ICAR Personnel Management Information System

ICAR Personnel Management Information System has been designed, developed and implemented across ICAR. The system was designed using n-tier architecture of web development using .Net technology for application layer and MS SQL Server as database layer. The system is accessible at http://pms.icar.gov.in. At present the system is available to various Scientific Cadres of the Council.

To Login as Member with User Id and Password

1. Access the website of the PMIS system using HYPM Authentication
2. Look at Login dialogue-box at top right corner of the Login page.
3. Fill in the appropriate User Id and Password textboxes.
4. Click on Submit button as shown in Figure (Fig. 1)

Before login -

(Fig. 1)
After login, the following screen will appear:

(Fig. 2)

To enter Service Details by the Scientist

1. Click on the Personal tab in the menu bar (Fig. 3)
2. Then click on Service Details in the dropdown list
3. Now, enter your ERP Id and Date of Birth to access Service Details as shown in image (Fig. 4)
ICAR Personnel Management Information System

Indian Council of Agricultural Research

Home Personal Apply for Transfer Logout Help

Institute Name
Scientist Name
Monitoring Period
Year
Reporting Officer
Reviewing Officer
Email

Report Submission Status
- Target report for period II (October to March) and year 2016-17 has been submitted to reporting officer.
- Achievement report for period I and year 2016-17 has been submitted to reporting officer.

Important Notification
1. ICAR has established unified communication solution at IASRI. Through this, email ids for ICAR employees (scientists, technical staff, administrative staff) are being created at icar.gov.in domain. In case your institution has not got the same then you may contact ICAR on support @icar.gov.in
2. Please check whether your Name, Email and other details are correct.

ICAR Personnel Management Information System

Indian Council of Agricultural Research

Home Personal Apply for Transfer Logout Help

Thus is presently accessible only by scientific personnel other than those holding tenure posts on regular basis (not on acting or on - charge basis), viz Heads of Divisions, Institute Directors, Project Coordinators, Project Directors, Joint Directors, Assistant Directors- General, Deputy Directors - General.

ERP ID
000024

Date of Birth (MM/DD/YYYY)
02/01/1975

Services Details

Note:
1. The data in the MIS has been provided by your Institute.
2. In case, you want to modify it, you may click edit button provided at the bottom of the page which you will find upon login after this.
3. You will be required to upload supporting documents for the modification(s) required for.
4. You may view your data carefully as editing feature has been designed to be updated once only.
5. If there is no need of correction please click ‘If your Service details are Correct then Confirm’ provided at the bottom of the page.

(Fig. 3)

(Fig. 4)
Service Details

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Computer Applications in Agriculture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Dr. Sudeep</td>
</tr>
<tr>
<td>FMS Id</td>
<td>000024</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Reservation Category</td>
<td>UR</td>
</tr>
<tr>
<td>DOB (MM/DD/YYYY)</td>
<td>02/01/1975</td>
</tr>
<tr>
<td>Appointment Date in ICAR Scientific Cadre (MM/DD/YYYY)</td>
<td>10/27/1999</td>
</tr>
<tr>
<td>Present Designation</td>
<td>Pr. Scientist</td>
</tr>
<tr>
<td>Appointment Date of Present Designation (MM/DD/YYYY)</td>
<td>10/27/2014</td>
</tr>
<tr>
<td>Present Institute Posting Date (MM/DD/YYYY)</td>
<td>10/27/1999</td>
</tr>
<tr>
<td>Institute</td>
<td>IASRI, New Delhi</td>
</tr>
<tr>
<td>Institute Headquarter State</td>
<td>Delhi (NCT)</td>
</tr>
<tr>
<td>Regional station in which posted (City Name)</td>
<td></td>
</tr>
<tr>
<td>Date of Superannuation (MM/DD/YYYY)</td>
<td>1/31/2037</td>
</tr>
<tr>
<td>SMD</td>
<td>ENGG</td>
</tr>
<tr>
<td>Mobile (without prefix 0)</td>
<td>9711707437</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Sudeep.Manwaha@icar.gov.in">Sudeep.Manwaha@icar.gov.in</a></td>
</tr>
<tr>
<td>On Deputation</td>
<td>-</td>
</tr>
<tr>
<td>Study Leave</td>
<td>-</td>
</tr>
</tbody>
</table>

Please check your information whether date are in MM/DD/YYYY format, if not please add into remarks....

If your Service details are Correct then Confirm  Edit service details, if any

(Fig. 5)

To Edit Service Details

1. Click on the button “Edit Service Details” to edit Service Details if user wants to edit otherwise click on Confirm.(Fig. 6)
2. Upload the required documents with appropriate remarks as shown in Image(Fig 7)
3. Finally click on Update Button after that user will get a confirmation message.(Fig. 8)
4. After update confirmation “Edit Service Details” button gets disabled and request will be sent to Reviewing Officer for Approval. (Fig 9)
Institute: JASRI, New Delhi
Institute Headquarter State: Delhi (NCT)
Regional station in which posted (City Name):
Date of Superannuation (MM/DD/YYYY): 1/31/2037
SMD: ENG
Mobile (without prefix 0): 9711767437
Email: Sudeep.Marwaha@icar.gov.in
On Deputation: No
Study Leave: No

Please check your information whether date are in MM/DD/YYYY format. If not please add into remarks...

If your Service details are Correct then Confirm Edit service details, if any.

Remarks for ICAR personnel division (modifications in date of birth, discipline, appointment date, category etc.)

Upload Supporting Document(s) (first one is mandatory if any modification is requested)
Choose File: No file chosen
Choose File: No file chosen
Choose File: No file chosen
Choose File: No file chosen
Choose File: No file chosen

(pdf, doc, jpg, zip format only)
In case multiple proof need to attach. Make it Zip format and attach the file. Once you submitted the remark you will not change. Update Cancel

(Fig. 6)

(Fig. 7)
Fig. 8

Fig. 9

Please check your information whether date are in MM/DD/YYYY format. If not please add into remarks...
To Apply for Transfer

1. Click on apply for transfer tab in the menu bar.
2. Then enter your ERP ID and date of birth.
3. Click on proceed for transfer. (Fig.10)
4. Then current transfer cycle page will open where you can fill details regarding transfer. (Fig.11)
5. After filling all details and choice of state you will proceed to the next step. (Fig.12)
6. At last you can click on final submit, edit, print according to ones need. (Fig.13), (Fig.14)
7. After final submission it will pass to the reviewing authority.
ICAR Personnel Management Information System
Current Transfer Cycle : 2017 A- Normal
Service Details

Available Vacancies (for Reference only) in Computer Applications in Agriculture discipline in Scientist (incl. SS (CAS), PS (CAS)) cadre

<table>
<thead>
<tr>
<th>Institute</th>
<th>Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  CAR, Izaiagir</td>
<td>1</td>
</tr>
<tr>
<td>2  CRI, Nagpur</td>
<td>1</td>
</tr>
<tr>
<td>3  CIAGE, Bhopal</td>
<td>1</td>
</tr>
<tr>
<td>4  CIARI, Port Blair</td>
<td>1</td>
</tr>
<tr>
<td>5  CIRC, Meerut</td>
<td>2</td>
</tr>
</tbody>
</table>

(Fig.11)

ICAR Personnel Management Information System
Current Transfer Cycle : 2017 A-Normal
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
New Delhi

Form for applying for inter-institutional transfer of scientists on personal request

Kindly consider my request for inter-institutional transfer on personal request on the following ground:

1. I am motivated
2. You are presently applying for transfer as belonging to category A and your date of posting in present institute is (MM/DD/YYYY) 10/27/1999. You have served for more than 5 years in your present institute.
3. You are eligible to apply under this category. [New Guidelines]
4. [Please state briefly your contention (300 words max.).]

List of Available Choices

(Fig.12)
ICAR Personnel Management Information System
Current Transfer Cycle: 2017 A-Normal
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
New Delhi

Form for applying for Inter-Institutional Transfer of Scientists on personal request

Kindly consider my request for Intersitutional Transfer on personal request on the following premises:

1. You are presently applying for transfer as belonging to category A and your date of posting in present institute is (MM/DD/YYYY) 10/27/1999. You have served for more than 5 years in your present Institute.
2. You are eligible to apply under this category.

1. *Yes
   *No

   *View Guidelines

3. *Select a ICAR
   *ICAR + Government of India
   *ICAR + State Government/PSU
   *Not Applicable

   *Select

5. *Points obtained 40

6. *Medical grounds of self: Immediate family/s to reside in another State/Residence Points obtained 0

7. *Self/ Dependent

8. *Not Applicable

9. Preferences for Transfer:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Institute Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IARI, New Delhi</td>
</tr>
<tr>
<td>2</td>
<td>ICAR-ESPR, New Delhi</td>
</tr>
</tbody>
</table>

Terms and conditions

I do hereby certify that I have understood that I do not possess the automatic right of being transferred to the requested Institute which is the sole discretion of the Competent Authority.
I also understand that the vacancies deployed here are indicative and may vary over time with other Transfer postings having been affected in the meantime.

Name: Sudesh
Designation: Scientist
Institute: IARI, New Delhi
Date of Initial Posting Date: 10/27/1999
Discipline: Computer Applications & Agriculture
Cadre Type: Scientist (incl. IAS (CAS), PS (CAS))

(Fig. 13)

(Fig. 14)
To login as a reviewing officer

1. Access the website of the PMIS system using HYPM Authentication
2. Look at Login dialogue-box at top right corner of the Login page.
3. Fill in the appropriate User Id and Password textboxes.
4. Click on Submit button as shown in Image (Fig. 15),(Fig.16)

Before login

(Fig.15)
After login

ICAR Personnel Management Information System
Indian Council of Agricultural Research

Welcome Reviewing Officer

Institute Name: ICAR-Indian Agricultural Statistics Research Institute, New Delhi
Scientist Name: Dr. Umesh Chandar Sud
Monitoring Period: II (October to March)
Year: 2016-17

Report Submission Status
- Target report for period II (October to March) and year 2016-17 has been submitted to reporting officer.
- Achievement report for period I and year 2016-17 has been submitted to reporting officer.

(Fig. 16)

To approve/disapprove transfer request by reviewing authority

1. Write comment in the comment box.
2. Click on Recommended or not Recommended

Transfer Requests

<table>
<thead>
<tr>
<th>ERP ID</th>
<th>Name</th>
<th>Detailed Reason</th>
<th>Institute Preferences (in order of priority)</th>
<th>Grounds for application</th>
<th>Director Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-024</td>
<td>Dr. Sudeep Marwahe</td>
<td>nogotnathor</td>
<td>IMR, Ludhiana</td>
<td>Medical Document</td>
<td>Recommended</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CCRI, Nagpur</td>
<td>Working Officer Document</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VPKAS, Almora</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I agree, I have gone through the application with the corresponding documents, including information submitted/provided by the applicant and certify them to be correct. His/her request for transfer may be considered by the council.

(Fig 17)
To approve/disapprove Service Details by reviewing authority

1. Write comment in the comment box.
2. Click on approve or disapprove. (Fig 19)

(Fig 18)

(Fig 19)
**ICAR Personnel Management Information System**

**Indian Council of Agricultural Research**

### Welcome Review

- **Institute Name**: ICAR-Indian Agricultural Statistics Research Institute, New Delhi
- **Scientist Name**: Dr. Uma Chander Sud
- **Monitoring Period**: II (October to March)
- **Year**: 2016-17

### Report Submission Status
- Target report for period II (October to March) and year 2016-17 has been submitted to reporting officer.
- Achievement report for period I and year 2016-17 has been submitted to reporting officer.

### Service Details updation Requests

<table>
<thead>
<tr>
<th>TRP Id</th>
<th>Name</th>
<th>Remarks</th>
<th>Documents</th>
<th>Director Comments</th>
<th>ICAR Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>019460</td>
<td>Dr. Ajit</td>
<td>Correct</td>
<td></td>
<td>Scientist Confirmed</td>
<td>No Correction</td>
</tr>
<tr>
<td>000056</td>
<td>Mr. Shashi Bhushan Lal</td>
<td>Institute: ICAR-IASRI Mobile (without prefix). 8668576205 Email: <a href="mailto:sb.lal@icar.gov.in">sb.lal@icar.gov.in</a></td>
<td>Supporting Document</td>
<td>Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>000024</td>
<td>Dr. Sudeep Marwaha</td>
<td></td>
<td>Supporting Document</td>
<td>Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>000040</td>
<td>Dr. Mir Asif Iqubal</td>
<td>Correct</td>
<td>Supporting Document</td>
<td>Scientist Confirmed</td>
<td>No Correction</td>
</tr>
<tr>
<td>000041</td>
<td>Dr. Baidyanath Mandal</td>
<td>Name should be Dr Baidya Nath Mandal</td>
<td>Supporting Document</td>
<td>Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>021138</td>
<td>Mr. Ravindra Singh Shekhawat</td>
<td>Date of birth (MM/DD/YYYY)-10/25/1998 Mobile No. 8602728980</td>
<td>Supporting Document</td>
<td>Pending</td>
<td>Pending</td>
</tr>
</tbody>
</table>

(Fig 20)

(Fig 21)
For Filling Vigilance Status

1- After filling all the details click on the drop down menu of Vigilance status on the right hand side corner.

2- In Vigilance Status we have different section like clear from vigilance, cause issued, charge sheet issued and not uploaded option.

3- Click on any one of the option available (Fig 21.1)

4- After selection a new window pop up for update status (Fig 21.2)

5- Here also if someone wants to change the vigilance status he can choose the different option available (Fig 21.2)

6- Finally click on Update status to update the added details. (Fig 21.2)
To Upload Annual Immovable Property Return (AIPR)

1- For uploading the immovable Property Return we can see the option available at the second last drop down list at the right hand side corner (Fig 21.1)

2- If you have not yet uploaded your Immovable Property Return there is an option available in the dropdown.

3- If you select not uploaded option than a new window will pop up (Fig 21.3)

4- Click on Browse button and find the file of Annual Immovable Property Return.

5- It must be noted that the file should be in pdf format only.

6- At last click on submit button. (Fig 21.3)
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadre Type</td>
<td>Scientist (incl. SS (CAS), PS (CAS))</td>
</tr>
<tr>
<td>Name</td>
<td>Dr. Anki K.M.</td>
</tr>
<tr>
<td>Discipline</td>
<td>Nematology</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Date of Birth (MM/DD/YYYY)</td>
<td>02/20/1962</td>
</tr>
<tr>
<td>Present Designation</td>
<td>Scientist(700)</td>
</tr>
<tr>
<td>Institute, State</td>
<td>CPCRI, Kasargod, Kerala</td>
</tr>
<tr>
<td>Regional Station (if any)</td>
<td></td>
</tr>
<tr>
<td>Date of Superannuation (MM/DD/YYYY)</td>
<td>5/31/2014</td>
</tr>
</tbody>
</table>

**Fig 21.3**