VRIKSH

SUITE

User Guide

2024

Version 1.0

Principal Chief Commissioner of Income Tax, Gujarat

Aayakar Bhawan, Ashram Rd, Near Income Tax Circle,

Shreyas Colony, Navrangpura, Ahmedabad, Gujarat 380009

VRIKSH

SUITE

Verifiable Resource Information and Knowledge System for Human resource management

"Vriksh is trust of employee in department which is show transparency of employee performance."

- Mohan Singh

(O/o DCIT(HQ)(Pers.), Ahmedabad)

Contents

Cadre Management System ----------4

1. Need for CMS in Income Tax Department -------- 4

2. VRIKSH - A Software(CMS) for ITD ---------- 5

3. System Requirements ---------- 8

4. Types of users in VRIKSH ---------- 10

5. Dashboard Overview ---------- 12

6. Features for Employees ---------- 13

7. Features for DDO Users ---------- 16

8. Features for System Administrators ---------- 23

9. APAR in VRIKSH Software ---------- 29

10.Troubleshooting and Support ---------- 30

11.System Maintenance and Updates ---------- 31

12.Security Features ---------- 31

13.Suggested Features for Future Versions -------- 32

14.Contact Us Details ---------- 33

15.VRIKSH Team Details ---------- 33

Cadre Management System

A **Cadre Management System** is a specialized software solution designed to manage the lifecycle and administration of employees or officers within an organization, typically focusing on managing roles, ranks, and hierarchical structures (cadres). This system is commonly used in government departments, public sector organizations, and large enterprises where managing human resources by rank, role, or cadre is critical.

VRIKSH
SUITE

1. Need for a CMS in Income Tax Department:

A **Cadre Management System (CMS)** is critical for the Income Tax Department due to its role in managing a large, complex workforce with varying ranks, responsibilities, and roles across different regions. The need for such a system is driven by several factors that ensure the smooth operation of human resources within the department. Here are the key reasons:

- **Hierarchical Structure:** The department has a rigid hierarchy, with officers at various ranks such as Assistant Commissioner, Joint Commissioner, and Principal Commissioner. The CMS can efficiently manage promotions, demotions, transfers, and retirement planning based on seniority and departmental rules.

- **Promotion Management:** The Income Tax Department follows a strict seniority-based promotion system, often coupled with performance evaluations and eligibility criteria. A CMS can automate the promotion process, ensuring that deserving officers are promoted on time and in compliance with government rules.

- **Transfer Management:** The department often transfers officers to different regions or divisions based on organizational needs, vacancy availability, and employee preferences. A CMS can streamline this process by matching employee profiles with available positions and managing the approval workflow.

- **Service Rules and Guidelines:** The Income Tax Department operates under specific service rules issued by the government. These rules govern promotions, cadre reviews, transfers, and retirements. A CMS ensures that all decisions regarding employee career progression are compliant with these rules, reducing the risk of errors or disputes.

- **Cadre Reviews**: Periodic cadre reviews are essential in determining the number of sanctioned positions and roles at various levels. A CMS can store and track this data, making it easier for authorities to plan and implement cadre reviews.

- **Performance Appraisals:** CMS can integrate performance evaluation mechanisms that track employee performance and ensure timely appraisals. In the Income Tax

- Department, where accountability and integrity are crucial, a CMS can help monitor work efficiency, tax collections, and adherence to targets.

2. VRIKSH - A Software (CMS) for ITD

Vriksh is an attempt to simplify this process by providing intelligent data management features and user-friendly interface for the HQ users as well as for the employees. Vriksh is designed to ensure that the data once compiled should be available for meaningful use while ensuring that personal information of the employees is visible only to the authorized personnel.

Most software projects focus on the development of the software while the data compilation is left for the future. However, a reverse process has been followed in developing Vriksh. The employee data already available in bits and pieces in various places has been painstakingly compiled, cleaned and standardized. Such standardization not only reduces the data entry effort subsequently, it will also ensure consistency in the data even with passage of time.

Furthermore, in order to ensure compatibility of data with other IT systems of the department, the post codes and employee codes are the same as used in ITBA. This will help in ensuring that employees get the benefit of seamlessly navigating through the two software and the administration is also able to nominate employees based on training needs. Eventually, this will help in decision making at the time of posting of employees based on their competencies as mandated under the national training policy.

However, Vriksh is not a replacement for the HRMS system of ITBA or the SPARROW APAR system. It is envisaged as cadre Management System and a supplementary system to address the day to day requirements of the HQ officials.

The software leverages the experience of earlier attempts at development of Cadre Management Software – mainly the IRS Officers Online system.

This manual lists the features “Vriksh” as a user guide for the users of the system.

1. Centralized Employee Database

- **Employee Profile Management:** Maintain comprehensive records of employee details such as name, rank, cadre, department, tenure, and history.

- **Cadre Information:** Track the cadre (rank or position) of each employee and store their history, including promotions, transfers, and reassignments.

- **Personal Information Management:** Store personal details like contact information, educational background, and family details.

2. Role-Based Access Control (RBAC)

- **Access Restrictions:** Provide role-based access to different users (e.g., admin, employee, AO and DDO). This ensures only authorized personnel can access or modify specific data.
- **Customization of Access Rights:** Customize access permissions based on job roles, ensuring data privacy and security.

3. Promotion Management

- **Promotion Process:** promotions based on predefined criteria such as seniority, performance, and tenure.
- **Promotion Eligibility Tracking:** Track employee eligibility for promotion, including criteria like experience, qualifications, and performance ratings.
- **Approval Workflow:** Provide a workflow-based approval system for promotions, ensuring transparency and proper authorization.

4. Transfer Management

- **Automated Transfers:** Manage inter-departmental and regional transfers, automating the process based on policies and availability of positions.
- **Posting History:** Maintain a detailed history of all transfers an employee has undergone.
- **Transfer Requests:** Allow employees to submit transfer requests and track the status of these requests.

5. Performance Appraisal (APAR)

- **Performance Tracking:** Record and monitor employee performance through regular evaluations.
- **Appraisal Cycles:** Schedule and manage performance appraisals, linking them to promotions and career development plans.

6. Reporting and Analytics

- **Custom Reports:** Generate customized reports on employee details, cadre strength, transfers, promotions, vacancies, and more.

- **Data Visualization:** Provide visual dashboards with charts and graphs for quick data insights.
- **Automated Reports:** Set up automated generation of reports for top management, ensuring timely updates on cadre status, vacancies, and performance.

VRIKSH SUITE

7. Self-Service Portal

- **Employee Dashboard:** Allow employees to log in and view their own profiles, cadre history and request status.
- **Self-Service Requests:** Enable employees to submit requests for promotions, transfers option through the portal.

8. Alerts and Notifications

- **Automated Alerts:** Send automated email or SMS alerts for key events like registration, promotions, transfer orders, leave approvals, or upcoming retirements.
- **Reminder Notifications:** Notify managers and employees about pending actions such as performance appraisals, promotion reviews, or training enrollments.

9. Data Backup and Recovery

- **Automated Backups:** Ensure regular, automated backups of employee data to avoid data loss.
- **Disaster Recovery:** Implement disaster recovery mechanisms to quickly restore data and system functionality in the event of failure.

10. Mobile Accessibility

- **Mobile App Support:** Offer a mobile version or app for employees and managers to access the system on the go.
- **Mobile Notifications:** Send notifications and alerts through the mobile app for real-time updates on important events.

VRIKSH SUITE

GET IT ON Google Play

3. System Requirements

Ensure that your system meets the following requirements to use the CMS software effectively:

Operating System: Windows 10 or higher, macOS, or Linux

Web Browser: Chrome, Firefox, Safari, or Edge (latest versions)

Internet Connection: Broadband connection recommended for optimal performance

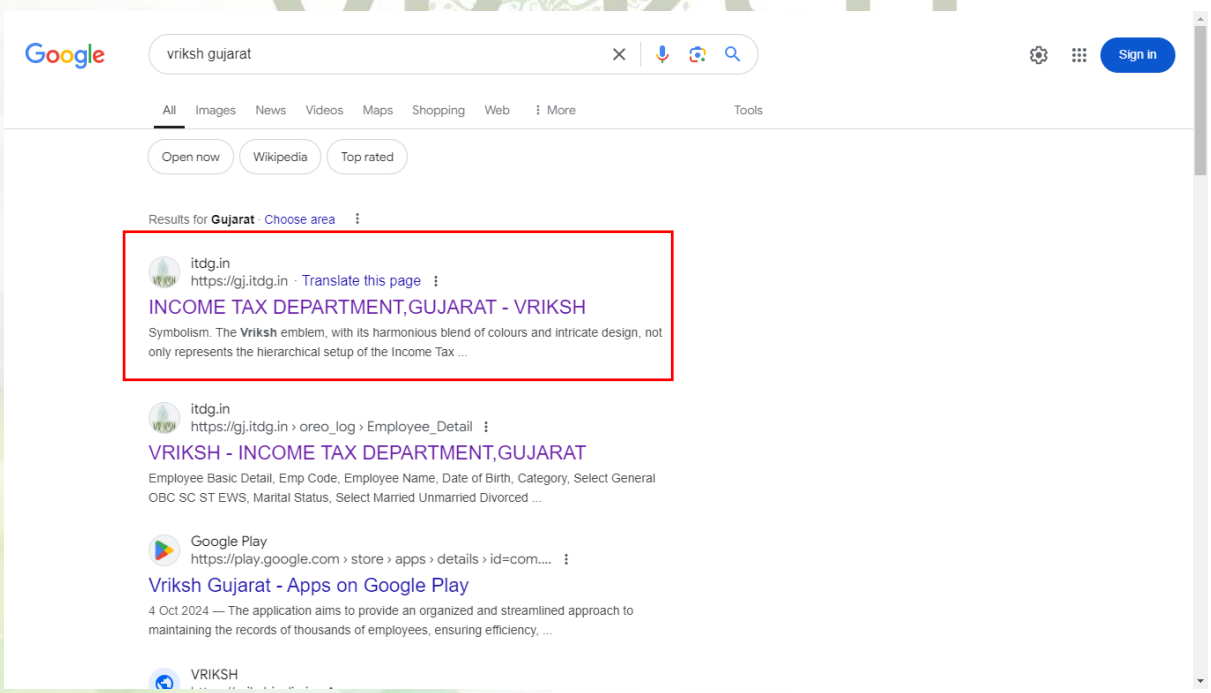
Database: Mssql or any other database configured with the system.

VRIKSH Search in Browsers

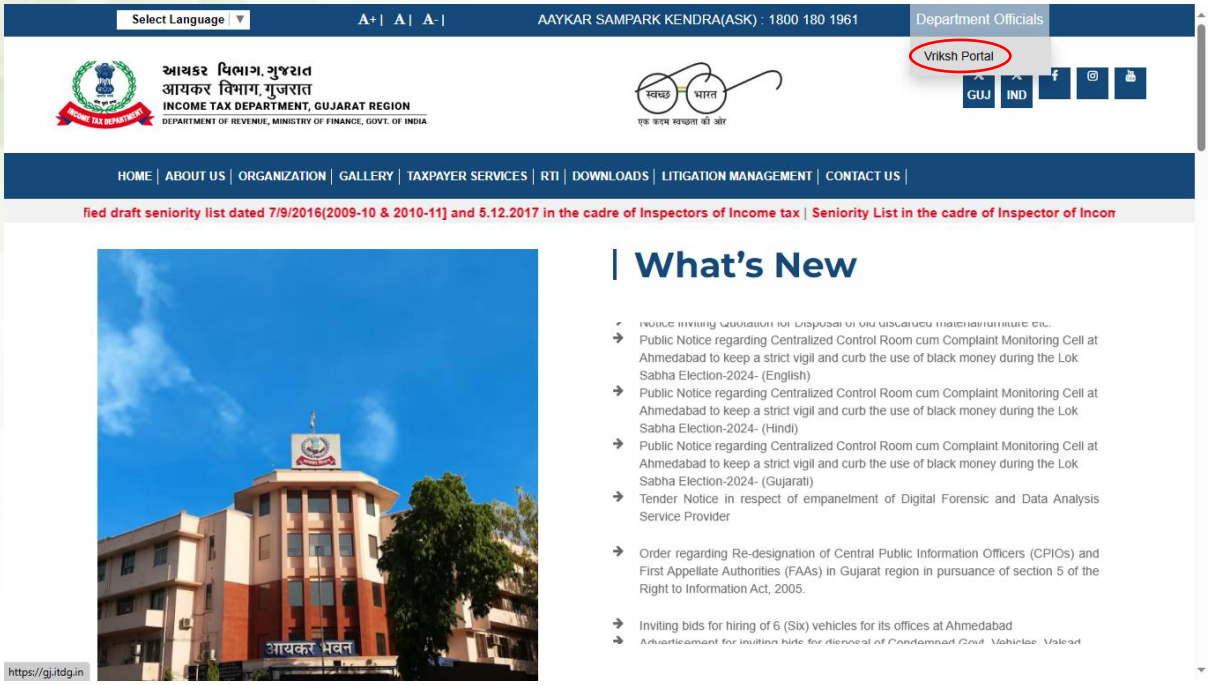
URL Link

Open your web browser and navigate to the Vriksh Portal login page: **http://gj.itdg.in.**

Google Search



Link on Income Tax Gujarat website



Steps to work in VRIKSH Software

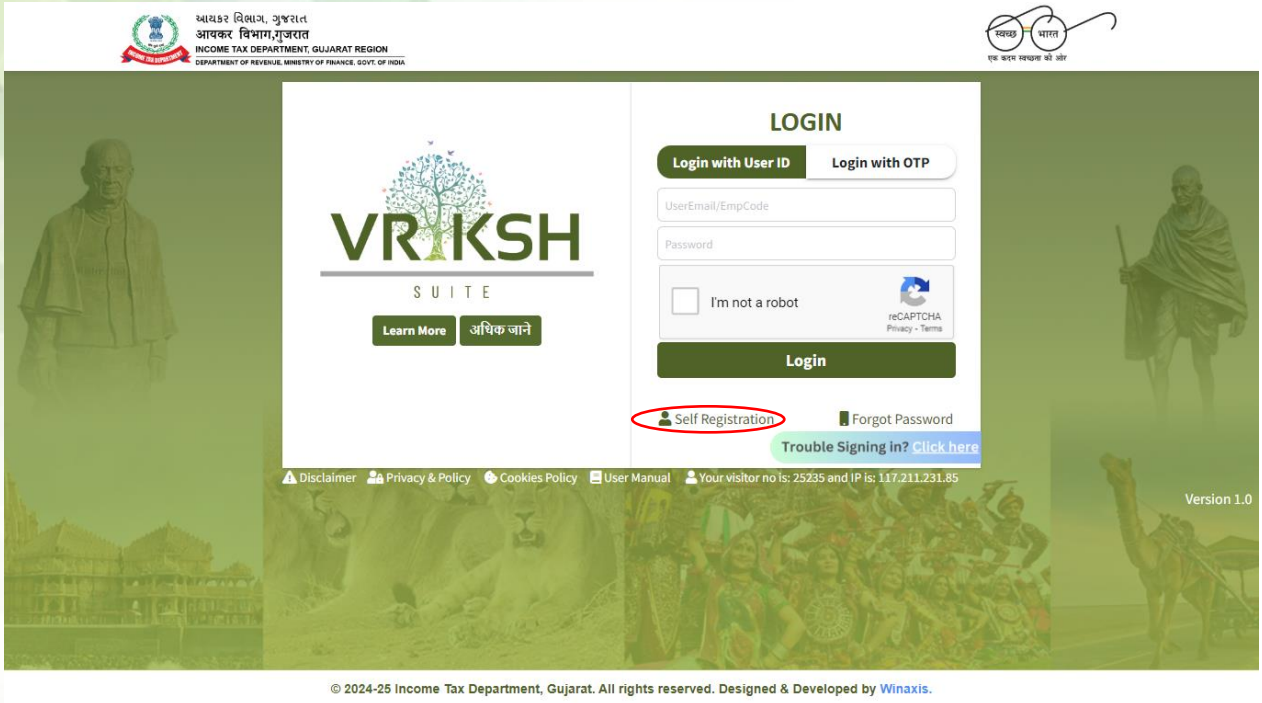
4. Types of users in VRIKSH:

i) Employees of ITD

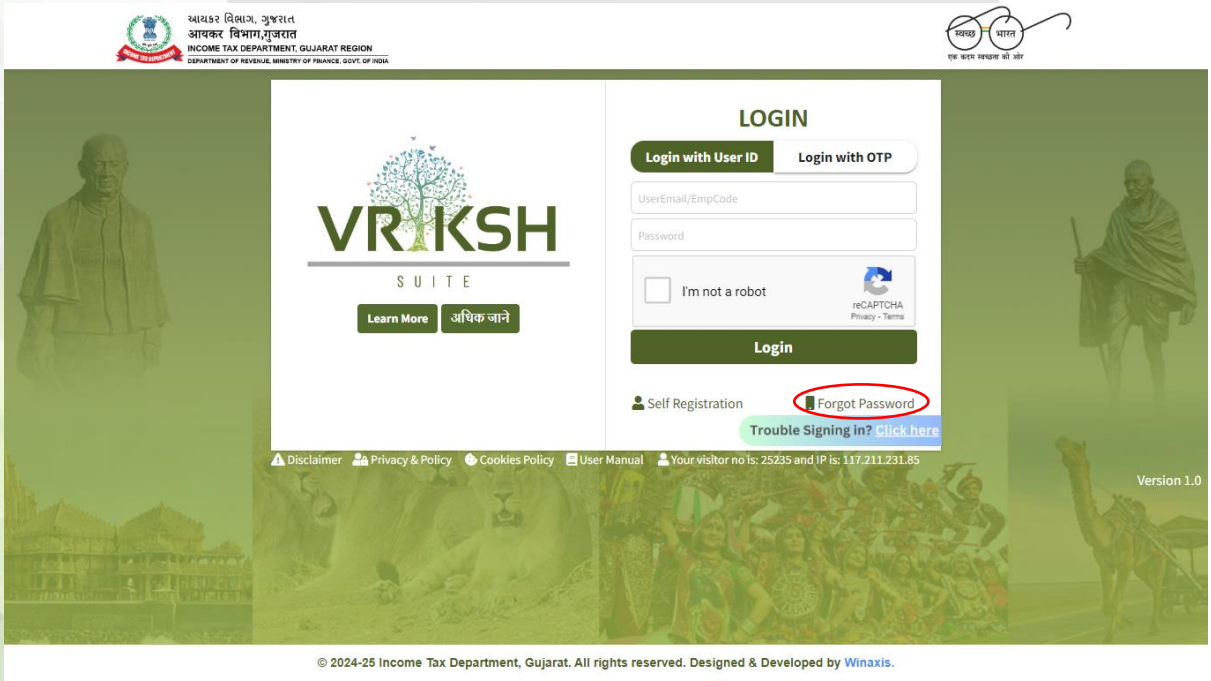
ii) AO & DDO officers

iii) System Administrators

User ID for employees is already configured as the unique 6 digit employee ID of the employee. If employee joins new ITD, firstly, registers as unique 6 digit employee ID in Employee Vriksh portal.



As the data of almost all employees is already populated, the employees simply need to use the “Forgot Password” feature available on the login screen to request a new password. The new password will be sent both by SMS on the registered mobile numbers and on the name based incometax.gov.in email IDs of the employees.

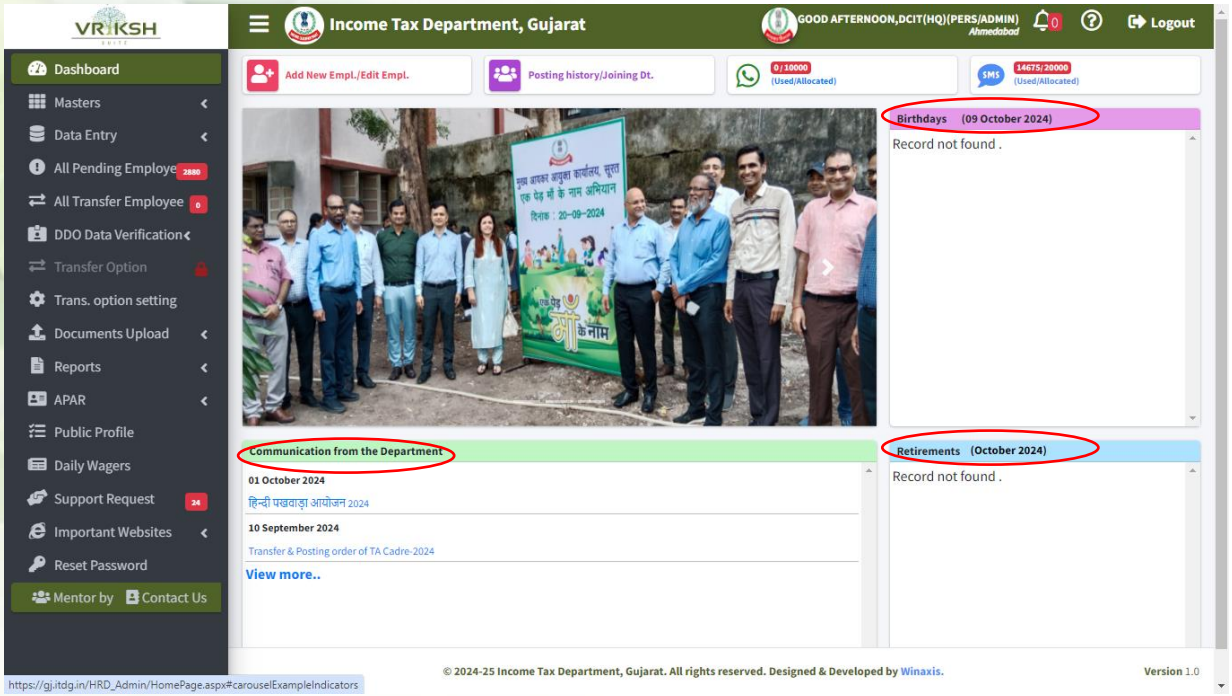


In case any employee faces any difficulty, they can contact AO & DDO for assistance. The User IDs for the System Administrators are separately created in the software itself as described below.

5. Dashboard Overview

After logging in, you will be redirected to the Vriksh dashboard. Here, we can:

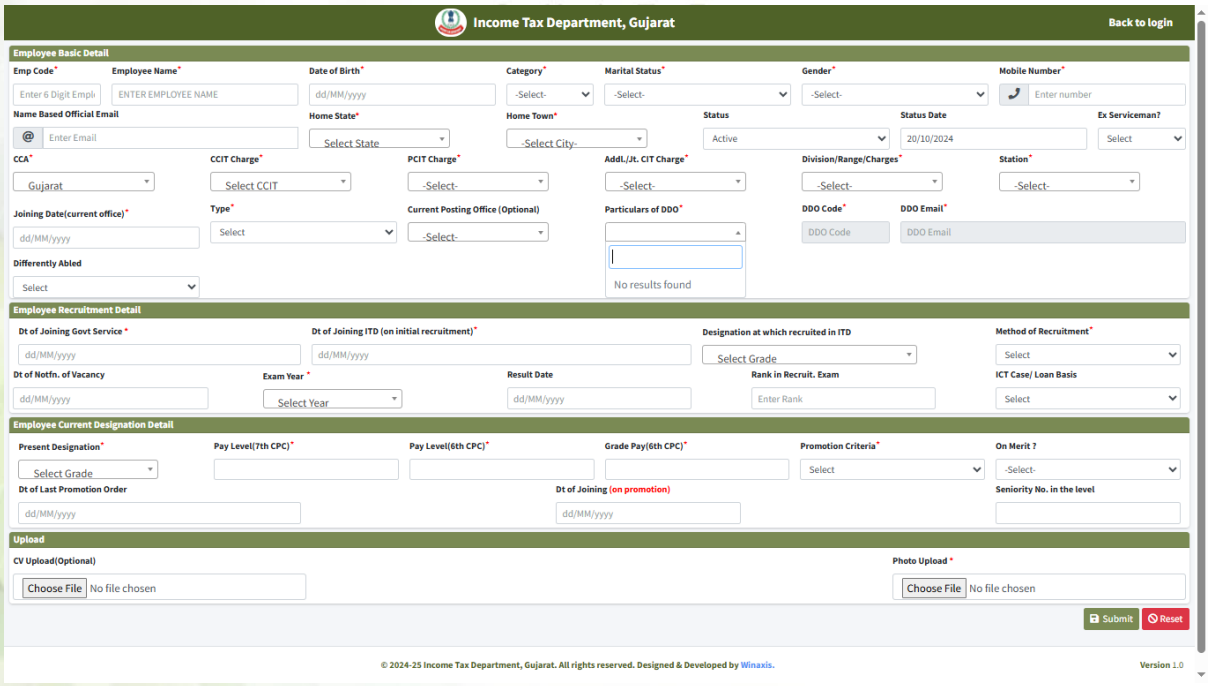
- View quick summaries such as the list of today birthday, list of retirement of month, Department event banner, etc.
- Access different modules such as Employee Profile Management, Promotion Management, Posting history Management, Transfer Management and Reports.



6. Features for Employees

6.1 Self-Registration

A facility has been provided to add any missing or newly recruited as well as any newly transferred officials to the region in Vriksh portal. and forwards to DDOs and admin to verification profile details.



Please ensure that all official have accurately completed the self-registration page. This includes verifying the following details:

- Employee Code
- Date of Birth
- CCIT Charge
- PCIT Charge
- Additional CIT Charge
- Division where currently posted

It's important to check that all entries are corrent

6.2 Departmental Exam

The software allows to employee add and edit department exams and forwards to verification to DDOs and admin.

6.3 Educational Details

The software allows to employee add and edit educational details and forwards to verification to DDOs and admin.

6.4 Posting history Details

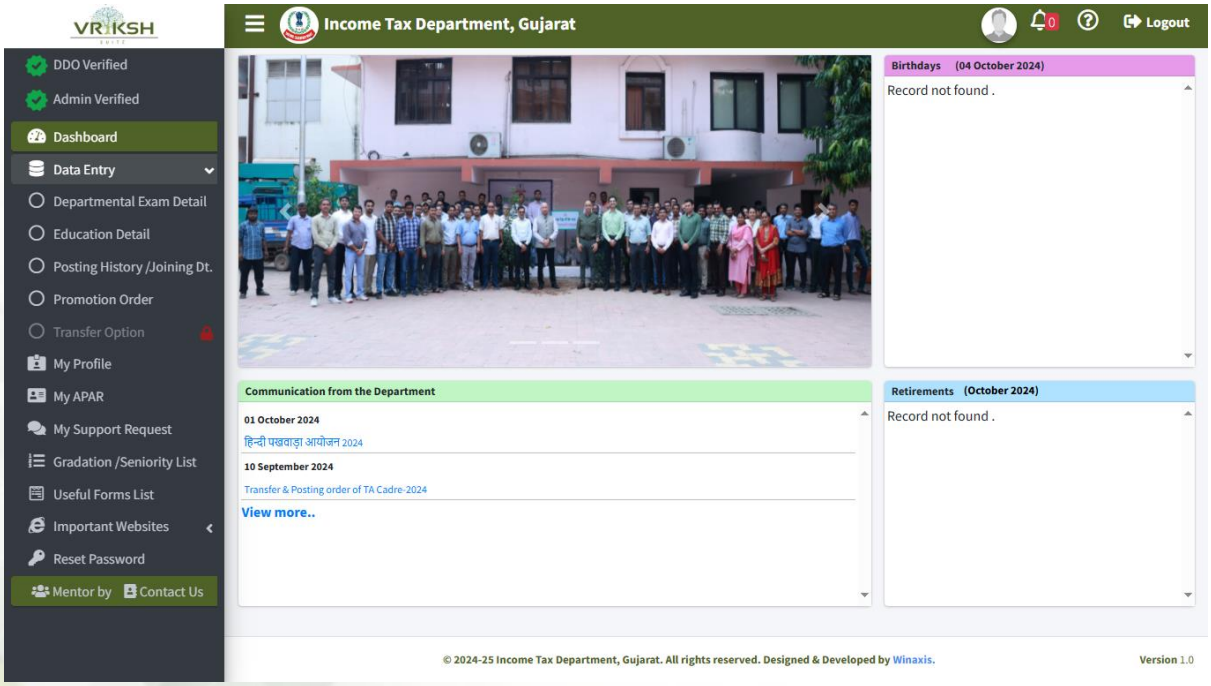
The software allows to employee add and edit Posting history details and forwards to verification to DDOs and admin.

6.5 Promotion Order

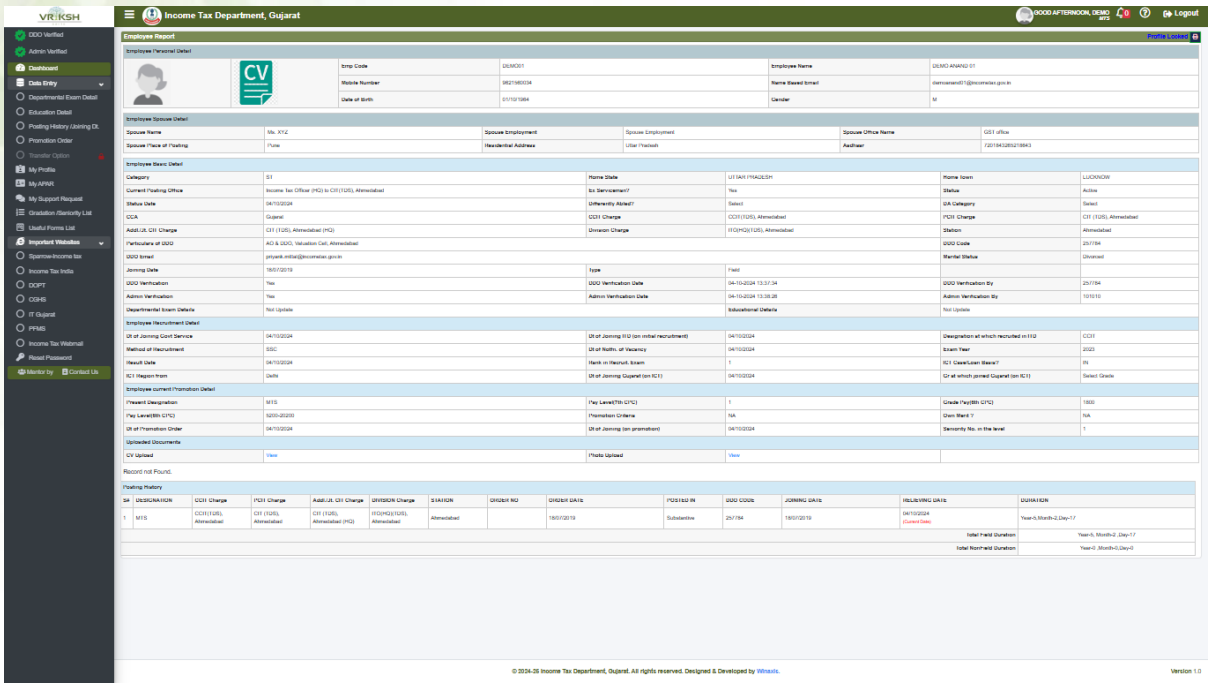
The software allows to employee add and edit Promotion Order and forwards to verification to DDOs and admin.

6.6 Transfer Option

Submit Transfer options as and when the window is opened every year. Data of options filled in each year will be available to bring transparency into the system.



- View Communications from the Office of PCCIT Gujarat.
- See headlines from IRS officers online.
- View employee details in my Profile.



- **View Gradation/Seniority Lists –** it is proposed to upload all available gradation/ seniority lists of all cadres in Vriksh. Subsequent gradation lists are also proposed to be uploaded every year.
- **Useful Forms List–** All important forms are available in the software, which employees can download, fill and submit to the department.
- **A mobile app**

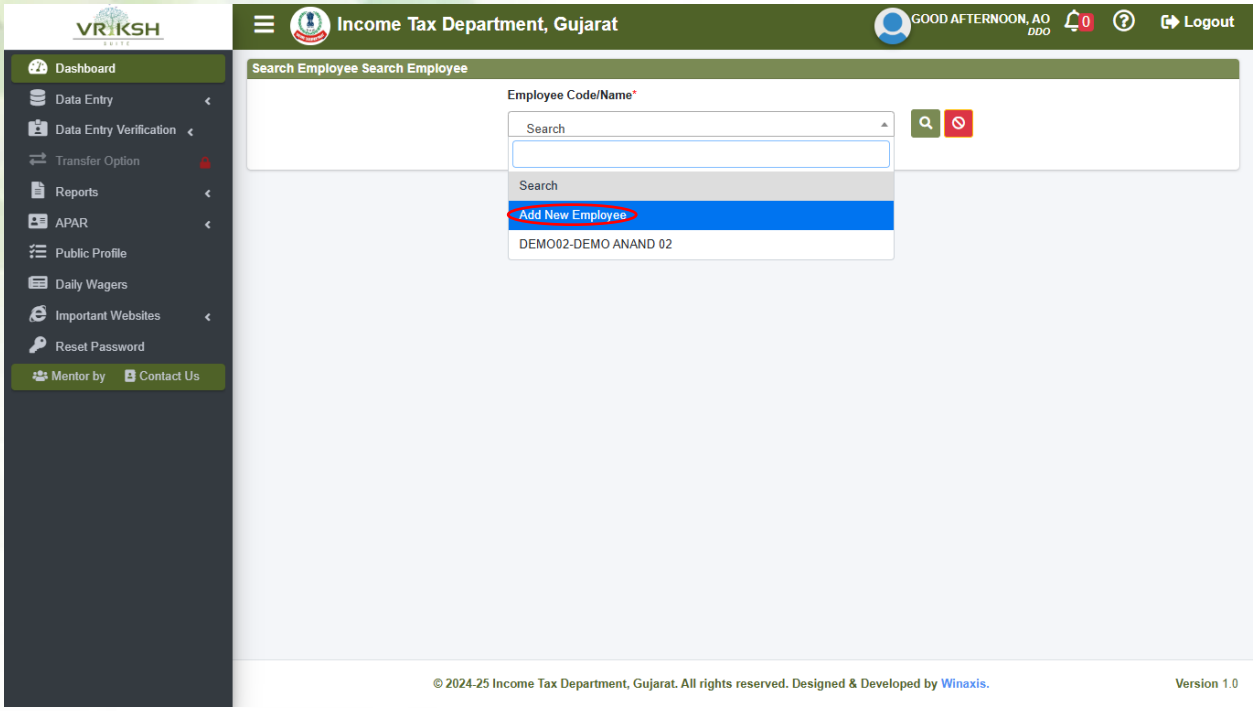
VRIKSH
SUITE

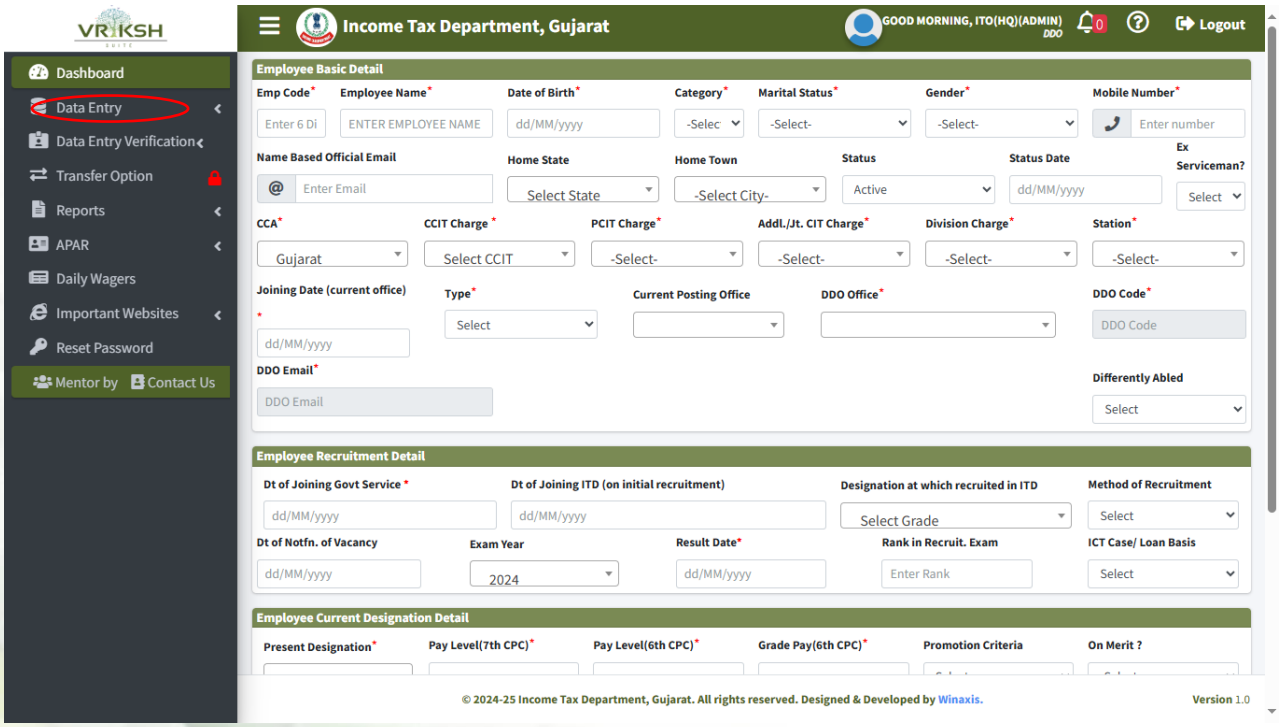
7. Features for DDO Users

The DDO officers of the CCA, namely the AO-II, AO-III and the dealings assistants dealing with the HR matters of Gazetted and Non-Gazetted officials will be the most frequent users of the Cadre Management System.

7.1.1 Add Employee

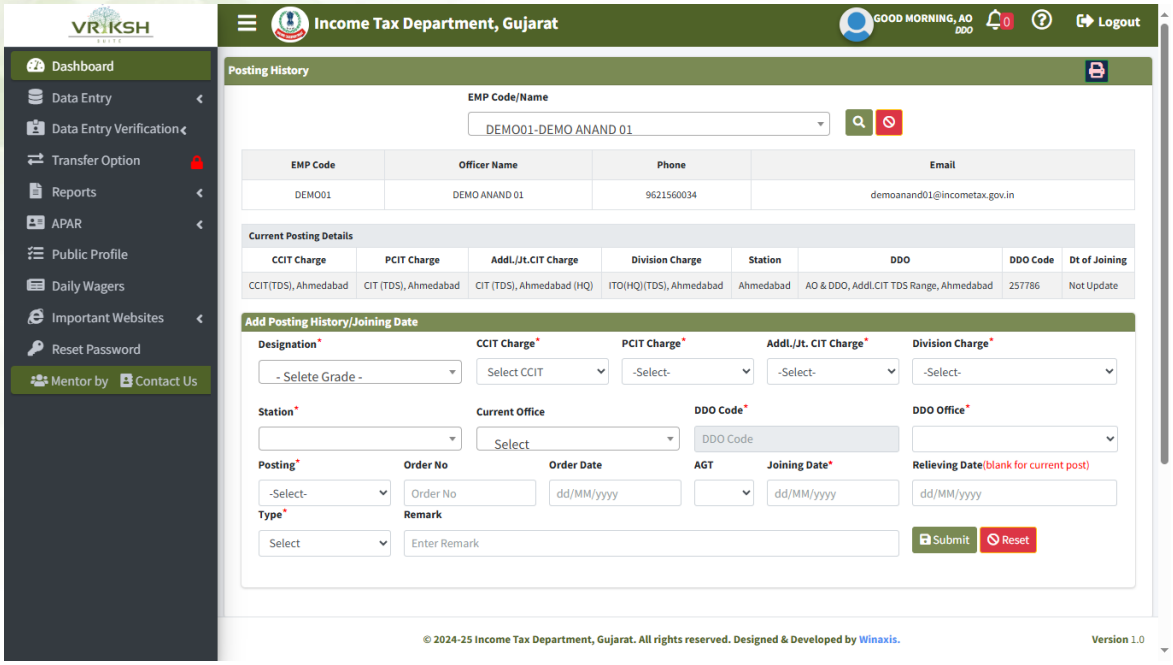
Although all present employees have been added in the system already, a facility has been provided to add any missing or newly recruited as well as any newly transferred officials to the region in Vriksh. However, the identifier for each employee shall remain the Employee Code assigned in ITBA for compatibility of data with ITBA.





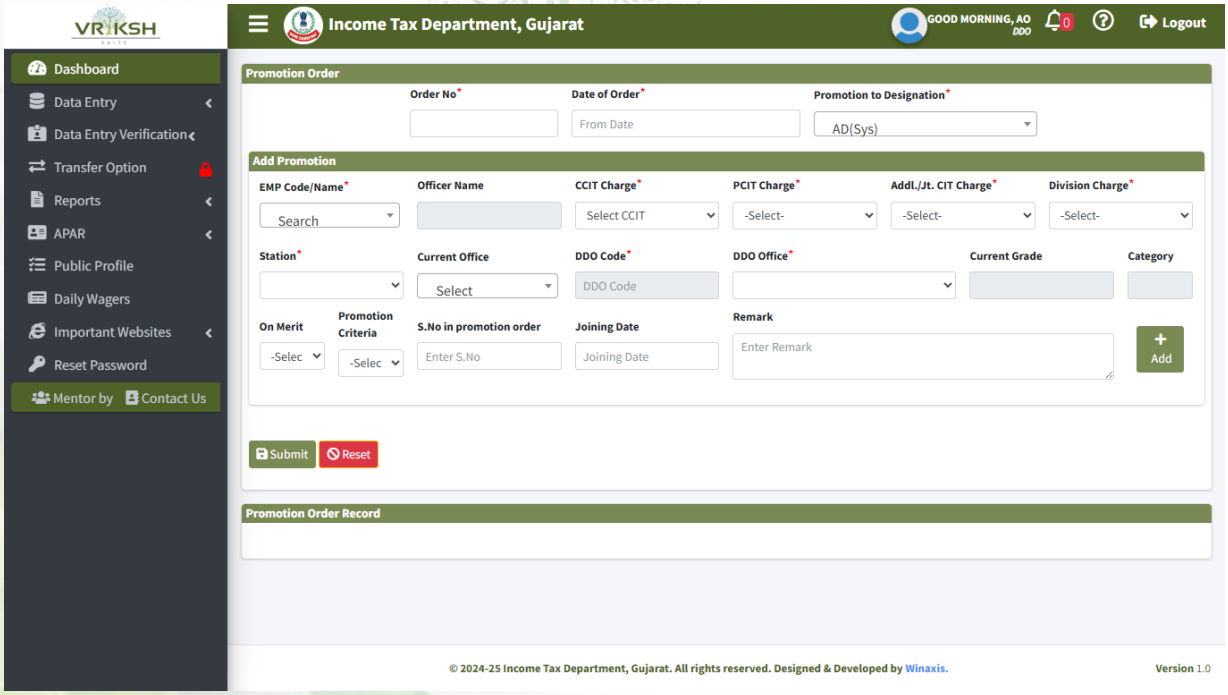
7.1.2 Enter Posting History of employees

The software automatically calculates the stay period in a particular post and station. This will help in generating mandatory transfer cases and bring transparency in the process of Transfers and Postings.



7.1.3 Enter Details of a promotion order

This feature allows entry of an entire promotion order into the system thereby reducing the data entry effort.



7.1.4 Enter Details of a Departmental Exam

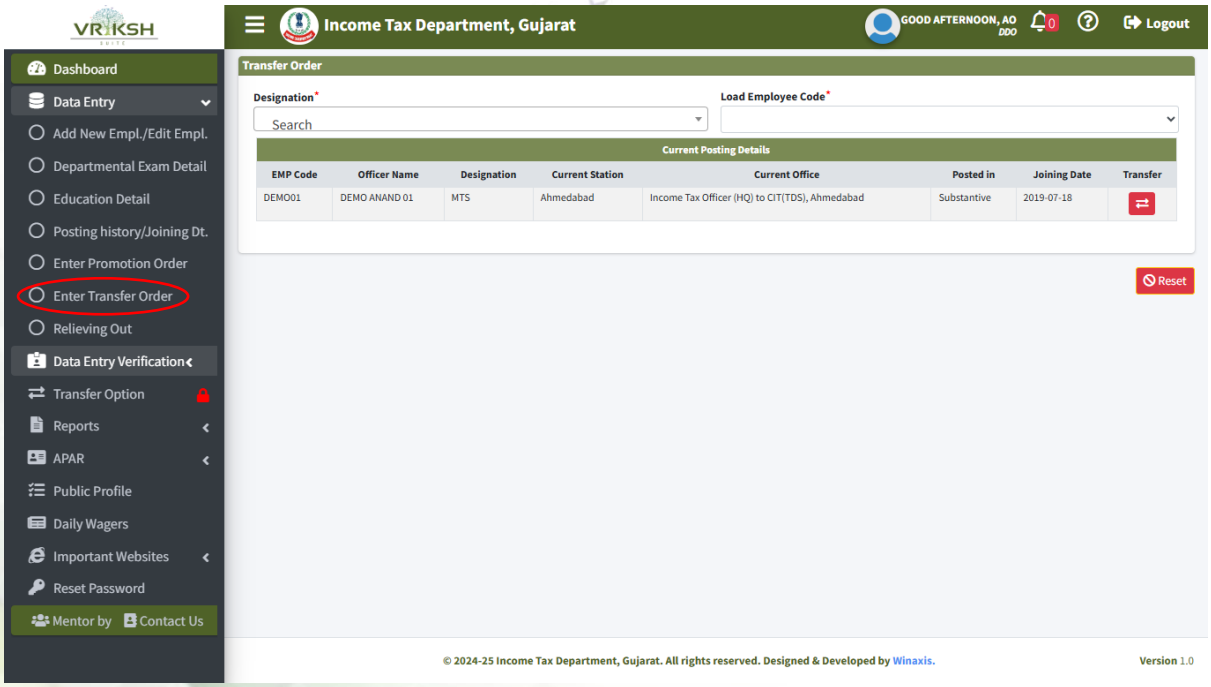
The Software allows DDOs to add / update Departmental exams of particular employee and forwards to admin for verification.

7.1.5 Enter Details of a Education Details

The Software allows DDOs to add / update education details of particular employee and forwards to admin for verification.

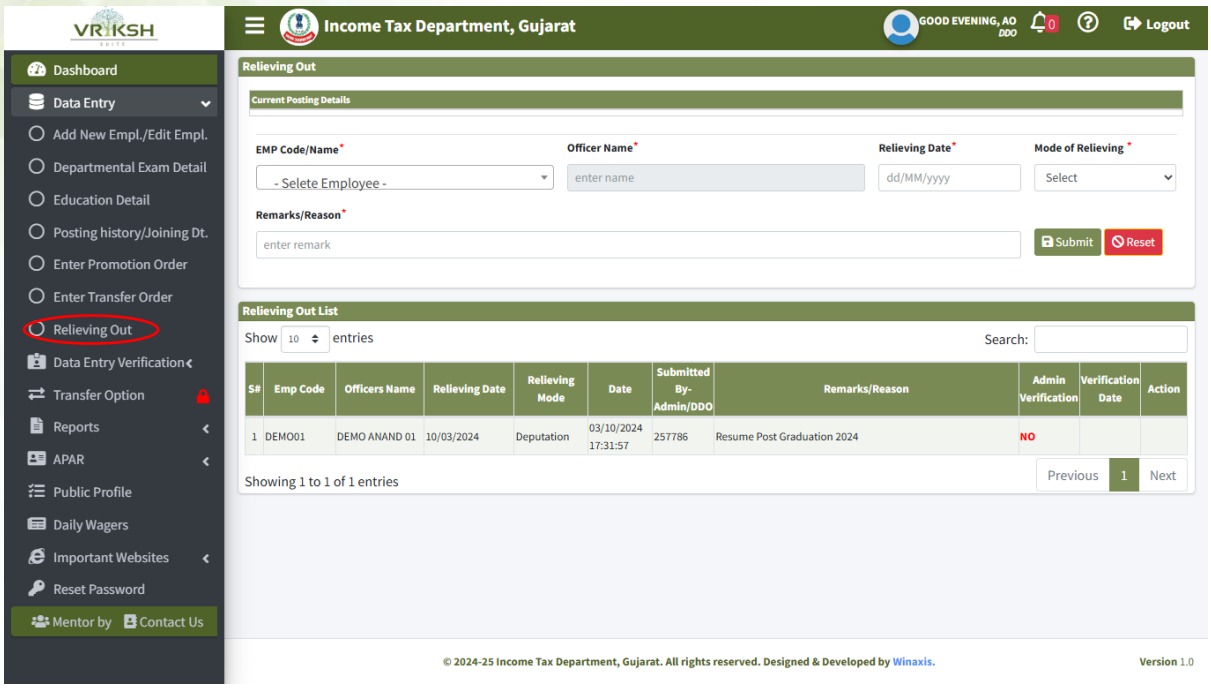
7.1.6 Enter Transfer Order

The Software allows DDOs to transfer employee as per ITD requirements, DDO can assign employee details to other DDOs and transfer employee.



7.1.7 Relieving Out

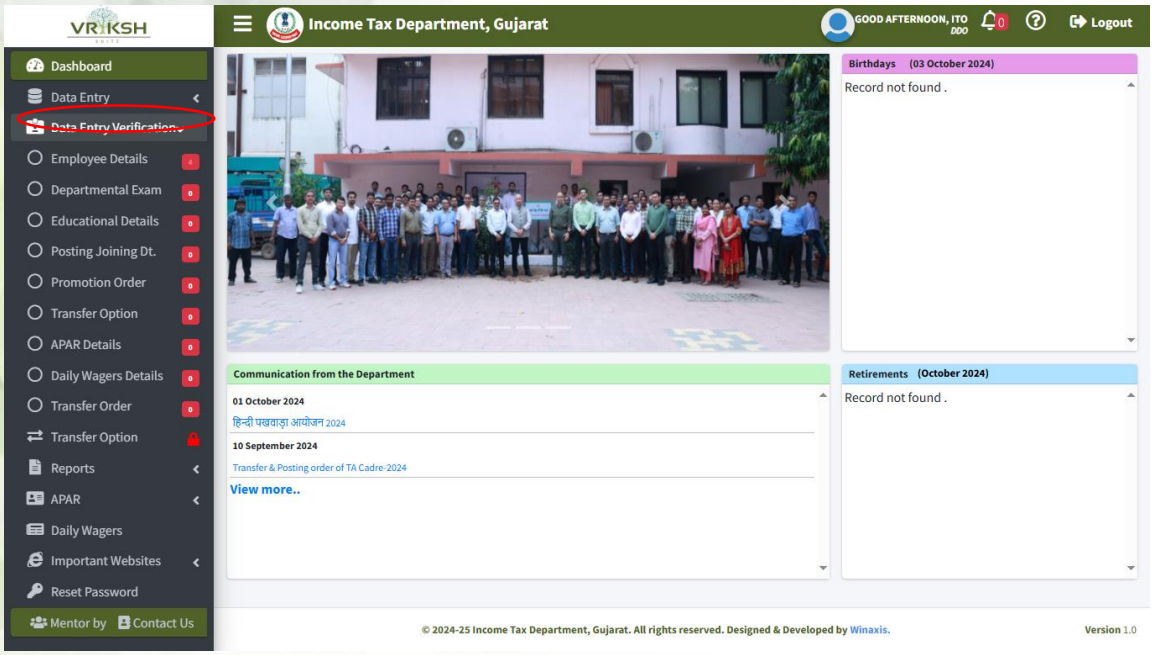
The software allows the DDOs to relieve a particular employee through deputation, dismissed, VRS and other methods. than DDOs forwards to admin for verification.



7.2 Verify Employee Data

7.2.1 Employee Data

The software allows to verify the details of an existing employee. For instance when an employee acquires a new qualification or when there is an error in the data already compiled. However, due process *for authentication of data from the service books through the DDOs will be followed before updating the data in Vriksh.*



7.2.2 Departmental Exam

This feature allows to DDOs verify employee's departmental exams details which was submitted by particular employee in vriksh portal. and forwards to admin to verification.

7.2.3 Educational Details

This feature allows to DDOs to verify educational details of employees. and forwards to admin to verification. Which submitted by particular employee in vriksh portal.

7.2.4 Posting history Details

This feature allows the DDOs to verify the posting history details of the employee. and forwards to admin to verification. which was submitted by particular employee in vriksh portal.

7.2.5 Promotion Order

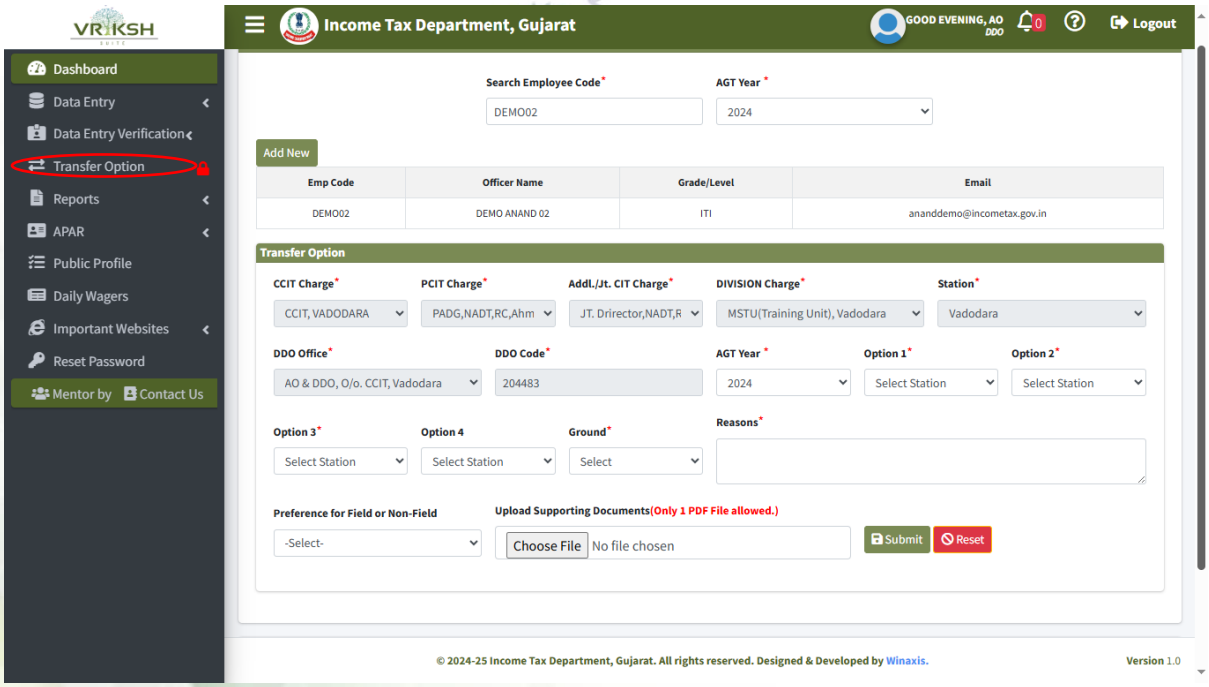
This feature allows the DDOs to verify the Promotion order of the employee. and forwards to admin to verification. which was submitted by particular employee in vriksh portal.

7.2.6 Transfer Option (Data Entry Verification)

In this feature DDOs verify employee submitted options and check related document and forward to admin to verification.

7.2.7 Transfer Option

The software allows the DDOs to fill the transfer options of a particular employee and forward it to the admin for verification.



7.2.8 Reports

- Generate Designation wise report of all employees.
- Generate Transfer option wise report of all employees.

8. Features for System Administrators:

The complete hierarchy has been maintained in the office list as it will be useful in generating statistical reports in future.

The structure is as follows:

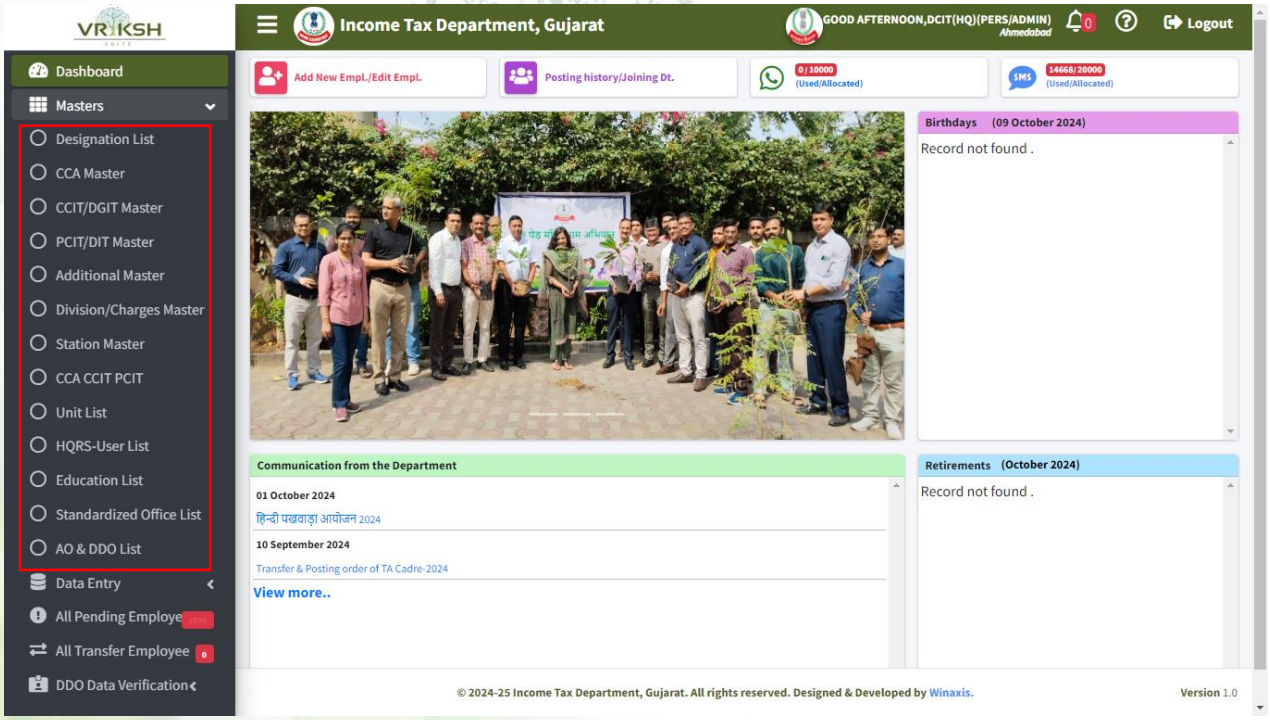
CCA – CCIT Charge – PCIT Charge–Addl./Jt.CIT Charge – Division/Range Charge – Station

One or two users in the HQ of the PCCIT are expected to act as System Administrators and be specifically responsible for management of Master Data in Vriksh as described below:

8.1 Masters

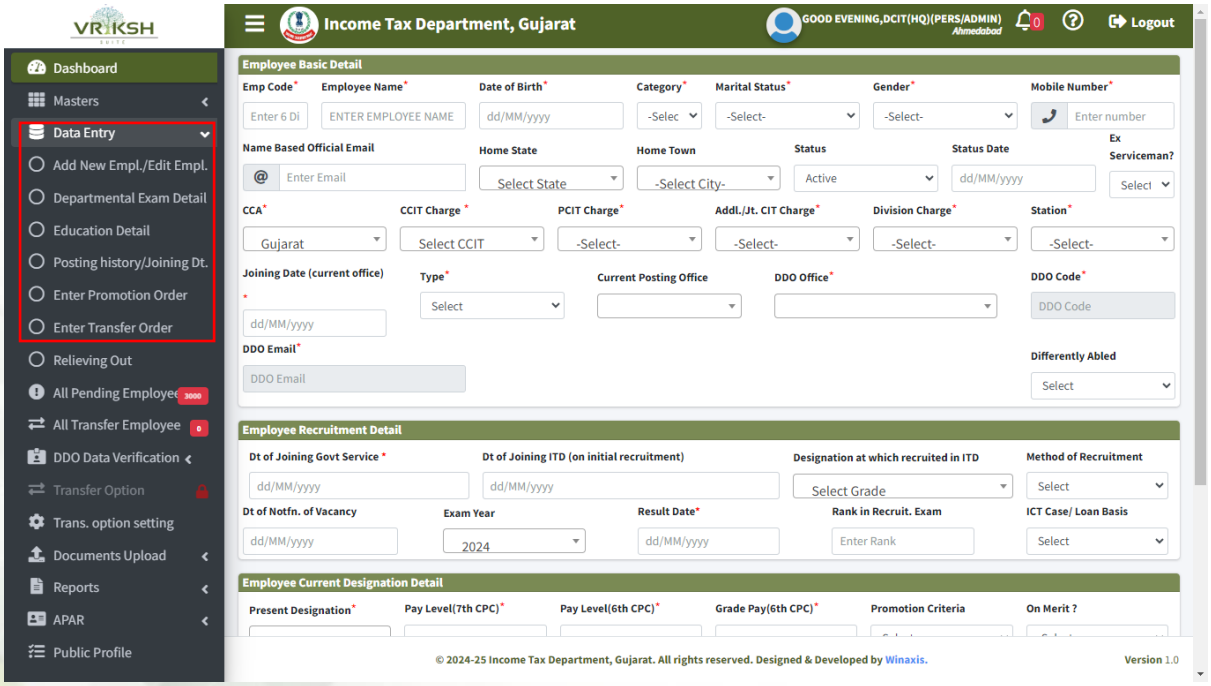
- **CCA Master –** To Add/Modify ITD zones in the system.
- **CCIT Charge Master** – To Add/Modify CCIT charge in the system.
- **PCIT Charge Master** – To Add/Modify PCIT charge in the system.
- **Addl./Jt. CIT Charge Master –** To Add/Modify Addl./Jt. CIT charge in the system.
- **Division Charge Master –** To Add/Modify Addl./Jt. CIT charge in the system.
- **Station Master –** To Add/Modify station in the system.
- **CCA CCIT PCIT Master** – CCA CCIT PCIT map CCIT, PCIT, Addl./Jt. CIT, division and station.
- **Education Qualifications Year Master –** This contains the List of Education qualifications from Class 1 to PhD levels. There is a remarks field available while populating data to fill in the specializations.
- **AO & DDO List Master –** PCIT charge have a Particular DDO and AO in Particular stations which generate employee service book. Admin give provide to AO and DDO view reports permission in the software.
- **Managing Users:**

- Active and Inactive system users
- Role assignment and permissions management



8.2 Data Entry

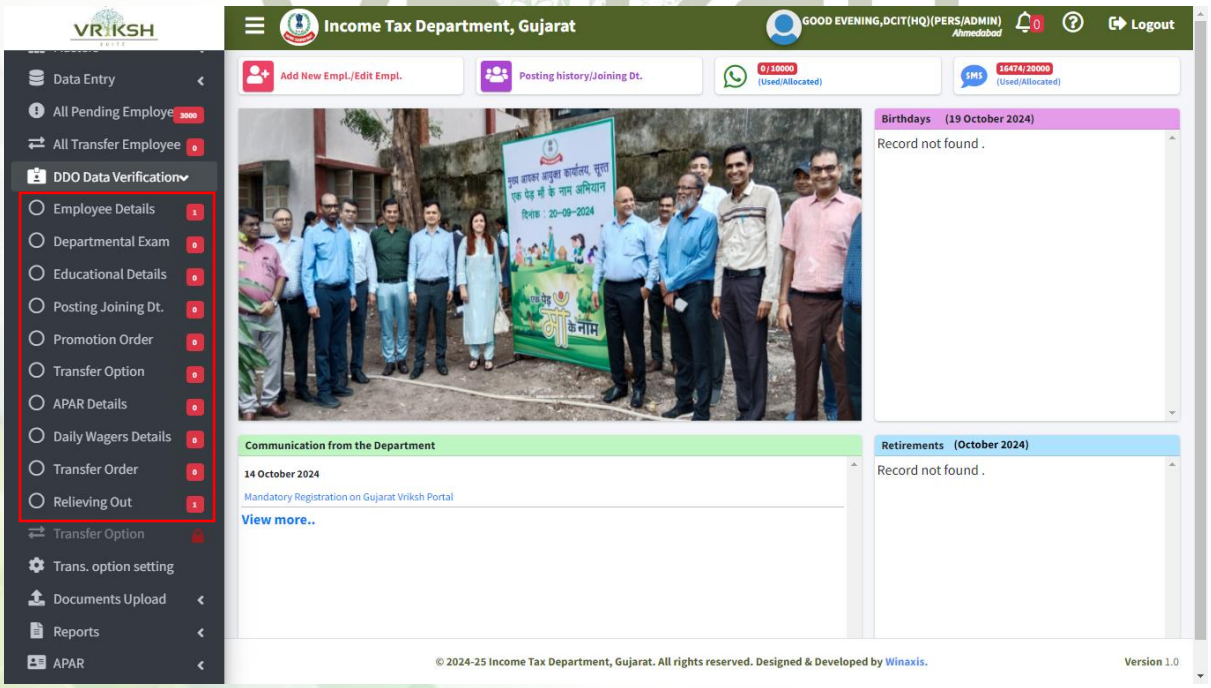
This software allows the admin to add/update all the basic, personal, education, departmental exam details etc. of the employees and lock and unlock the profile.



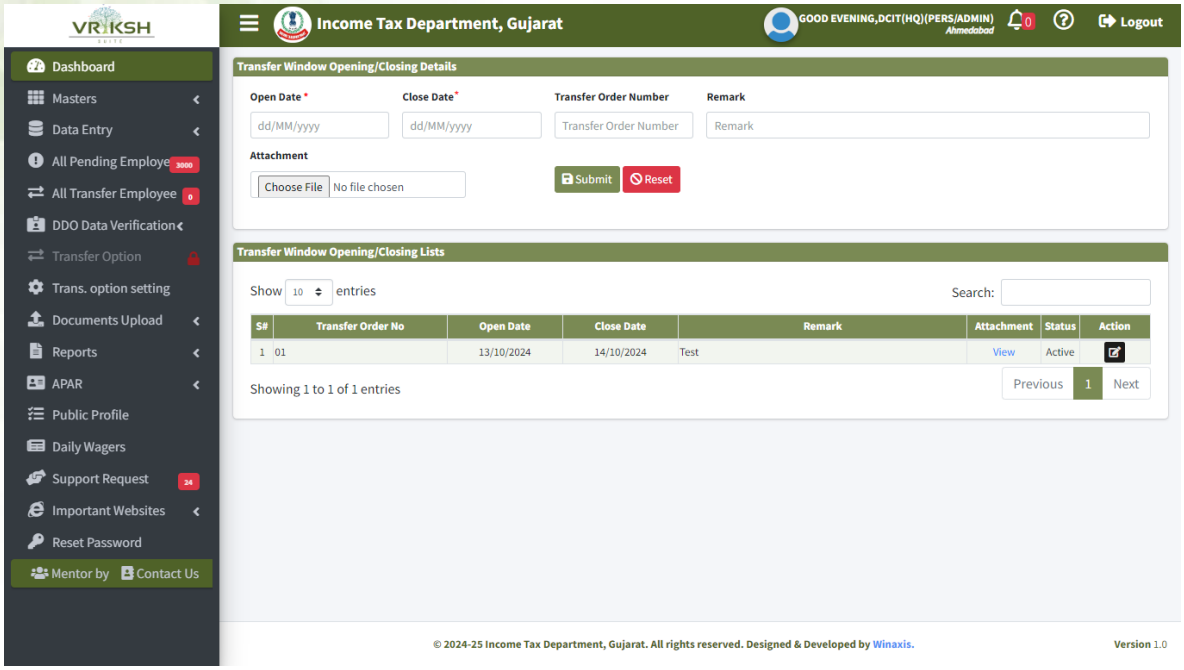
8.3 Registered Employee List

8.4 DDO Data Verification

In this option shows the employee list verified by DDO, after which the administrator does the final verification of all the employee details.



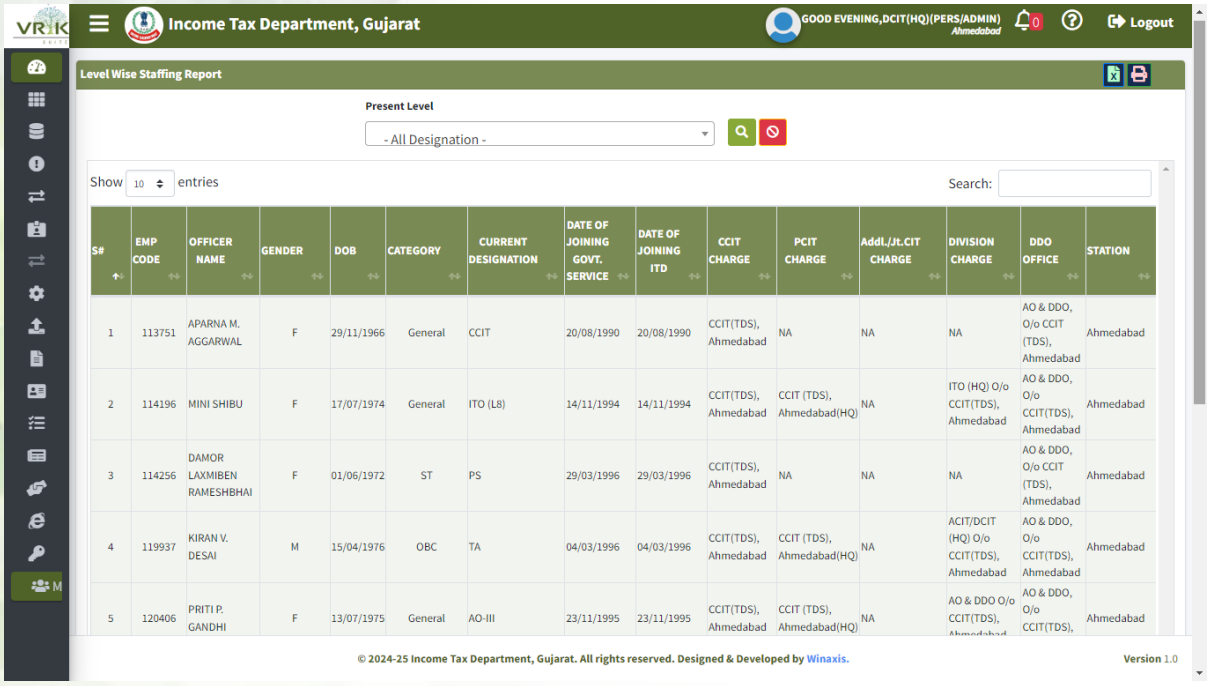
8.5 Transfer Option Window



8.6 Reports

- Generate Designation wise report of all employees.
- Generate DDO wise report of all employees.
- Generate Station wise report of all employees.
- Generate Posting history wise report of all employees.
- Generate Transfer option wise report of all employees.

VRIKSH
SUITE



Upload Orders and other communications relevant to all – The software provides the facility to upload communications relevant to all officials.

9. APAR in VRIKSH Software

The **Annual Performance Appraisal Report (APAR)** is an important tool used to assess an employee's performance in VRIKSH. This report serves as a basis for promotions, career progression, and other HR decisions. The APAR module in the software automates the creation, submission, and review of these reports.

Key Users of the APAR Module:

- **Employee**: Fills in self-assessment and submits APAR for review.
- **Reporting Officer**: Reviews and rates the employee's performance, providing feedback.
- **Reviewing Officer**: Finalizes the APAR after reviewing the reporting officer's feedback.

Accessing the APAR Module:

Login to the VRIKSH software using your assigned credentials.

- Navigate to the **APAR Section** from the dashboard or menu.
- Select the **year** for which you want to create or review the APAR.

9.1 Filling Out the APAR (For Employees)

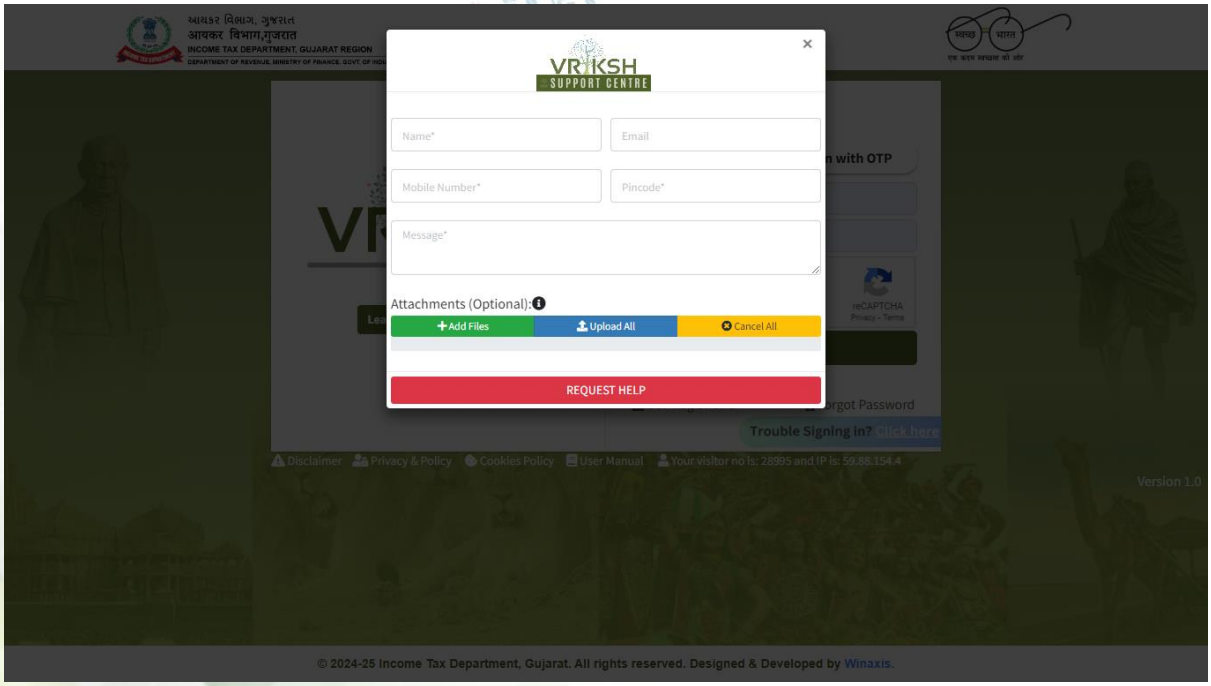
- **Self-Assessment:**
    1. Fill in the details for your performance during the assessment period, including accomplishments, challenges, and overall feedback.
    2. Rate yourself on different performance metrics (these might be pre-defined in the system).
- **Submit:** Once you have completed the form, click on the "Submit" button to send the APAR to your reporting officer for review.

9.2 Reviewing an APAR (For Reporting Officers)

- **Access Pending APARs**: In your dashboard, go to the "Pending APARs" section.
- **Open the Employee's APAR**: Click on the employee's name to view their submitted self-assessment.
- **Review and Rate**:
    1. Provide your feedback based on the employee's performance.
    2. Rate the employee on predefined performance criteria (such as quality of work, punctuality, teamwork, etc.).
- **Submit for Review**: Once the review is completed, submit the APAR to the reviewing officer for final assessment.

10. Troubleshooting and Support

- **Issue:** Unable to log in.
    - **Solution:** Ensure you are using the correct username and password. If you've forgotten your password, use the "Forgot Password" option.
- **Issue:** Employee details are not saving.
    - **Solution:** Check if all required fields are filled. If the problem persists, contact the IT department.



11. System Maintenance and Updates

- How to perform regular system maintenance.
- Information on software updates (how to apply updates, new features).

12. Security Features

- This section outlines the various security measures integrated into the system to safeguard user data, prevent unauthorized access, and maintain data integrity.
- he system implements role-based access, meaning each user is assigned specific roles (e.g., Admin, DDO, Employee), which determines the level of access they have within the system.
- Users only have access to the features and data relevant to their role, minimizing the risk of unauthorized access to sensitive information.

- All data transmitted between the user's browser and the system's servers is encrypted using SSL/TLS protocols. This ensures that data, such as login credentials and employee records, cannot be intercepted or tampered with during transmission.
- All APIs used for external communication are secured using authentication tokens to prevent unauthorized access.
- The system uses prepared statements and parameterized queries to prevent SQL injection attacks, where attackers could manipulate database queries.

13. Suggested Features for Future Versions

Based on the utilization and effectiveness of Phase 1 of the software, the following features can be thought over for implementation in future. The list is being placed here to give continuity to the software as a good software is a live system which should grow and improve with time to accommodate new or unfulfilled requirements. However, this is only a tentative list and wider consultation will be required to finalize the requirements for phase 2.-

- The DDO is required to create a monthly report and submit it by the end of the month. A notification will be displayed in the software panel to remind about the report of employees submission deadline.

14. Contact Us Details

Group A and B(Gazetted)

Office of DCIT(HQ) Admin, Ahmedabad

ahmedabad.dcit.hq.admin@incometax.gov.in

Group B (Non-Gazetted) and group C

Office of DCIT(HQ) (Personnel), Ahmedabad

ahmedabad.dcit.hq.pers@incometax.gov.in

15. VRIKSH Coordination and Development Details

Coordinate Team (Income Tax, Gujarat, Ahmedabad)

Co-ordinate By
Mohan Singh Office of DCIT(HQ)(Pers.), Ahmedabad

Principal Chief Commissioner of Income Tax Gujarat, Ahmedabad

Aayaker Bhavan, Ashram Rd, Near Income Tax Circle, Shreyas Colony, Navrangpura, Ahmedabad, Gujarat- 380009

Technical Team (Winaxis Consultants Pvt. Ltd, Lucknow)

Project Manager	Sr. Software Developer
Deepak Jaiswal Winaxis Consultants Pvt. Ltd., Lucknow	**Seema Patel** Winaxis Consultants Pvt. Ltd., Lucknow

Associate Developer	Associate Developer
Garima Singh Winaxis Consultants Pvt. Ltd., Lucknow	**Anuj Sharma** Winaxis Consultants Pvt. Ltd., Lucknow

Software Tester
Anand Kashyap Winaxis Consultants Pvt. Ltd., Lucknow

Winaxis Consultants Pvt. Ltd.

L2, RS Plaza, Ring Road, Besides Jagrani Hospital, Lucknow, Uttar Pradesh- 226022