

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN-304501

F. No.6(74)Adm.I/ERP/2016/4197

Dated: 23.01.2017

CIRCULAR

In pursuance to the Council's letter through email F No 14(12)/2016-Per-IDated 20.01.2017 received from the Dy. Secy.(P), ICAR, New Delhi regarding **collating the information relating to Scientific Cadre personnel in a real time maintainable MIS.**

It is, therefore, being requested that the Institutes access the MIS database through the following flow-: Access the URL - <http://pms.icar.gov.in>, Thereafter, enter the user ID which is the same user ID as allotted to the Nodal Officers for the HYPM at all the Institutes. By doing this, the Institutes' MIS data will be available by clicking on **ICAR Scientific Data MIS** available on the **Nodal Officer** tab.

Thereafter, view each scientific personnel data, match it with official documents/records available with the Institute and record any modifications required by mentioning them in the **Remarks** column by clicking on the **Edit** button available on the extreme left column for each scientific personnel. **The data for each cadre, viz Scientist, DR - Senior Scientist, DR-Principal Scientist may be checked.** It must be ensured that the ERP-ID must necessarily be entered for each of the scientific personnel. In case, it's still not available, please obtain it from the IASRI, New Delhi by contacting them on - sudeep.marwaha@icar.gov.in. **This is essentially required since, each scientist across the ICAR is being given access to their individual service record. Online Transfer module will be accessible only through ERP-ID and Date of Birth as recorded in the MIS.**

In case, any scientific personnel is not working at your Institute and you find his/her name entered in the MIS for your Institute, which may be indicated in the **Remarks** column by activating the **Edit** button available on the extreme left for each scientist. In case, some scientific personnel's name found not being shown for your Institute, you may mail the information to the undersigned on - pkjain20012@rediffmail.com immediately for us to enter the name so that the requisite information therefor could be provided by you. **This exercise is being embarked upon as the last attempt to get the absolutely accurate data as thus would be used for various decision making processes including vacancy calculation, transfer, etc.,**

The present Institute, mode of Recruitment, viz CAS or DR- Senior Scientist or DR-Principal Scientist, Date of Birth, posting date, present posting place, viz Regional station, if any, must also be correctly indicated, since these information will be crucial for transfer decision..Hence, it is requested that the verification of each entry for each scientific personnel in the MIS is done very carefully and any discrepancy/ modification required thereof must be so indicated in the Remarks column on the rightmost column by activating the Edit button available on the left most column for each scientific personnel. (Action: Nodal Officer, HYPM, ICAR-CSWRI)

FOR INDIVIDUAL SCIENTIFIC PERSONNEL ONLY

It is requested that all the scientific personnel of your Institute are informed that they also access the MIS through the following flow - Access the URL -<http://pms.icar.gov.in>. Then, Enter the user ID which is the same user ID as allotted to each scientific personnel for the HYPM of all

the Institutes. Thereafter, following the step by step instructions that will be system prompted, Click on **Service Details** available on the **Personal** Tab.

The individual service data as maintained in the MIS will be available, it should be matched with information / official documents available with them and record any modifications required by mentioning them in the **Remarks** column by clicking on the **Edit** button available just below the Table. The Scientific staff need to upload documentary evidence in support of the modifications required as pointed out by the individual scientific personnel. It is also being informed that providing their ERP-ID and other details including present Institute posting date, date of birth, present posting regional station, if any is essentially required. In case, it's still not available, please obtain it from the IASRI, New Delhi by contacting them on -sudeep.marwaha@icar.gov.in

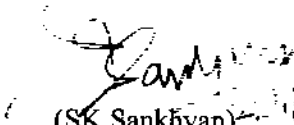
Thereafter, the corrections /modifications in their individual data flagged will be required to be verified and validated by the Institute by logging in the URL - <http://pms.icar.gov.in> and certifying them to be acceptable after ascertaining their correctness from the official documents /records.

This exercise is required to be completed latest by **24. 01.2017** subsequent to which it would be presumed that all the entered data is correct and documentarily verifiable with official records at the Institute and any discrepancy noticed thereafter will be attributable to the concerned Institute. Since, this exercise is being attempted to bring in information technology supported decision making, your cooperation is earnestly being solicited. Time lines as mentioned herein above are essentially required to be adhered to as the progress thereof is being monitored by /reported to the highest authorities in the Council. **No further request for modification therein will be considered after this date.**

For any assistance /clarification, the undersigned may immediately be contacted by phone or email:

Pradyumna Kumar Jain, Deputy Secretary(Personnel), Indian Council of Agricultural Research, Krishi Bhawan, New Delhi-110001, Telefax 011-23384649, Cell: 09868346228E
mail: pkjain20012@rediffmail.com

This is issued with the approval of the competent authority.


(SK Sankhyan)
Head of Office

1. All Heads of Division(s)/ Scientific Sections at the Main Institute.
2. Head(s)/OICs Sub Stations (ARC, Bikaner/NTRS, Garsa/SRRC, Mannavanur)
3. Dr. AK Shinde, I/C PME for kindly coordinate with the Nodal Officer, HYPM for the needful.
4. Dr Gadekar Yogesh Prabhakar, Nodal Officer, HYPM for coordinating with the Scientific Staff of this Institute for uploading the requisite information.
5. The I/C AKMU for uploading this circular on Institutes' website.