

### FAQ on IDeAS

#### 1: What is IDeAS?

IDeAS - IRS Deputation e-Application System is a single window, Online Deputation Module for receipt and processing of deputation applications for cadre clearance of officers of the Indian Revenue Service (IRS). The module brings together all stakeholders, i.e. DGIT (Vigilance) Office, AD.VI-A Section of CBDT, APAR Cell in HRD, ADG-3, HRD Office and Pr. CCIT(CCA) Office as well as all IRS officers on a single platform for faster processing of deputation applications and streamlining the cadre clearance procedure for deputation.

#### 2: How do I access IDeAS ?

IDeAS can be accessed over the internet through the website **[<https://deputation.incometax.gov.in>]** and through HRD Corner on [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) website.

#### 3: Who can apply through IDeAS?

Serving officers belonging to IRS.

#### 4: How do I register on IDeAS ?

Click on **"Register Now"** on the homepage of IDeAS. Account can be created by filling in some basic details like Name, official name based email (this will be your Username), Mobile Number (for receiving SMS notification) and Civil Code. The users can create the password while creating the account.

#### 5: How do I update my Profile on IDeAS?

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. Once the details regarding Profile are filled, the User needs to save it by pressing the **"Save Profile"** button.

#### 6: How to apply through IDeAS?

After successful login, IDeAS takes the user to the 'Deputation Application' page, which shows all the current vacancy circulars. The user can apply for a particular deputation by clicking on

the **“Apply”** button against the desired vacancy circular. The user can also click on “Vacancy Circular Archives” tab to search for older vacancy circulars and apply.

### 7: What do I need for applying through IDeAS?

The officer should be registered on IDeAS with their name based official email ID.

### 8: What happens if I forget my password?

In case you have forgotten your password, a new password can be created by clicking on **“forgot password?”** Link. 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.

### 9: How to reset/change my password?

You can reset/change your password by clicking on the “Change Password” option to change existing password. To change the password, enter old password, then new password and confirm password. Complete the captcha and then Click on **“Change Password”**. Your password will be reset/changed.

### 10: What if I forget username?

Your name based official email ID is the username. The user may also click on *Contact Us* Tab on the home page and send an email to [support.irsdeportal@incometax.gov.in](mailto:support.irsdeportal@incometax.gov.in)

### 11: Can I apply for a Deputation Vacancy if the Circular is not listed on IDeAS?

You can apply for a deputation vacancy if the circular is not listed on IDeAS by going to “**User can Click Here to create the Vacancy Circular and then apply.**”, which can be found at the bottom of page after clicking on “Deputation Application” tab.

### 12: Is there any proforma for applying for deputation through IDeAS?

There is a standard template/ proforma in IDeAS where the applicant has to provide certain information. However, most of the Borrowing Organisation require CV/ Information/ Proforma, etc in a particular format. This also needs to be duly filled in and uploaded by the Officer on IDeAS alongwith the proforma in IDeAS.

### **13: Do I need to take physical copy for forwarding through proper channel?**

No physical copy is required to be forwarded through proper channel. The application needs to be forwarded online to officers in your respective hierarchy, who will then forward it to the respective Pr.CCIT(CCA)/Directorates. The Nodal officer designated for each Pr.CCIT(CCA)/Directorates will forward it on behalf on Pr.CCIT(CCA)/Directorates to HRD through IDeAS. The whole process is online.

### **14: How do I know who is the Nodal Officer for IDeAS in my Pr.CCIT(CCA)/Directorates charge?**

List of Nodal Officers for IDeAS for CCA Regions / Attached Directorates is available in the **"FAQ/Help Guide"** section inside the portal. This compilation can be accessed once the user (officer) registers on the IDeAS portal.

### **15: Where do I find relevant DOPT Circulars/OMs or HRD Circulars related to deputation for information and reference on IDeAS?**

The Directorate of HRD has compiled a list of important DoP&T Circulars/guidelines alongwith Directorate of HRD circulars related to deputation, and placed them in the IDeAS **"FAQ/Help Guide"** section inside the portal. This compilation can be accessed once the user (officer) registers on the IDeAS portal.

### **16: Is there a User Manual or a video tutorial available for IDeAS?**

A combined user manual for all the stakeholders for navigating through IDeAS has been placed on the **IDeAS FAQ/Help Guide section** on the home page of IDeAS, so that all stakeholders can easily access the same at any time. A video tutorial which provides a brief overview of all the functionalities of IDeAS in an animated and graphical way has also been placed on the **IDeAS FAQ/Help Guide section** on the home page of IDeAS for easy access and retrieval by the users (officers).

### **17: Can I apply for all types of deputation through IDeAS?**

All types of deputation application, except lateral shift cases and cases of extension of deputation, can be submitted through IDeAS.

### **18: How do I know my application has been successfully sent on IDeAS and is being processed?**

After the final submission of the application, a confirmation message is shown at the end and a confirmatory message is also sent via SMS.

### **19: How do I track the status of my deputation application?**

You can track the status of your application using the "Track Application" tab.

### **20: Some of the details in my profile are incorrect. How can I update them?**

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. Once the details regarding Profile are filled/updated, the User needs to save it by pressing the "Save Profile" button.

### **21: Are there any Vacancy circulars against which application cannot be filed through IDeAS?**

Yes. Vacancy Circulars meant for restricted/ confidential circulation shall not be uploaded/ processed through IDeAS.

### **22: What is the size limit for Photograph required?**

The scanned images of the photograph should not exceed 300 KB and should be in JPG/JPEG format only.

### **23: Is there any last date for applying in IDeAS?**

The last date is mentioned against each of the vacancy circular which is available on IDeAS. Older Vacancy Circulars are also available in IDeAS under the "Vacancy Circular Archives" tab. Officers should try to apply within the last dates for applying so that the deputation applications can be processed on time.

### **24: How can we contact if there is any query or suggestion on IDeAS?**

The feedback for the portal and queries, if any, alongwith suggestions, may be sent to [support.irsdepportal@incometax.gov.in](mailto:support.irsdepportal@incometax.gov.in). Officers can also write to [hrd.deputation@incometax.gov.in](mailto:hrd.deputation@incometax.gov.in) for any deputation related matters.

