

ICAR- INDIAN INSTITUTE OF SPICES RESEARCH

Post Bag No. 1701, Marikunnu Post
Kozhikode-673012, Kerala

AKMU/2015

28-03-2015

CIRCULAR

As per the letter No. F.No.2(1)/Trng.(Scientist)/2014-HRM, Dated: 27.3.2015, all Scientists are requested to submit the information regarding trainings into the ICAR-ERP system by **1 April 2015**, and the compliance report of progress in this regard has to be submitted to the Addl. Secretary, DARE & Secretary, ICAR. is on 6 April 2010. All trainings starting from **1-1-2010** need to be considered for this purpose.

<http://icarerp.iasri.res.in>

Guideline for filling the information in ICAR-ERP system is attached

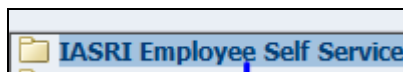
In case of any difficulty, please contact at the contact mail and phone no. as Email address - icarerphelp@iasri.res.in, support.erp@iasri.res.in Help over Phone: 91-11-25842274, 25842275,25842276.

Sd

Jayarajan K
System Administrator
MIS/FMS of ICAR

QRN – How to add training details

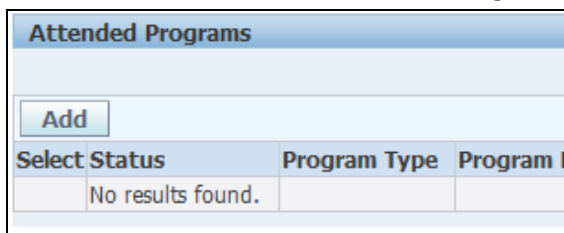
1. After login Click on “XXXX Employee Self Service” link



2. Click on **Trainings, Deputation and other activities**



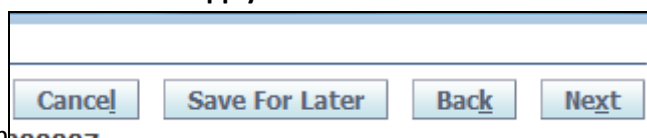
3. Click on **Add** button under **Attended Programs** tab



4. Fill All the relevant details (field marked with * are mandatory)

* Program Type	Training
* Program Name	Summer School
* Country	India
* City	Delhi
* Venue	IASRI, New Delhi
* Start Date	01-Dec-2014
* End Date	21-Dec-2014
Duration	21 Days
Program Organised By	IASRI, New Delhi
Nominated By	Director
* Funding Agency	ICAR
* Cost Incurred	20000
* Program Status	In Progress
Any Other Info	

5. Then Click on **Apply** button and then click on **Next**



Buttons

6. Now you can view all the details and approver name then click on Submit Button to submit filled details to the approver for approval.

In case of any issue, please contact

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