



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001.

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9th
Dated: 3rd August, 2017

OFFICE ORDER

The Personnel Management Information System (PMIS) have been created for ICAR Scientific Cadre and available on the website 'http://pms.icar.gov.in/cms'. Accordingly, the Standard Operating Procedure (SOP) for operating the database of PMIS, approved by the Competent Authority is enclosed for information and necessary action.


(Sujit K. Mitra)
Director (P)

Distribution:-

1. PSO to DG, ICAR.
2. PPS to Secretary, ICAR.
3. All DDGs
4. Directors of all ICAR Institutes.
5. US (Personnel), PMIS Cell
6. All Sections of Personnel Division.
7. Spare copies (2).

Standard Operating Procedures (SOP) for the ICAR scientific cadre MIS

1. The Under Secretary (Personnel) will be responsible for PMIS Cell.
2. Director (P) will be the Nodal Officer for vetting the data to be added/deleted in the PMIS.
3. All corrections/modifications in the PMIS software containing design, labels, data structure, data, functionality, etc. shall be effected by the IASRI development team ONLY after vetting of the Nodal Officer.
4. The Under Secretary (Personnel) assigned with the task of PMIS operation shall, on a daily basis update the data in the PMIS, after vetting by the Nodal Officer.
5. The data on master file can be stored in encrypted form so that no one can understand the data even if one gets access to the database.
6. To maintain the reliability and quality of the data, the software should be enhanced so that various updates on routine basis can be done in a separate module having temporary tables and once the updates are complete and reviewed by the Nodal Officer, these can be migrated to the main database.
7. The ICAR-Institutes will access their respective Institutes' data through the URL -pms.icar.gov.in OR pms.icar.gov.in/cms.
8. The Institutes will have view rights only and can record their observations for corrections in the data in the 'Institute remarks' field only, which is available against each scientist's entry. The Institutes shall keep regular track of the PMIS data of their respective Institutes data and flag any correction required by mail to US (P), PMIS.
9. PMIS Cell shall on a fortnightly basis, reconcile the discipline wise, cadre wise, Institute wise information with the available records to ensure continuance of data accuracy.

10. PMIS data will be updated only through the process as enumerated in point nos 2, 4 and 8 and under NO circumstances by any other agencies, unless specifically authorized by the Nodal Officer.
11. The software will be improved to generate orders pertaining to transfer, promotion, fresh recruitment at all levels, CAS up-gradation etc. For this no such order shall be issued unless the master data is updated in the first instance after getting approval from Competent Authority.