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1. Introduction

ICAR-Institute Information Management System (ICAR-IIMS) is an integrated system which provides information on all institutions/Regional Centres and KVKs under a single roof. This system has reduced the dependence of administration on the use of Institutional, Regional centres and KVKs during cultivation of Institutional data and financial/budgeting data. It also provides information on AICRP project, major achievements, RAC/IRC/IMC/QRT meeting, land assets and RMPs which provides a Master Monitoring system to higher authority or nodal officers to keep an eagle eye on the institute activities as well as the Institutional network and availability of employee on particular institute.

This document provides step by step process (with Screenshots) instructions to users to navigate the functionalities of ICAR Portal.

The system is accessible through URL https://iims.icar.gov.in/.

2. Login

Figure 1: Home Page
2.1 Login Process:

- Access the portal through URL [https://iims.icar.gov.in/](https://iims.icar.gov.in/)
- Click on the login button at top right corner of the home page and login window will appear as shown in figure 2.

![Login Window](image1)

- Enter User ID
- Enter the password
- Now click on login.
- Or you can choose login through LDAP also as shown in Figure 2 then new screen will appear as shown in figure 2.1.
  - Note – Only those users who have user id like `example@icar.gov.in` can login through LDAP

![Login through LDAP](image2)

- Figure 2.1: Login through LDAP
- After login user menu window will appear as shown in figure 3.
3. Menu Bar (Administration Tab)

- In menu bar section there are 5 given options.

- Click on Administration tab then given options will appear as shown in Figure 5.
a. Human Resource Information ->
b. Implementation of ERP
c. Roof Top & Land Based Solar Energy System
d. Administrative Issue
e. Vigilance Disciplinary Cases
f. Court Cases
g. IJSC
h. IMC

3.1. Human Resource Information –

3.1.1. Scientific Cadre -

Figure 6: Scientific Cadre option

- Click on the Administration -> Human Resource Information and choose Scientific Cadre as shown in then Figure 6 the new form will appear as shown in Figure 7.
Figure 8: Scientist Cadre form screen

- Enter the Scientist Cadre Information details in respected fields as shows in Figure 8 and click on save button.
- Click on CANCEL button to cancel the process.
- Click on EDIT button to modify existing information, and after modification, click on update button to save the changes.
- Click on DELETE button to delete the existing record, it will ask for permission “Do you want to delete this record?” Click on OK to delete the record.

3.1.2. Scientific Cadre -

Figure 9: Service cadre option

- Click on the Administration -> Human Resource Information and choose Service Cadre as shown in the Figure 9 then new form will appear as shown in Figure 10.
Figure 10: Scientist Cadre form screen

- Enter the Service Cadre Information details in respected fields as shows in Figure 10 and click on SAVE button.
- Click on CANCEL button to cancel the process.
- Click on EDIT button to modify existing information, and after modification click on update button to save the changes.
- Click on DELETE button to delete the existing record, it will ask for permission “Do you want to delete this record?” Click on OK to delete the record.

3.2 – Implementation of ERP

Figure 11: Implementation of ERP option

- Click on the Administration and choose Implementation of ERP as shown in the Figure 11 then new form will appear as shown in Figure 12.
- Enter the Implementation of ERP Information details in respected fields as shows in Figure 13 and click on SAVE button.
- Click on CANCEL button to cancel the process.
- Click on EDIT button to modify existing information, and after modification click on update button to save the changes.
- Click on DELETE button to delete the existing record, it will ask for permission “Do you want to delete this record?” Click on OK to delete the record.

3.3 – Roof Top & Land Based Solar Energy System

Figure 14 : Roof Top & Land Based Solar Energy System option
- Click on the **Administration** and choose **Roof Top & Land Based Solar Energy System** as shown in the Figure 14 then new form will appear as shown in Figure 15.

![Figure 15: Installation of Roof Top & Land – Based Solar Energy System form screen](image)

- Enter the Roof Top & Land – Based Solar Energy System Information details in respected fields as shows in Figure 15 and click on **SAVE** button.
- Click on **CANCEL** button to cancel the process.
- Click on **EDIT** button to modify existing information, and after modification click on update button to save the changes.
- Click on **DELETE** button to delete the existing record, it will ask for permission “**Do you want to delete this record?**” Click on OK to delete the record.

### 3.4 – Administrative Issue
- Click on the **Administration** and choose **Administrative Issue** as shown in Figure 16 then new form will appear as shown in Figure 17.

- Enter the Administrative Issue Information details in respected fields as shows in Figure 17 and click on **SAVE** button.
- Click on **CANCEL** button to cancel the process.
- Click on **EDIT** button to modify existing information, and after modification click on update button to save the changes.
- Click on DELETE button to delete the existing record, it will ask for permission “Do you want to delete this record?” Click on OK to delete the record.

3.5 – Vigilance Disciplinary Cases

Figure 18: Vigilance Disciplinary Cases option

- Click on the Administration and choose Vigilance Disciplinary Cases as shown in the Figure 18 then new form will appear as shown in Figure 19.

Figure 19: Vigilance and Disciplinary Cases form screen
- Enter the Vigilance and Disciplinary Cases Information details in respected fields as shows in Figure 19 and click on SAVE button.
- Click on CANCEL button to cancel the process.
- Click on EDIT button to modify existing information, and after modification click on update button to save the changes.
- Click on DELETE button to delete the existing record, it will ask for permission “Do you want to delete this record?” Click on OK to delete the record.

3.6 – Court Cases

Figure 20 : Court Cases option

- Click on the Administration and choose Court Cases as shown in the Figure 20 then new form will appear as shown in Figure 21.
- Enter the Court Cases Information details in respected fields as shows in Figure 21 and click on SAVE button.
- Click on CANCEL button to cancel the process.
- Click on EDIT button to modify existing information, and after modification click on update button to save the changes.
- Click on DELETE button to delete the existing record, it will ask for permission “Do you want to delete this record?” Click on OK to delete the record.

3.7 – IJSC
Figure 22: IJSC option

- Click on the **Administration** and choose **IJSC** as shown in the Figure 22 then new form will appear as shown in Figure 23.

Figure 23: IJSC form screen

- Enter the **IJSC Information** details in respected fields as shows in Figure 23 and click on **SAVE** button.
- Click on **CANCEL** button to cancel the process.
- Click on **EDIT** button to modify existing information, and after modification click on update button to save the changes.
- Click on **DELETE** button to delete the existing record, it will ask for permission “**Do you want to delete this record?**” Click on OK to delete the record.

3.8 – IMC
Figure 24: IMC option

- Click on the **Administration** and choose **IMC** as shown in the Figure 24 then new form will appear as shown in Figure 25.

Figure 25 : IMC Option form screen

- Enter the IMC Information details in respected fields as shows in Figure 23 and click on **SAVE** button.
- Click on **CANCEL** button to cancel the process.
- Click on **EDIT** button to modify existing information, and after modification click on update button to save the changes.
- Click on **DELETE** button to delete the existing record, it will ask for permission “**Do you want to delete this record?**” Click on OK to delete the record.