



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR-INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

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(ISO 9001:2008 Certified Institute)



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10th December 2019

CIRCULAR

As desired by the Director, all administrative staff and interested Scientists and Technical Staff are requested to attend the One day Training programme on ICAR- ERP MIS-FMS scheduled on 13th December 2019 at ICAR - IISR Kozhikode. The Coordinators are Mr. Muraleedharan (AAO-RS, Appangala) and Mr. V V Sayed Mohammed (Assistant). The training schedule is as given below:

Time	Programme
09:30AM to 10:00AM	Registration of participants for the event
10:00AM to 10:15AM	Welcome address by Mr. TDS Praksash, F & AO
10:15AM to 10:20AM	Director Remarks
10:20AM to 11:30AM	Explanation of HRMS- basic concepts. Q&A session after each main module
11:30 AM to 11:45 AM	Tea-break
11:45AM to 01:30PM	FMS Payroll Process + Q&A
01:00PM to 02:00PM	Lunch-break
02:00PM to 02:45PM	Bill Creation + Q&A
02:45PM to 03:30PM	Stores Section (SCM) + Q&A
03:30PM to 04:00PM	Projects & Interaction with audience regarding specific issues/queries
04:00PM to 04:10PM	Vote of thanks

This is issued with the approval of the Director.

(Member Secretary, HRD)