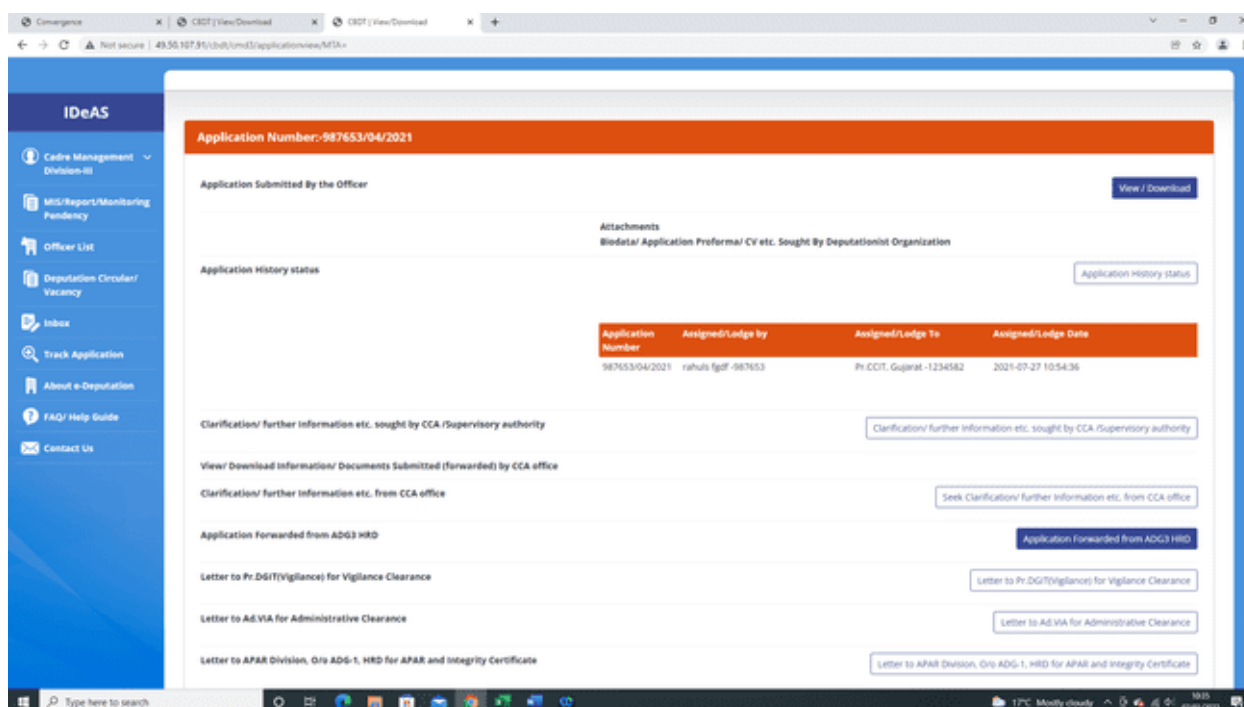
➢ **Clarification/Further Information etc. sought by CCA/Supervisory Authority:** User can view Clarification/Further Information etc. sought by CCA/Supervisory Authority from the officer by clicking on this tab.

➢ User can also **"View/ Download Information/ Documents Submitted (forwarded) by CCA office"** under the Remark column of this tab.
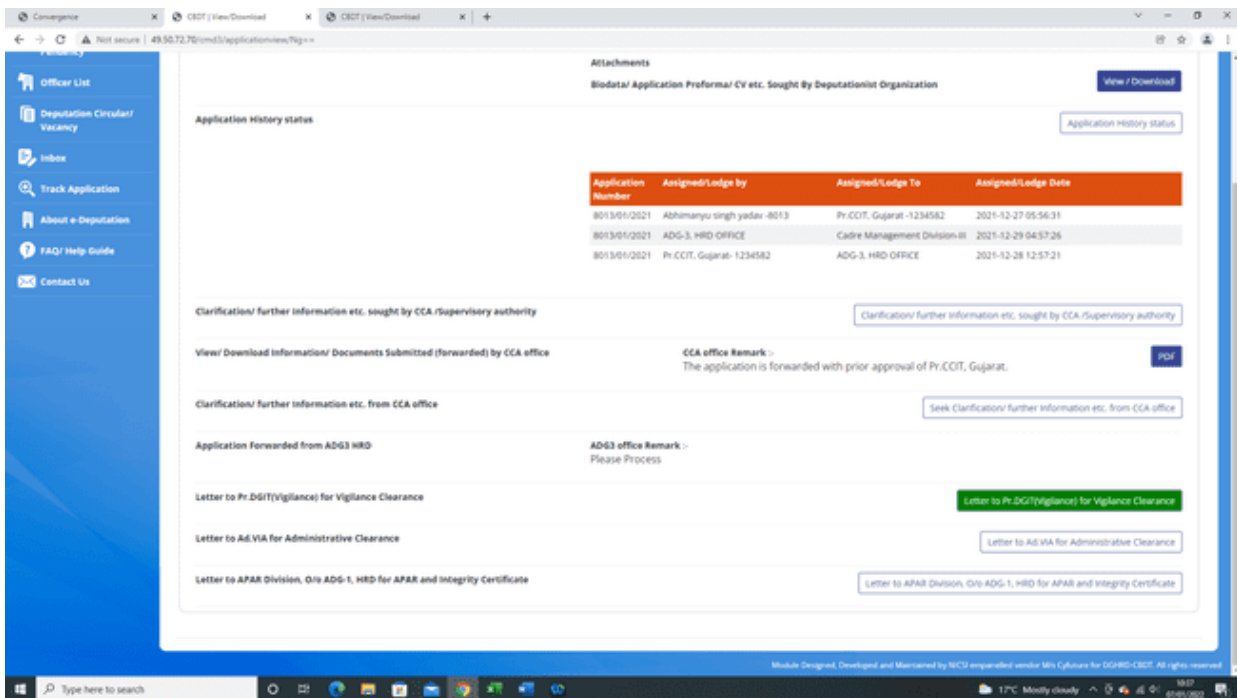
➢ **Clarification/Further Information etc. sought from CCA office –** CMD-III user can also view any clarification/further information sought by ADG-3 user from the CCA office in respect of the deputation application submitted by the officer or forwarded by the CCA office by clicking on this tab.
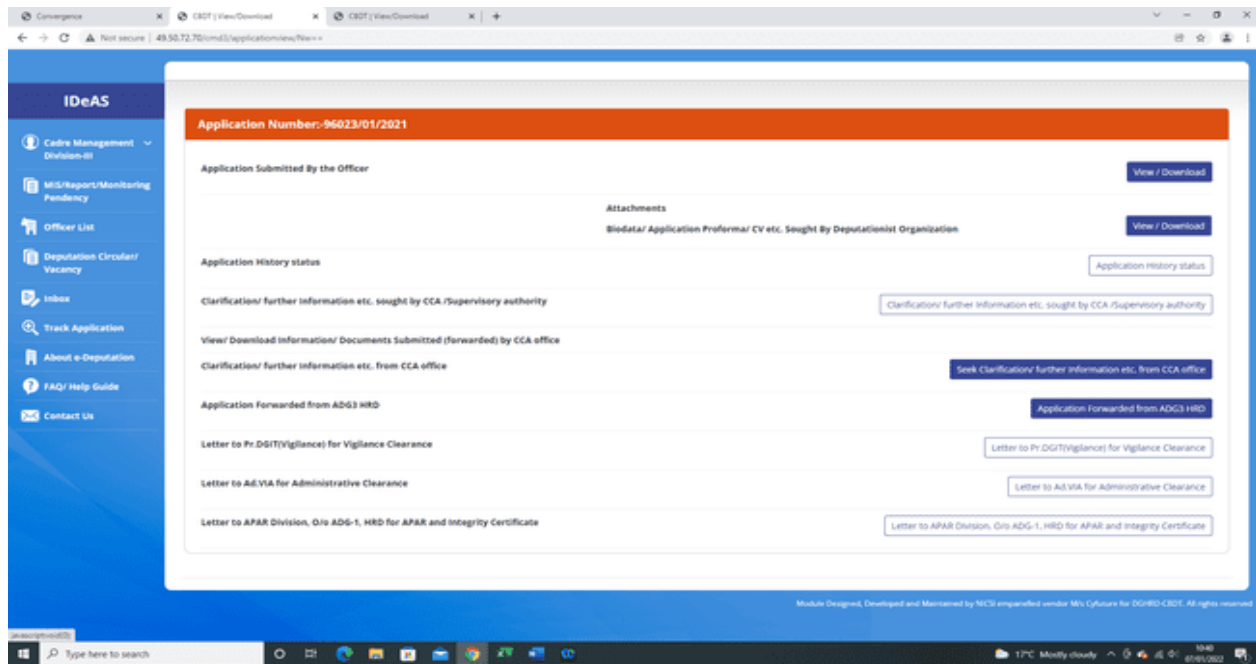
➢ Under the **"All Clearances Received"** tab, it will display all the applications for which :

(i) All the clearances, i.e. Vigilance/Administrative/APAR & Integrity Certificate have been received but cadre clearance details are awaited.

(ii) 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'**.
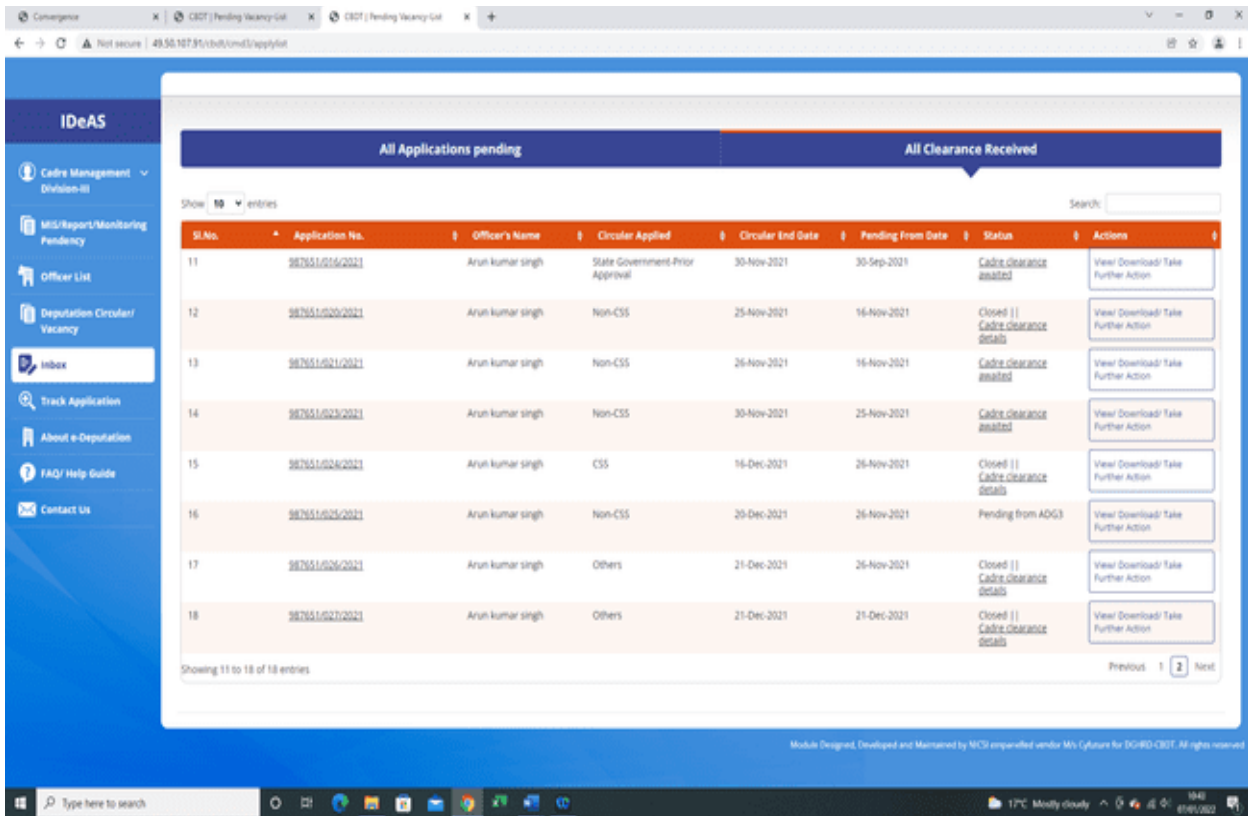
The details regarding cadre clearance are entered by the CMD-III Division by clicking on the "Cadre Clearance awaited" link under the Status Tab.
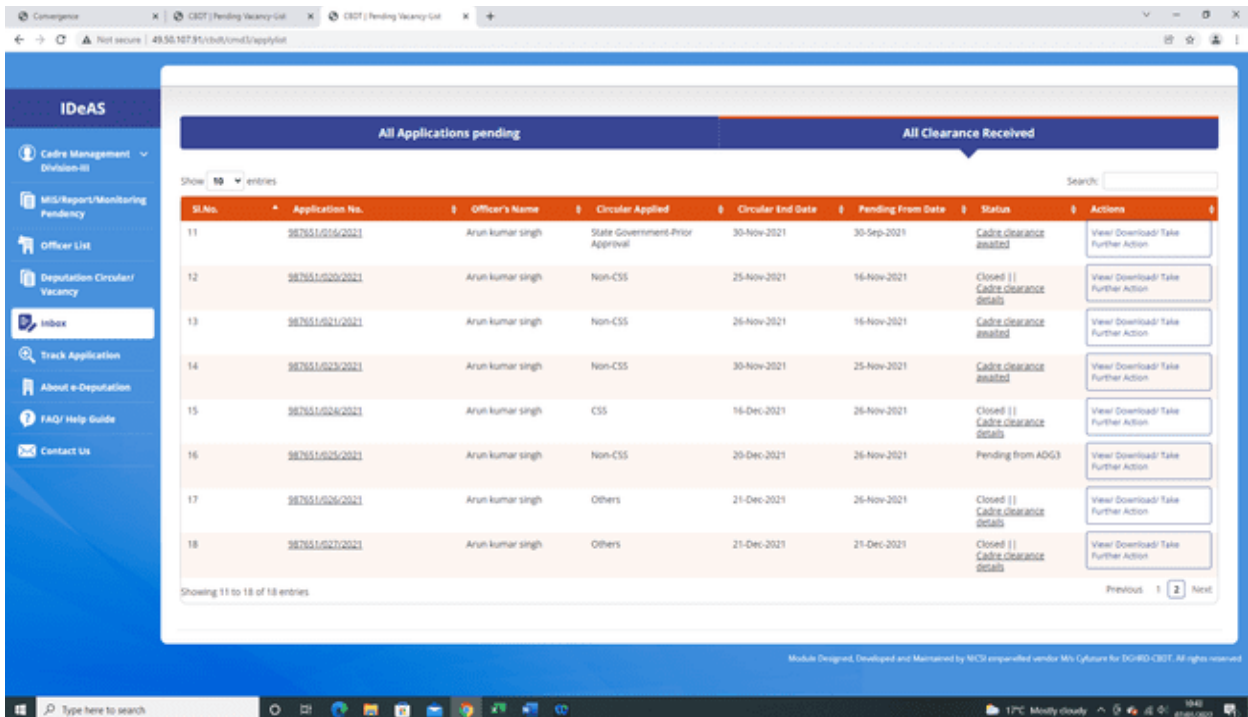
7. CLOSING APPLICATION

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

The 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

(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

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.

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

CONTACT US

H. CONTACT US

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

Directorate of HRD, 2nd Floor, Jawaharlal Nehru Stadium, Gate No. 1, New Delhi – 110003

ADG-3, HRD: 011-24360589

JDIT, CMD-3, HRD: 011-47292048

Email id: support.irsdepportal@incometax.gov.in