



भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(भारतीय कृषि अनुसंधान परिषद)
(Indian Council of Agricultural Research)
नीलगंज, बैरकपुर, कोलकाता-700 120 : पश्चिम बंगाल
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CIRCULAR

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As per the directive received from Council (D.O. No PPS/AS (DARE) & SECY(ICAR)/2016 dated the 29th March, 2016), ICAR-CRIJAF has to update the HRMS (Human Resource Management System) and link the HRMS with the Pay Roll module latest by 30th April, 2016.

For desired updating of HRMS (as listed under A as self service to be filled by individual employee) as directed by the council, all the staff members of ICAR-CRIJAF are required to check and fill-up their information about Name, Address, Service details, Qualifications, Nominees details, Dependents, Trainings, Publications and Annual Immovable Property Return in MIS-FMS portal. This has to be updated by 20th April, 2016.

All the staff members are also hereby requested to use MIS-FMS portal for submitting their leave applications.

The Establishment section may verify the individual details to ensure proper entry of information of employees and update other details (as listed under B) consisting of Basic details (like designations, discipline/functional group), Salary Scale, Phone No, GPF No, PAN, Bank Account details, AADHAR No., Leave Balances, Past Service details in MIS-FMS portal by 29th April, 2016. ICAR-CRIJAF has to ensure the integration of HRMS and Payroll module by April 29, so that we can implement MIS-FMS from APRIL 30th onwards.

If there is any difficulty to update these information, all are requested to contact Dr. A. K. Chakraborty, Nodal Officer (9153653939).

P. C. Karimulla
21/04/16
DIRECTOR

Distribution :

1. All the Heads of divisions/sections, ICAR-CRIJAF
2. Head of Office, ICAR-CRIJAF
3. Sr. Fin. & Accounts Officer, ICAR-CRIJAF
4. All the Scientists Incharges, sub-stations.
5. I/C PC, KVK , Burdwan.



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 MINISTRY OF AGRICULTURE AND FARMERS WELFARE
 DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION
 KRISHI BHAWAN, NEW DELHI-110001

D.O. No.PPS/AS (DARE) & SECY. (ICAR)/2016

Dated the 29th March, 2016

Subject: Implementation of ERP solution in ICAR

Dear Colleague,

As you are aware that an ERP solution has been implemented in the ICAR and its institutes, which comprises following modules:

1. Human Resource Management System (HRMS)
2. Pay Roll Management System
3. Asset Management System
4. Supply Chain Management System
5. Project Management System

A recent review of the implementation of the various modules of ERP system in ICAR has revealed Pay Roll module is functional in most of the Institutes as a stand-alone module. The fact that ERP solutions are integrated system and their utility can be optimised with an integrated approach needs appreciation. Thus Pay Roll Module can work best with the HRMS. It is, therefore, desirable to implement/update the HRMS and link it with the Pay Roll module. The HRMS and the Pay Roll modules may be implemented in ICAR institutes latest by 30th April, 2016.

For this purpose the staff (all categories) may fill up their essential basic details (list A) while the concerned establishment section may verify the individual details and update other details (list B) that will link the HRMS with the pay roll account.

The training in these modules has already been conducted by the IBM team in all the institutes. If any problem is faced regarding the implementation, the team of IASRI headed by Dr. A.K. Choubey, Head, Division of Computer Applications (ak.choubey@icar.gov.in, 011-25842274,75,76) may be approached.

In order to have a speedy and effective implementation, it is imperative that Director / Head of the Institute assumes responsibility for updating of HRMS and its linking with the payroll module.

Non-compliance of the above timeline shall be viewed seriously.

With regards,

Yours sincerely,

(Chhabilendra Roul)

29/3/2016

Distribution:
 Directors of all ICAR institutes

List A (self Service to be filled by individual employee)

1. Name
2. Address
3. Service Details
4. Qualifications
5. Nominees details
6. Dependents
7. Trainings
8. Publications
9. Annual Immoveable property return
10. Leave application through self service HR module

List B (Admin/Establishment inputs)

1. Basic details Like designation, Discipline/Functional Group
2. Salary Scale
3. Phone number
4. GPF No.
5. PAN
6. Bank account No.
7. AADHAR No.
8. Leave Balances
9. Past Service details
10. Earnings/Deductions/Loans/Advances