ICAR

USER MANUAL
ADMINISTRATION

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

PORTAL

Designed and Developed by
Division of Computer Applications
ICAR-Indian Agricultural Statistics Research Institute,
Under the Guidance of Agricultural Education Division, ICAR, New Delhi

Dr. Sudeep
Head (CA) & PI, ICAR-IASRI

Dr. Alka Arora
Principal Scientist, ICAR-IASRI

Dr. Anshu Bharadwaj
Principal Scientist, ICAR-IASRI

Dr. Shashi Dahiya
Senior Scientist, ICAR-IASRI

Dr. Saumen Pal
Scientist, ICAR-IASRI

Priyanka Wahi
IT-Professional, ICAR-IASRI

Dr. Mukesh Kumar
Principal Scientist, ICAR-IASRI
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1. Introduction

ICAR-Institute Information Management System (ICAR-IIMS) is an integrated system, which provides information on all institutions/Regional Centers and KVKs under a single roof. This system has reduced the dependence of administration on the use of Institutional, Regional centers 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/](https://iims.icar.gov.in/).

2. Login

![Home Page](image_url)

Figure 1: Home Page
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.png)

- 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.png)

- 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
Human Resource Information

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 7: 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.

Scientific Cadre

![Service cadre option](image)

➢ Click on the Administration -> Human Resource Information and choose Service Cadre as shown in the Figure 8 then new form will appear as shown in Figure 9.
➢ Click here to Delete

![Scientist Cadre form screen](image)
➢ Enter the Service Cadre Information details in respected fields as shows in Figure 9 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.

Implementation of ERP

Figure 10: Implementation of ERP option
➢ Enter the Implementation of ERP Information details in respected fields as shows in Figure 11 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.

Roof Top & Land Based Solar Energy System

Figure 11: Implementation of ERP form screen

Figure 12: 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 12 then new form will appear as shown in Figure 13.

![Figure 13: Installation of Roof Top & Land – Based Solar Energy System Form](image)

➢ Enter the **Roof Top & Land – Based Solar Energy System Information** details in respected fields as shows in Figure 14 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.

### Administrative Issue

![Figure 14: Administrative Issue option](image)
➢ Click on the **Administration** and choose **Administrative Issue** as shown in the Figure 14 then new form will appear as shown in Figure 15.

![Administrative Issue form screen](image)

Figure 15: Administrative Issue form screen

➢ Enter the Administrative Issue 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.

Vigilance Disciplinary Cases

➢ Click on the Administration and choose Vigilance Disciplinary Cases as shown in the Figure 16 then new form will appear as shown in Figure 17.
➢ Enter the Vigilance and Disciplinary Cases 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.

– Court Cases

➢ Click on Administration and choose Court Cases as shown in the Figure 18 then new form will appear as shown in Figure 19.
➢ Enter the Court 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.

– IJSC

Figure 19: Court Cases form screen

Figure 20: IJSC option
➢ Click on the Administration and choose IJSC as shown in the Figure 20 then new form will appear as shown in Figure 21.

![Figure 21: IJSC form screen](image)

➢ Enter the IJSC 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.

– IMC
➢ Click on the Administration and choose IMC as shown in the Figure 22 then new form will appear as shown in Figure 23.

➢ 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.