ICAR

USER MANUAL

FINANCE

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

PORTAL

Designed and Developed by

Division of Computer Applications
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Under the Guidance of Agricultural Education Division, ICAR, New Delhi

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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/](https://iims.icar.gov.in/).

2. Login

![Figure 1: Home Page](Image)
a. Login Process:

➢ Access the portal through URL 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)

➢ After login user menu window will appear as shown in figure 3.
3. Menu Bar (Finance Tab)

➢ In menu bar section there are 5 given options.

➢ Click on **Finance tab** then given options will appear as shown in Figure 5.
3.1. Institutional Financial Plan –

➢ Click on the Finance and choose Institutional Financial Plan as shown in the Figure 6 then new form will appear as shown in Figure 7.

➢ Enter the Institutional Financial Plan details in respected fields as shows in Figure 7 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 - Budget

➢ Click on the **Finance** and choose **Budget** as shown in the Figure 8 then new form will appear as shown in Figure 9.

![Figure 8: Budget option](image)

![Figure 9: Budget form screen](image)
➢ Enter the Budget 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.

3.3 – Revenue Generation

➢ Click on the Finance and choose Revenue Generation as shown in the Figure 10 then new form will appear as shown in Figure 11.
➢ Enter the Revenue Generation 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.

3.4 –Project Progress

➢ Click on the Finance and choose Project Progress as shown in the Figure 12 then new form will appear as shown in Figure 13.
➢ Enter the Project Progress 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.