



S U I T E

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



S U I T E

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)

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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.

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.

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.



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

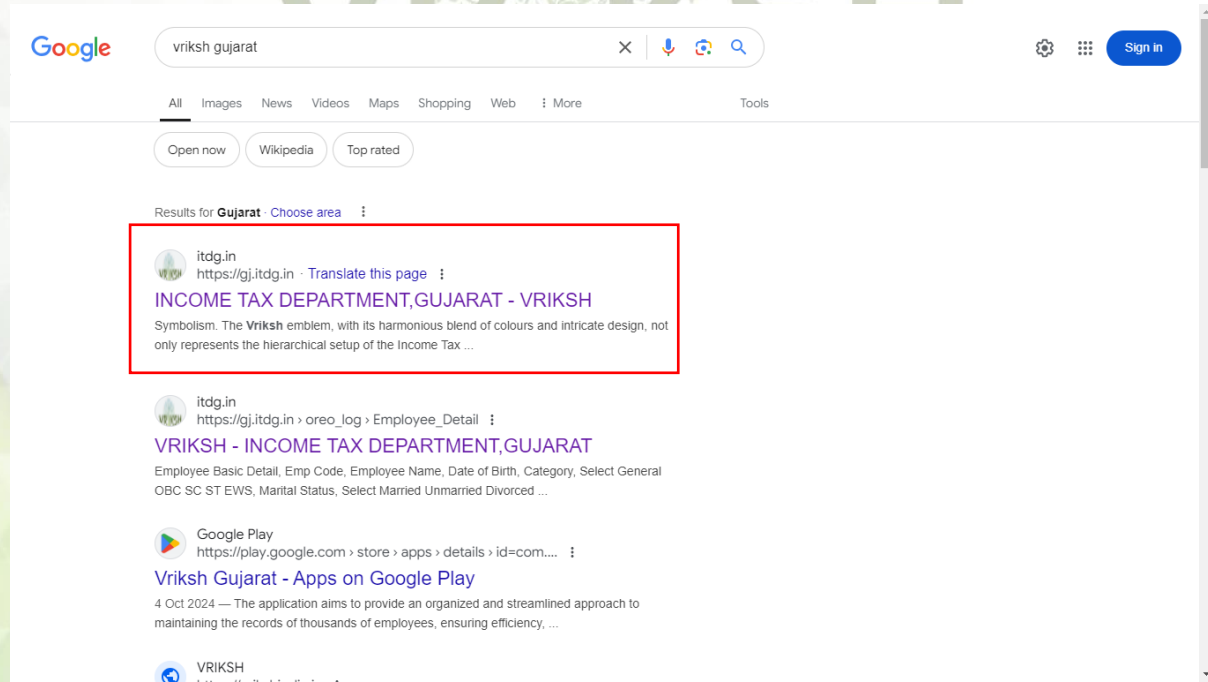
Database: Mssql or any other database configured with the system.

VRIKSH Search in Browsers

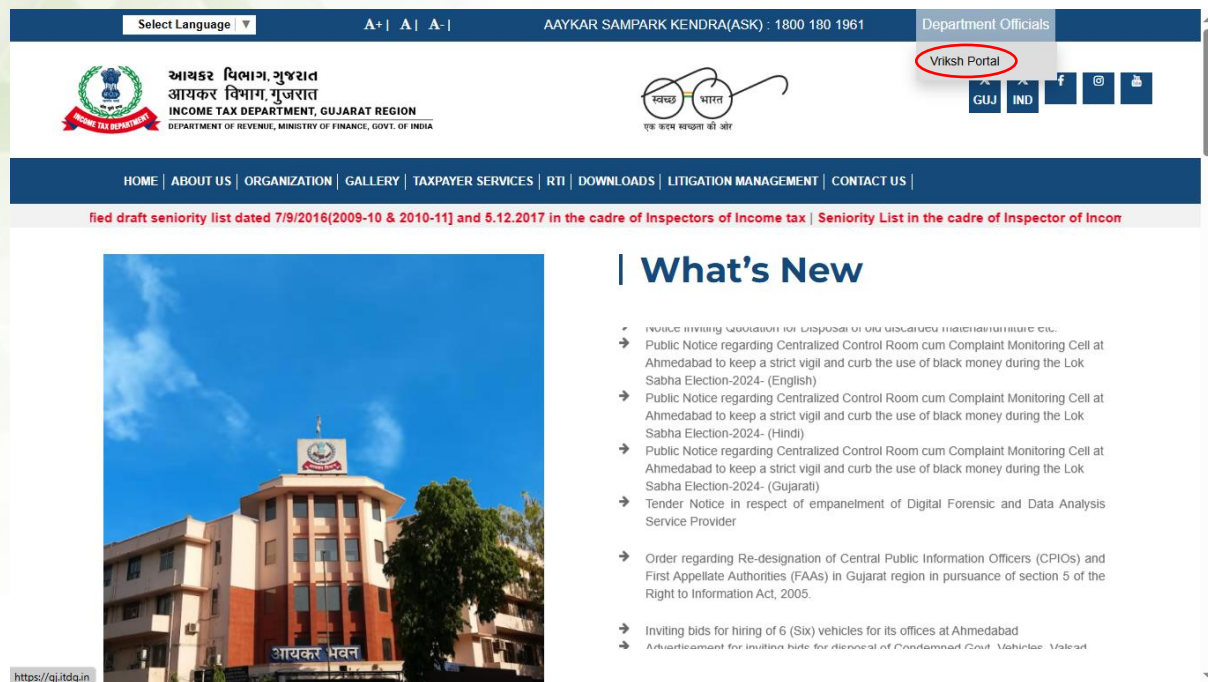
URL Link

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

Google Search



Link on Income Tax Gujarat website

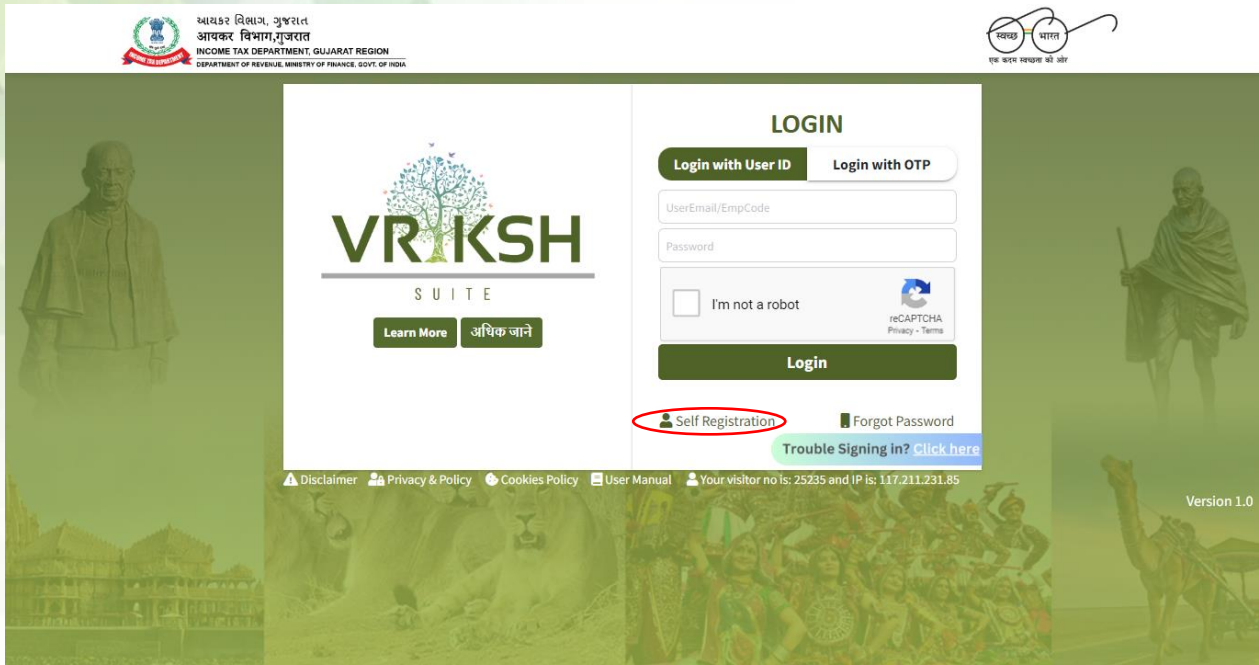


Steps to work in VRIKSH Software

4. Types of users in VRIKSH:

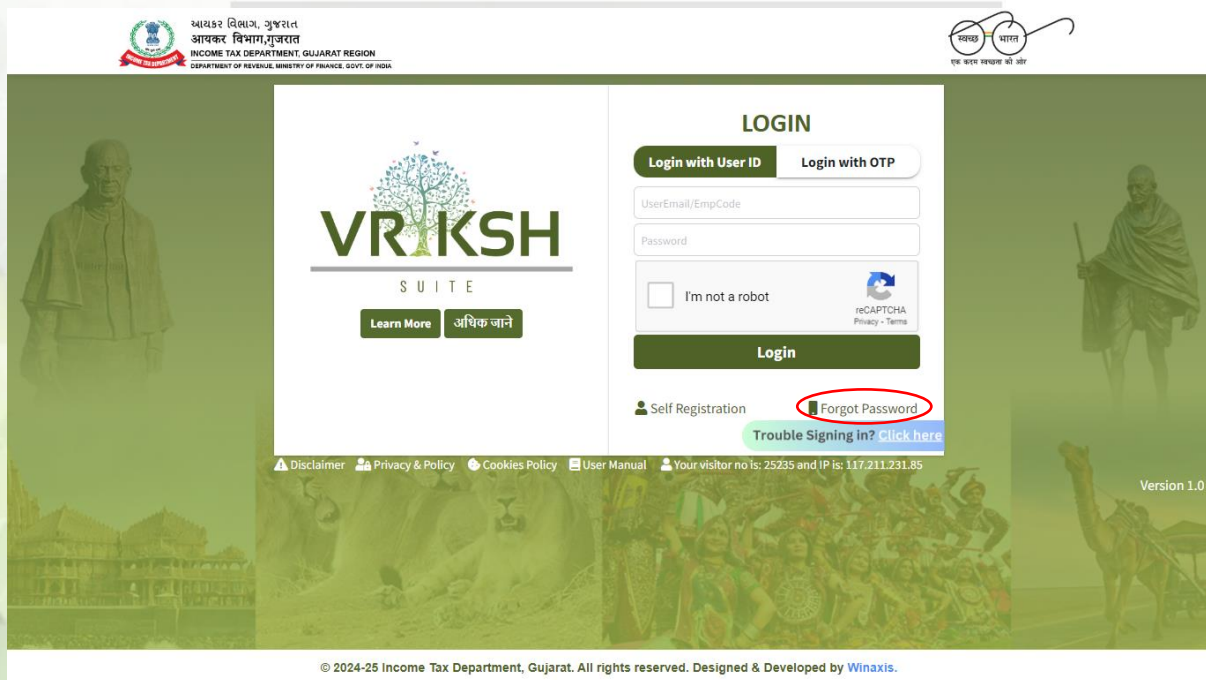
- i) Employees of ITD
- ii) AO & DDO officers
- iii) System Administrators

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.



The screenshot shows the VRIKSH SUITE login interface. At the top left, there is the logo of the Income Tax Department, Gujarat Region. The main heading is 'VRIKSH SUITE'. Below it, there are two buttons: 'Learn More' and 'अधिक जाने'. On the right side, there is a 'LOGIN' section with two options: 'Login with User ID' and 'Login with OTP'. Below these are input fields for 'UserEmail/EmpCode' and 'Password'. There is also a checkbox for 'I'm not a robot' and a reCAPTCHA icon. Below the login form, there are links for 'Self Registration' (circled in red) and 'Forgot Password'. At the bottom, there is a footer with a disclaimer, privacy policy, cookies policy, user manual, and visitor information.

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.

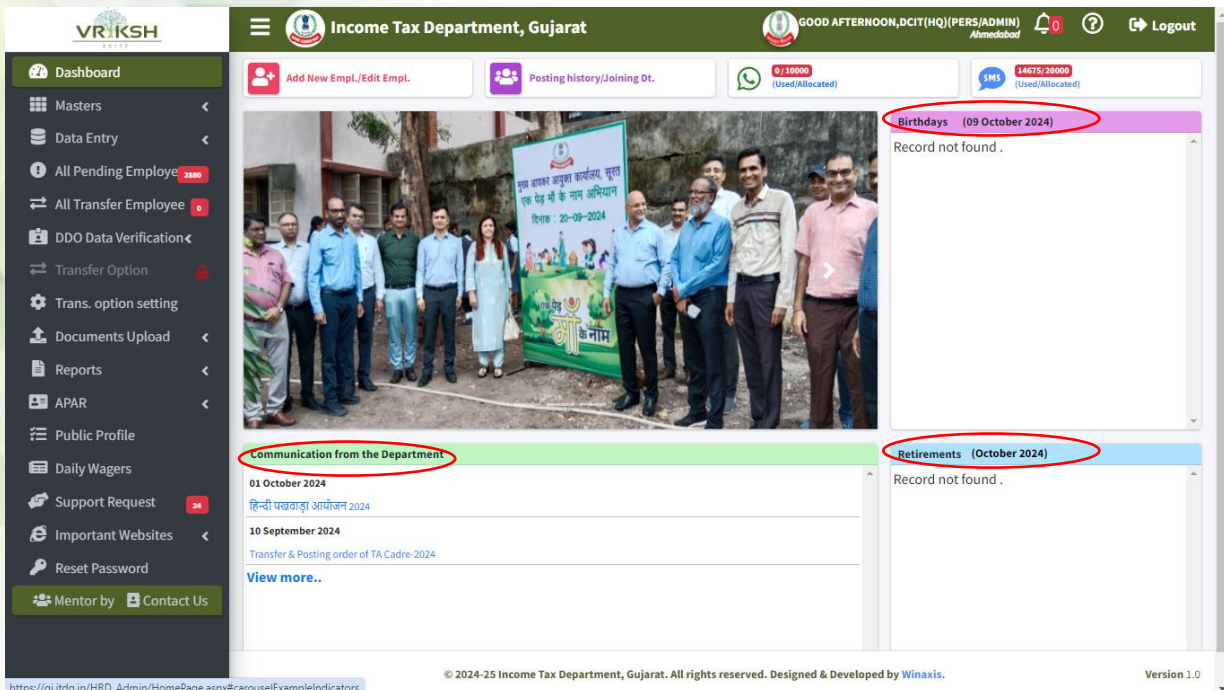


In case any employee faces any difficulty, they can contact AO & DDO for assistance. The User IDs for the System Administrators are separately created in the software itself as described below.

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.

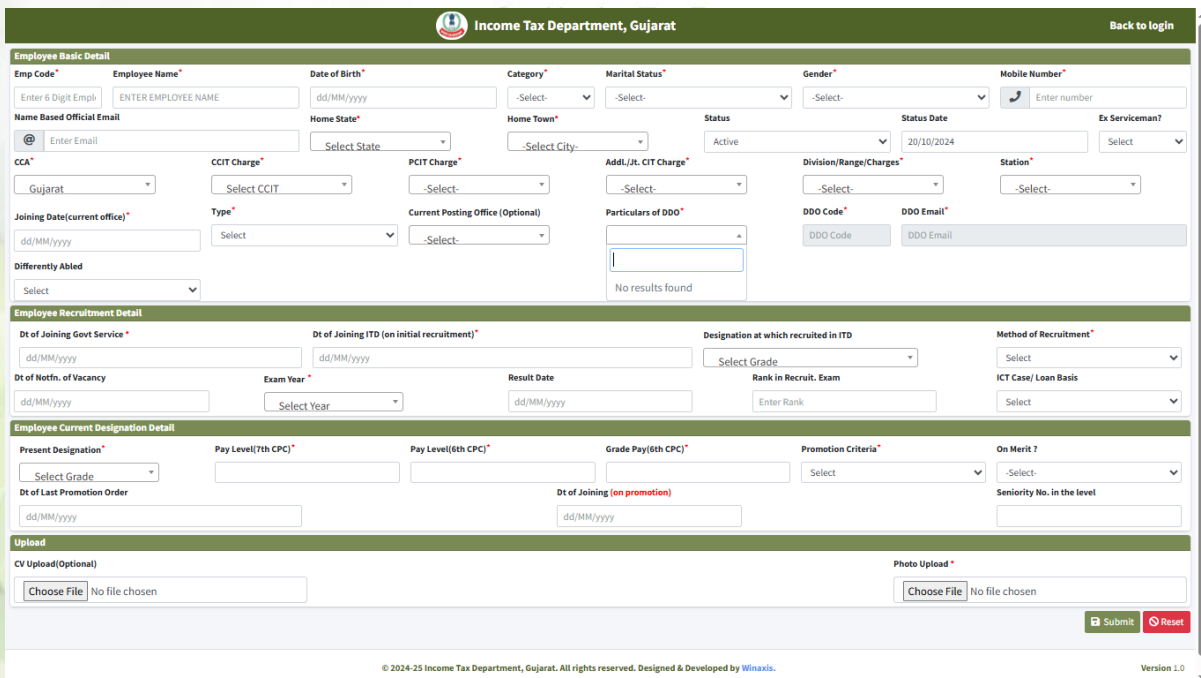


The screenshot displays the Vriksh dashboard interface for the Income Tax Department, Gujarat. The dashboard includes a navigation menu on the left with options like Dashboard, Masters, Data Entry, All Pending Employee (2880), All Transfer Employee (6), DDO Data Verification, Transfer Option, Trans. option setting, Documents Upload, Reports, APAR, Public Profile, Daily Wagers, Support Request (34), Important Websites, and Reset Password. The main content area features a banner for a department event, a 'Communication from the Department' section with dates 01 October 2024 and 10 September 2024, and summary cards for Birthdays (09 October 2024) and Retirements (October 2024), both showing 'Record not found'. The footer contains the copyright notice: © 2024-25 Income Tax Department, Gujarat. All rights reserved. Designed & Developed by Winaxis. Version 1.0.

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.



Income Tax Department, Gujarat Back to login

Employee Basic Detail

Emp Code* Employee Name* Date of Birth* Category* Marital Status* Gender* Mobile Number*

Name Based Official Email Home State* Home Town* Status Status Date Ex Serviceman?

CCA* CCIT Charge* PCIT Charge* Addl./JL CIT Charge* Division/Range/Charges* Station*

Joining Date(current office)* Type* Current Posting Office (Optional) Particulars of DDO* DDO Code* DDO Email*

Differently Abled

Employee Recruitment Detail

Dt of Joining Govt Service* Dt of Joining ITD (on initial recruitment)* Designation at which recruited in ITD Method of Recruitment*

Dt of Notn. of Vacancy Exam Year* Result Date Rank in Recruit. Exam ICT Case/ Loan Basis

Employee Current Designation Detail

Present Designation* Pay Level(7th CPC)* Pay Level(6th CPC)* Grade Pay(6th CPC)* Promotion Criteria* On Merit?

Dt of Last Promotion Order Dt of Joining (on promotion) Seniority No. in the level

Upload

CV Upload(Optional) Photo Upload*

Submit Reset

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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.

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

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Version 1.0

- **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**

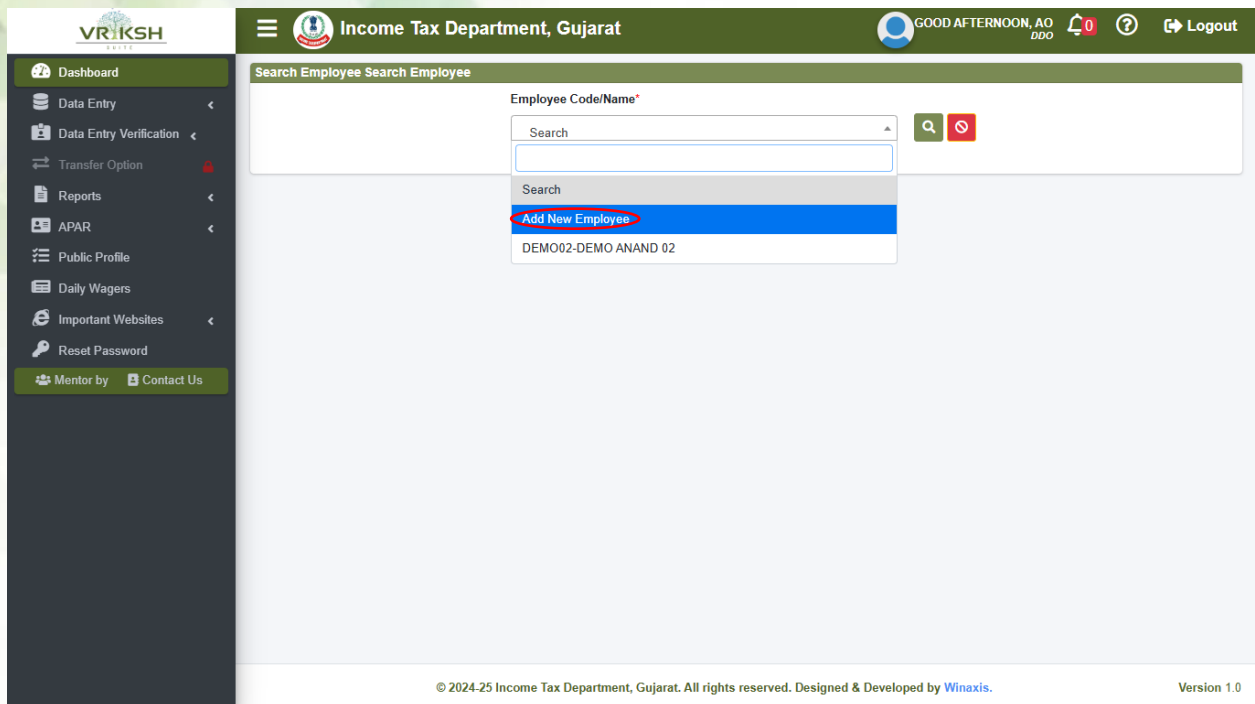
VRIKSH
S U I T E

7. Features for DDO Users

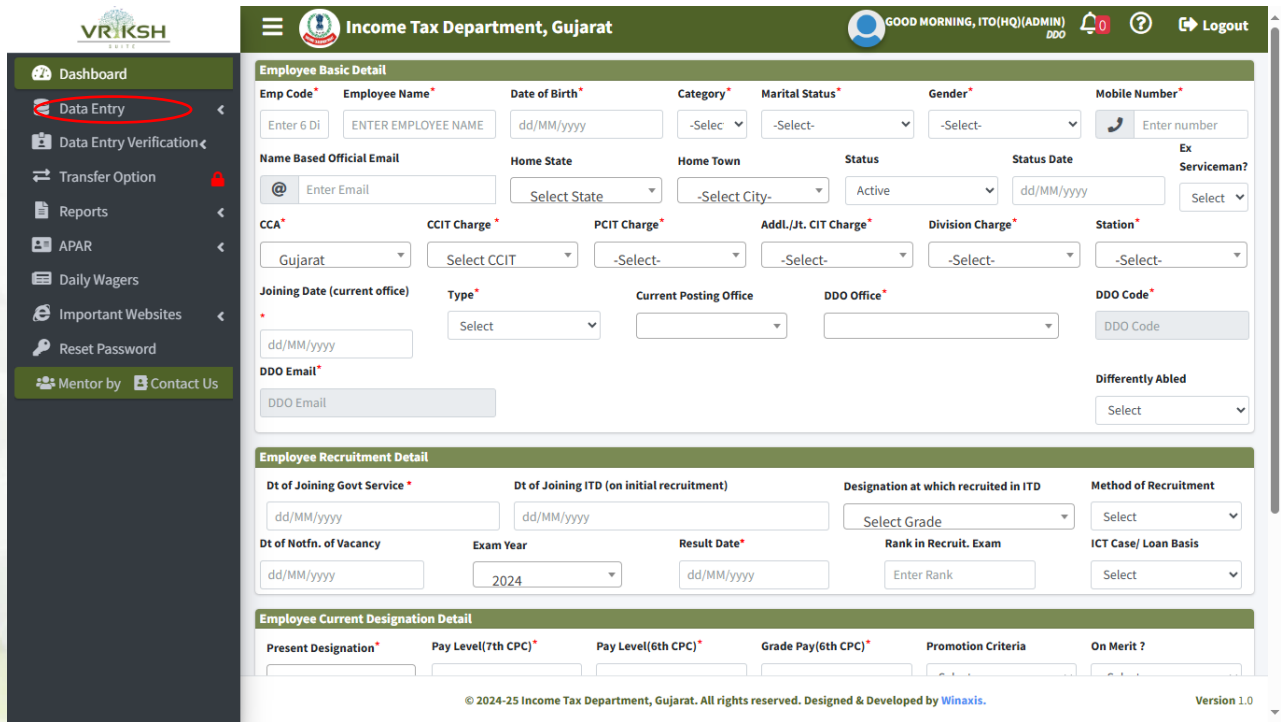
The DDO officers of the CCA, namely the AO-II, AO-III and the dealings assistants dealing with the HR matters of Gazetted and Non-Gazetted officials will be the most frequent users of the Cadre Management System.

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.



The screenshot displays the Vriksh Suite web application interface. The header shows the Vriksh logo, the text "Income Tax Department, Gujarat", and user information: "GOOD AFTERNOON, AO DDO". A sidebar menu on the left lists various functions: Dashboard, Data Entry, Data Entry Verification, Transfer Option, Reports, APAR, Public Profile, Daily Wagers, Important Websites, Reset Password, Mentor by, and Contact Us. The main content area is titled "Search Employee Search Employee" and features a search form with a dropdown menu for "Employee Code/Name*". The dropdown menu is open, showing a search input field and a list of options, with "Add New Employee" highlighted in blue. Below the dropdown, a search result is visible: "DEMO02-DEMO ANAND 02". The footer contains the copyright notice: "© 2024-25 Income Tax Department, Gujarat. All rights reserved. Designed & Developed by Winaxis." and the version number: "Version 1.0".



Employee Basic Detail

Emp Code* Employee Name* Date of Birth* Category* Marital Status* Gender* Mobile Number*

Name Based Official Email Home State Home Town Status Status Date Ex Serviceman?

CCA* CCIT Charge* PCIT Charge* Addl./Jt. CIT Charge* Division Charge* Station*

Joining Date (current office) Type* Current Posting Office DDO Office* DDO Code*

DDO Email* Differently Abled

Employee Recruitment Detail

Dt of Joining Govt Service* Dt of Joining ITD (on initial recruitment) Designation at which recruited in ITD Method of Recruitment

Dt of Notfn. of Vacancy Exam Year Result Date* Rank in Recruit. Exam ICT Case/ Loan Basis

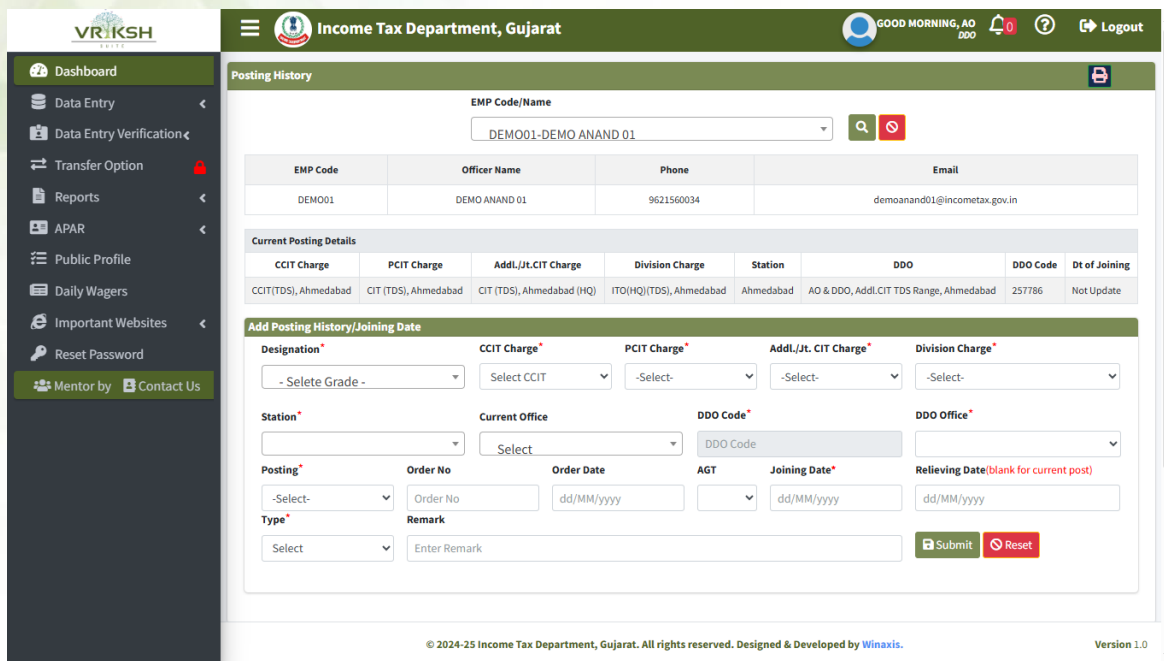
Employee Current Designation Detail

Present Designation* Pay Level(7th CPC)* Pay Level(6th CPC)* Grade Pay(6th CPC)* Promotion Criteria On Merit ?

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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.



Posting History

EMP Code/Name

DEMO01-DEMO ANAND 01

EMP Code	Officer Name	Phone	Email
DEMO01	DEMO ANAND 01	9621560034	demoanand01@incometax.gov.in

Current Posting Details

CCIT Charge	PCIT Charge	Addl./Jt. CIT Charge	Division Charge	Station	DDO	DDO Code	Dt of Joining
CCIT (TDS), Ahmedabad	CIT (TDS), Ahmedabad	CIT (TDS), Ahmedabad (HQ)	ITD(HQ)(TDS), Ahmedabad	Ahmedabad	AO & DDO, Addl.CIT TDS Range, Ahmedabad	257786	Not Update

Add Posting History/Joining Date

Designation* CCIT Charge* PCIT Charge* Addl./Jt. CIT Charge* Division Charge*

Station* Current Office DDO Code* DDO Office*

Posting* Order No Order Date AGT Joining Date* Relieving Date(blank for current post)

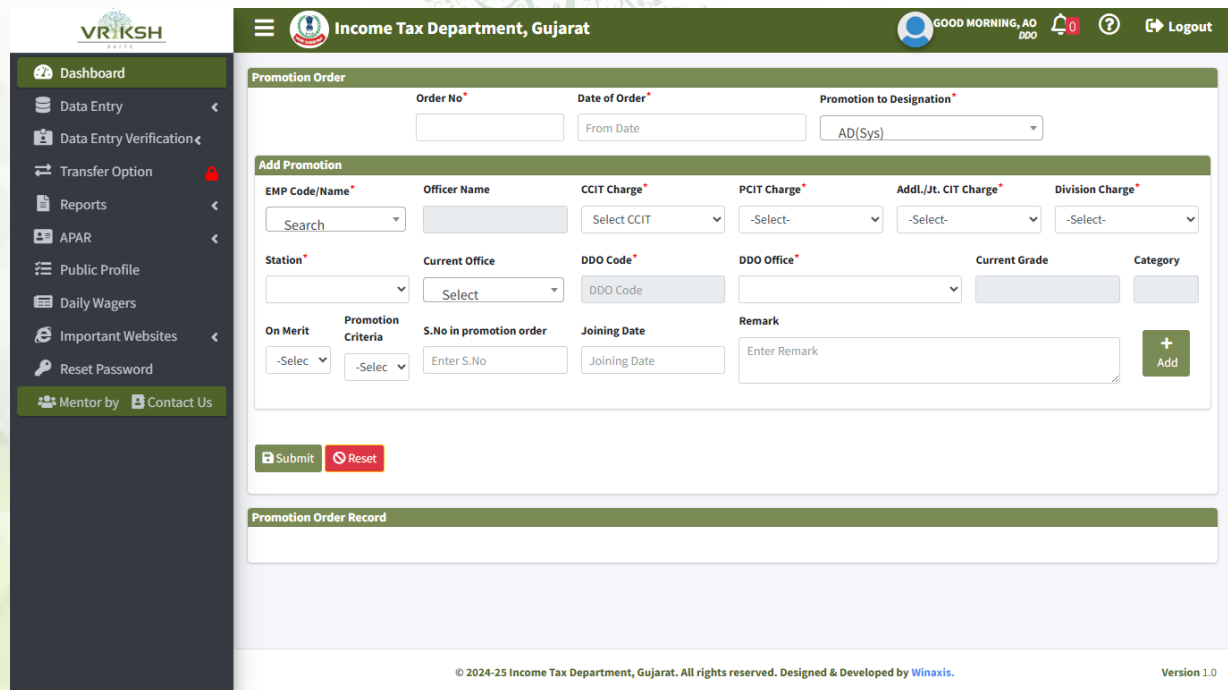
Type* Remark

Submit Reset

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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.



The screenshot shows the 'Add Promotion' form in the Income Tax Department, Gujarat system. The form is divided into several sections:

- Promotion Order:** Fields for Order No., Date of Order (From Date), and Promotion to Designation (AD(Sys)).
- Add Promotion:** Fields for EMP Code/Name (Search), Officer Name, CCIT Charge (Select CCIT), PCIT Charge (-Select-), Addl./Jt. CIT Charge (-Select-), and Division Charge (-Select-).
- Station:** Fields for Station, Current Office (Select), DDO Code (DDO Code), DDO Office, Current Grade, and Category.
- On Merit:** Fields for On Merit (-Selec-), Promotion Criteria (-Selec-), S.No in promotion order (Enter S.No), and Joining Date (Joining Date).
- Remark:** A text area for Enter Remark and an Add button.

At the bottom of the form, there are Submit and Reset buttons. Below the form is a section for Promotion Order Record.

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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.

Transfer Order

Designation* Load Employee Code*

EMP Code	Officer Name	Designation	Current Station	Current Office	Posted in	Joining Date	Transfer
DEMO01	DEMO ANAND 01	MTS	Ahmedabad	Income Tax Officer (HQ) to CIT(TDS), Ahmedabad	Substantive	2019-07-18	

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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.

Relieving Out

Current Posting Details

EMP Code/Name* Officer Name* Relieving Date* Mode of Relieving*

Remarks/Reason*

S#	Emp Code	Officers Name	Relieving Date	Relieving Mode	Date	Submitted By- Admin/DDO	Remarks/Reason	Admin Verification	Verification Date	Action
1	DEMO01	DEMO ANAND 01	10/03/2024	Deputation	03/10/2024 17:31:57	257786	Resume Post Graduation 2024	NO		

Showing 1 to 1 of 1 entries

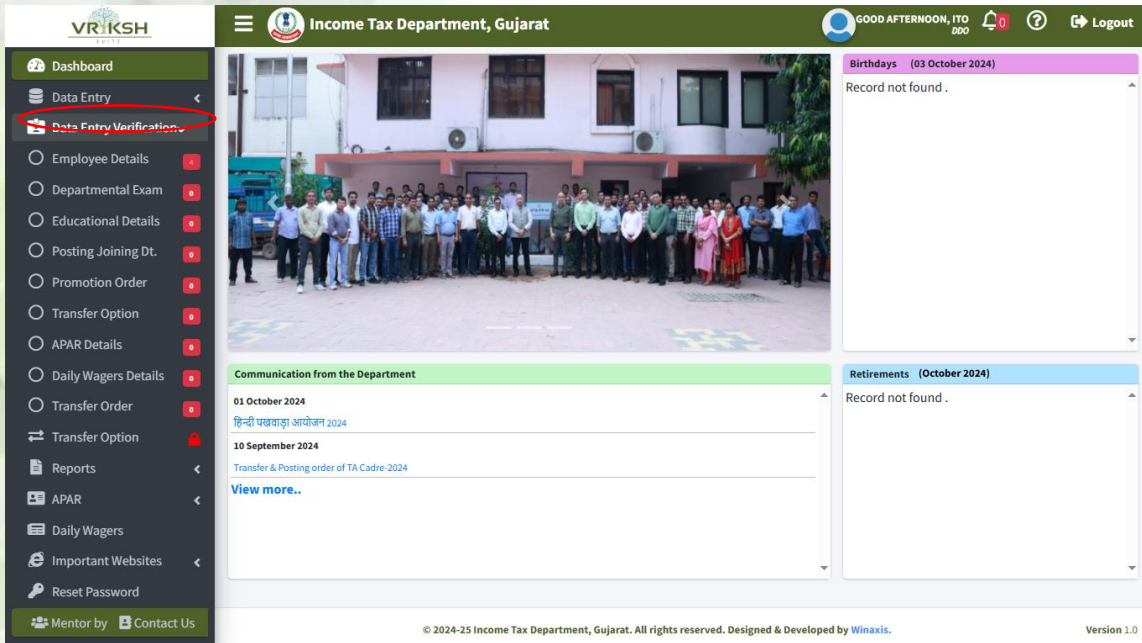
Previous **1** Next

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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.



The screenshot shows the Vriksh Suite web application interface for the Income Tax Department, Gujarat. The sidebar menu on the left includes options like Dashboard, Data Entry, Data Entry Verification (highlighted), Employee Details, Departmental Exam, Educational Details, Posting Joining Dt., Promotion Order, Transfer Option, APAR Details, Daily Wagers Details, Transfer Order, Transfer Option, Reports, APAR, Daily Wagers, Important Websites, and Reset Password. The main content area features a group photo of staff, a communication from the department dated 01 October 2024, and sections for Birthdays (03 October 2024) and Retirements (October 2024), both showing 'Record not found'.

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.




Income Tax Department, Gujarat

GOOD EVENING, AO
 DDO 0 ? Logout

Search Employee Code*

AGT Year*

Add New

Emp Code	Officer Name	Grade/Level	Email
DEMO02	DEMO ANAND 02	ITI	ananddemo@incometax.gov.in

Transfer Option

CCIT Charge*

PCIT Charge*

Addl./Jt. CIT Charge*

DIVISION Charge*

Station*

DDO Office*

DDO Code*

AGT Year*

Option 1*

Option 2*

Option 3*

Option 4*

Ground*

Reasons*

Preference for Field or Non-Field

Upload Supporting Documents(Only 1 PDF File allowed.)

 No file chosen

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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:

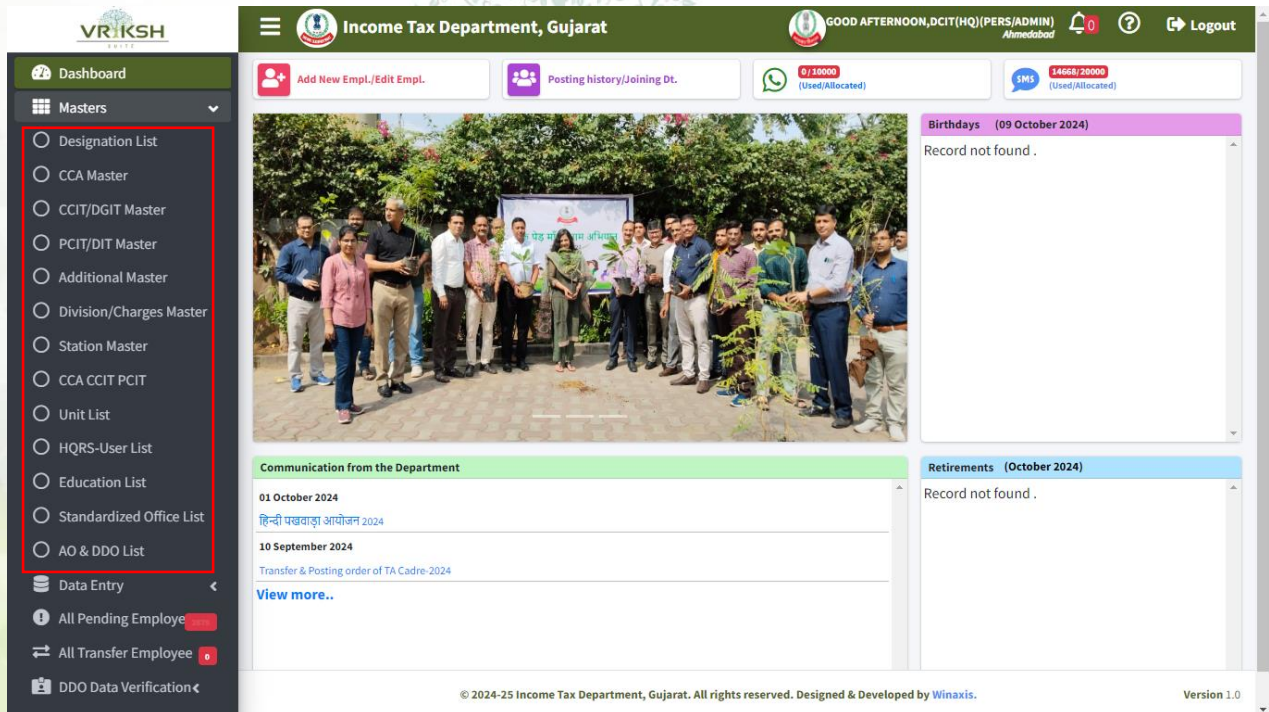
CCA – CCIT Charge – PCIT Charge–Addl./Jt.CIT Charge – Division/Range Charge – Station

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



The screenshot shows the VRIKSH software interface for the Income Tax Department, Gujarat. The dashboard includes a sidebar menu with the following items:

- Dashboard
- Masters
 - Designation List
 - CCA Master
 - CCIT/DGIT Master
 - PCIT/DIT Master
 - Additional Master
 - Division/Charges Master
 - Station Master
 - CCA CCIT PCIT
 - Unit List
 - HQRS-User List
 - Education List
 - Standardized Office List
 - AO & DDO List
- Data Entry
- All Pending Employee
- All Transfer Employee
- DDO Data Verification

The main dashboard area displays the following information:

- Header: Income Tax Department, Gujarat. User: GOOD AFTERNOON, DCIT(HQ)(PERS/ADMIN) Ahmedabad.
- Navigation: Add New Empl./Edit Empl., Posting history/Joining Dt., 0/10000 (Used/Allocated), SMS 14668/20000 (Used/Allocated), Logout.
- Image: A group of people standing outdoors, possibly during a tree-planting activity.
- Communication from the Department:
 - 01 October 2024: हिन्दी परखवाड़ा आयोजन 2024
 - 10 September 2024: Transfer & Posting order of TA Cadre-2024
 - [View more..](#)
- Birthdays (09 October 2024): Record not found.
- Retirements (October 2024): Record not found.

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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.

Income Tax Department, Gujarat

GOOD EVENING, DCIT(HQ)(PERS/ADMIN) Ahmedabad

Employee Basic Detail

Emp Code* Employee Name* Date of Birth* Category* Marital Status* Gender* Mobile Number*

Name Based Official Email Home State Home Town Status Status Date Ex Serviceman?

CCA* CCIT Charge* PCIT Charge* Addl./Jt. CIT Charge* Division Charge* Station*

Joining Date (current office) Type* Current Posting Office DDO Office* DDO Code*

DDO Email* Differently Aabled

Employee Recruitment Detail

Dt of Joining Govt Service* Dt of Joining ITD (on initial recruitment) Designation at which recruited in ITD Method of Recruitment

Dt of Notfn. of Vacancy Exam Year Result Date* Rank in Recruit. Exam ICT Case/ Loan Basis

Employee Current Designation Detail

Present Designation* Pay Level(7th CPC)* Pay Level(6th CPC)* Grade Pay(6th CPC)* Promotion Criteria On Merit?

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8.3 Registered Employee List

Income Tax Department, Gujarat

GOOD EVENING, DCIT(HQ)(PERS/ADMIN) Ahmedabad

Employee Record

Show 10 entries Search:

S#	EMP CODE	NAME OF OFFICIALS	DESIGNATION	DOB	GENDER	CCIT CHARGE	PCIT CHARGE	Addl./Jt. CIT CHARGE	DIVISION CHARGE	STATION	DDO CODE	DDO NAME	STATUS	DDO VERIFICATION
1	183164	SANTOSH KUMAR RAM	NS	18/03/1992	M	DGIT (Inv.) (HQ),Ahmedabad	PCIT (Central), Ahmedabad	PCIT (Central), Ahmedabad (HQ)	ITO (Tech) to Pr. CIT(Central), Ahmedabad	Ahmedabad	257799	AO&DDO O/o PCIT(Central), Ahmedabad	Pending	No
2	184818	PRAMOD KUMAR RAI	NS	30/01/1982	M	CCIT-Surat	CIT(DR)ITAT, Surat	Addl./Jt.CIT(ITAT), Surat	Addl./Jt.CIT(ITAT), Surat	Surat	218002	AO & DDO, CIT(DR), Surat	Pending	No
3	197722	KANAK SHRIVASTAVA	TA	15/02/1977	F	CCIT-Surat	CIT(DR)ITAT, Surat	Addl./Jt.CIT(ITAT), Surat	Addl./Jt.CIT(ITAT), Surat	Surat	218002	AO & DDO, CIT(DR), Surat	Pending	No
4	195540	SENDHI ABBAS KHOZEMBHAI	TA	20/01/1996	M	CCIT-Surat	CIT(DR)ITAT, Surat	Addl./Jt.CIT(ITAT), Surat	Addl./Jt.CIT(ITAT), Surat	Surat	218002	AO & DDO, CIT(DR), Surat	Pending	No
5	158832	GHANGHAR RAMANBHAI Z	TA	07/10/1964	M	Pr. CCIT,Ahmedabad	CIT(Exemption), Ahmedabad	CIT(Exemption), Ahmedabad	ITO (HQ) to CIT(Exemption), Ahmedabad	Ahmedabad	257774	AO & DDO (Exemption), Ahmedabad	Pending	No
6	120815	SUCHIT KUMAR	ITI	11/03/1972	M	Pr. CCIT,Ahmedabad	CIT(Adm&TPS), Ahmedabad	Addl./Jt.CIT(HQ) (Personnel), Ahmedabad	ITO (HQ) (Personnel), Ahmedabad	Ahmedabad	257767	Pr. CCIT, Gujarat, Ahmedabad	Pending	No
7	05566	RUDOLPH N DSOUZA	CIT	21/05/1965	M	Pr. CCIT,Ahmedabad	CIT(ITAT)-1, Ahmedabad	NA	NA	Ahmedabad	257785	AO & DDO, ITAT-3, Ahmedabad	Pending	No
8	168146	RAM NARESH KUMAR	ITI	05/01/1986	M	DGIT (Inv.) (HQ),Ahmedabad	PDIT (INV.), SURAT	Addl./Jt. DIT (Inv.), Surat	DD/ADIT (Inv.), Unit-1, Surat	Surat	204547	AO & DDO O/o PDIT (Inv.), Surat	Pending	No

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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.

The screenshot displays the VRIKSH portal interface. On the left, a sidebar menu is visible with 'DDO Data Verification' expanded, showing options like 'Employee Details', 'Departmental Exam', 'Educational Details', 'Posting/Joining Dt.', 'Promotion Order', 'Transfer Option', 'APAR Details', 'Daily Wagers Details', 'Transfer Order', and 'Relieving Out'. The main dashboard area includes a header with 'Income Tax Department, Gujarat' and user information. Below the header, there are several notification panels: 'Add New Empl./Edit Empl.', 'Posting history/Joining Dt.', 'Birthdays (19 October 2024)', 'Communication from the Department' (dated 14 October 2024), and 'Retirements (October 2024)'. A central image shows a group of officials standing in front of a banner.

8.5 Transfer Option Window

The screenshot shows the 'Transfer Window Opening/Closing Details' form in the VRIKSH portal. The form includes fields for 'Open Date', 'Close Date', 'Transfer Order Number', and 'Remark'. Below these fields is an 'Attachment' section with a 'Choose File' button and 'Submit'/'Reset' buttons. Underneath, there is a 'Transfer Window Opening/Closing Lists' section with a search bar and a table of entries. The table has columns for S#, Transfer Order No, Open Date, Close Date, Remark, Attachment, Status, and Action. One entry is shown with S# 1, Transfer Order No 01, Open Date 13/10/2024, Close Date 14/10/2024, and Remark Test. The status is 'Active' and the action is 'View'. Navigation buttons for 'Previous', '1', and 'Next' are also present.

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.

S#	EMP CODE	OFFICER NAME	GENDER	DOB	CATEGORY	CURRENT DESIGNATION	DATE OF JOINING GOVT. SERVICE	DATE OF JOINING ITD	CCIT CHARGE	PCIT CHARGE	Addl./Jt. CIT CHARGE	DIVISION CHARGE	DDO OFFICE	STATION
1	113751	APARNA M. AGGARWAL	F	29/11/1966	General	CCIT	20/08/1990	20/08/1990	CCIT(TDS), Ahmedabad	NA	NA	NA	AO & DDO, O/o CCIT (TDS), Ahmedabad	Ahmedabad
2	114196	MINI SHIBU	F	17/07/1974	General	ITO (L8)	14/11/1994	14/11/1994	CCIT(TDS), Ahmedabad	CCIT (TDS), Ahmedabad(HQ)	NA	ITO (HQ) O/o CCIT(TDS), Ahmedabad	AO & DDO, O/o CCIT(TDS), Ahmedabad	Ahmedabad
3	114256	DAMOR LAXMIBEN RAMESHBHAI	F	01/06/1972	ST	PS	29/03/1996	29/03/1996	CCIT(TDS), Ahmedabad	NA	NA	NA	AO & DDO, O/o CCIT (TDS), Ahmedabad	Ahmedabad
4	119937	KIRAN V. DESAI	M	15/04/1976	OBC	TA	04/03/1996	04/03/1996	CCIT(TDS), Ahmedabad	CCIT (TDS), Ahmedabad(HQ)	NA	ACIT/DCIT (HQ) O/o CCIT(TDS), Ahmedabad	AO & DDO, O/o CCIT(TDS), Ahmedabad	Ahmedabad
5	120406	PRITI P. GANDHI	F	13/07/1975	General	AO-III	23/11/1995	23/11/1995	CCIT(TDS), Ahmedabad	CCIT (TDS), Ahmedabad(HQ)	NA	AO & DDO O/o CCIT(TDS), Ahmedabad	AO & DDO, O/o CCIT(TDS), Ahmedabad	Ahmedabad

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)

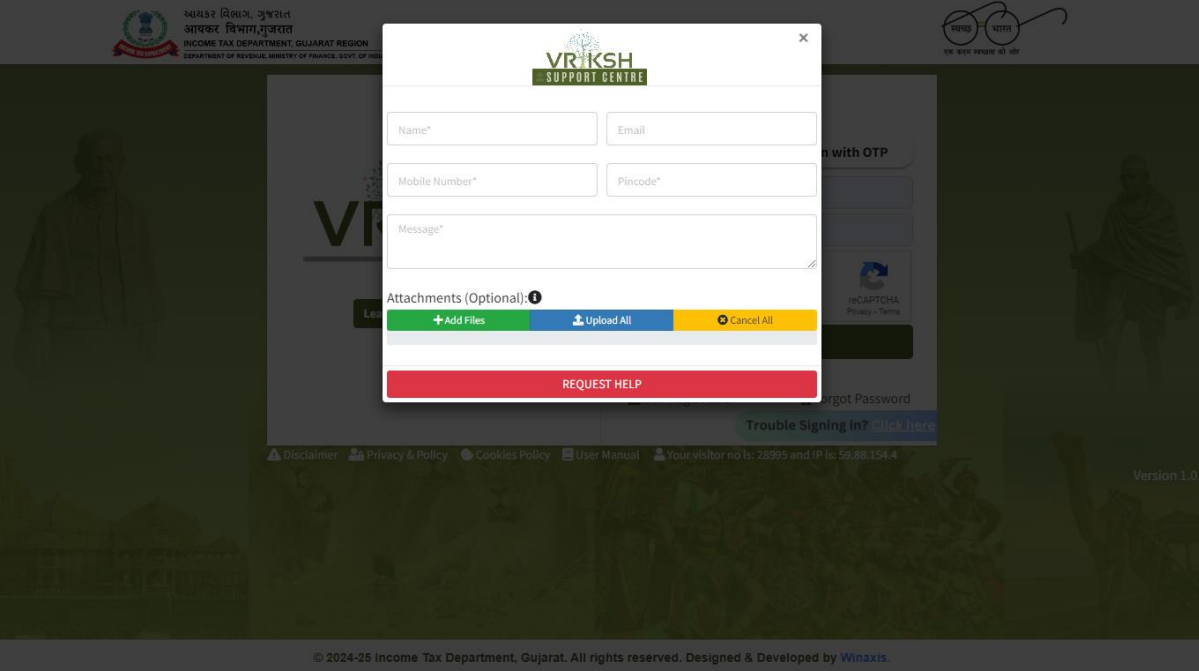
- **Self-Assessment:**
 1. Fill in the details for your performance during the assessment period, including accomplishments, challenges, and overall feedback.
 2. Rate yourself on different performance metrics (these might be pre-defined in the system).
- **Submit:** Once you have completed the form,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



The screenshot shows a web form titled "VRİKSH SUPPORT CENTRE" overlaid on a dark background. The form has a white border and a close button (X) in the top right corner. It contains the following fields and buttons:

- Name* (text input)
- Email (text input)
- Mobile Number* (text input)
- Pincode* (text input)
- Message* (text area)
- Attachments (Optional): 1 (label)
- + Add Files (green button)
- Upload All (blue button)
- Cancel All (yellow button)
- REQUEST HELP (red button)

At the bottom of the page, there is a footer with the text: "© 2024-25 Income Tax Department, Gujarat. All rights reserved. Designed & Developed by Winaxis."

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.
- The 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

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Co-ordinate By

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