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भारत सरकार
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 कृषि भवन, नई दिल्ली-110001

GOVERNMENT OF INDIA
 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,

KL 30/3/16



Yours sincerely,

(Chhabilendra Roul)

29/3/2016

Distribution:
 Directors of all ICAR institutes

*MDSP
URGENT*

*nic, AKMD
SFAO*

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