National Dairy Research Institute  
Karnal

CIRCULAR

The Project entitled "Implementation of Management Information System including Financial Management System in ICAR" has already been implemented w.e.f 1\textsuperscript{st} February, 2014 at this Institute. All are requested to obtain their ID & password from Ms. Teena, Technical Assistant, Computer Centre as already informed and all the transactions regarding HRMS, Purchase etc. should be made through their login in the computer. Wherever the Purchase orders, Formal purchase orders & contract orders are issued, their Vendors should be created in the system by giving Vendors' details in the Vendor formats to Purchase Section through e-mail saop@ndri.res.in. A copy of each order i.e PO/FPO/Contract PO should be provided to the Purchase Section for creating the Vendors in the system. After confirmation received from Purchase section the bill should be processed for payment.

The "works" related Vendors list should be provided by the l/c ME section & the name of Vendor should also be created in the system. AO(DSC) may also provide the detail of the students those getting fellowship in the Vendor format positively by 7.2.2014 at 12 Noon. The format of the Vendor is available on the NDRI web site in the MIS/FMS format and the same may be downloaded. Head SRS/Head ERS may also take necessary action on the same analogy at Regional Stations.

It may please be noted that any proposal in hard copy will not be accepted because MIS/FMS has been already made in operation. For any clarification, please contact Sh. Brahm Parkash, AAO/Nodal Officer(0184-2259085,9416822669) & Sh. Vishal Acharya, AF&AO(0184-2259026,9896815108)

Distribution:
1. All Heads of Divisions/Section Incharge
2. PS to Director, NDRI, Karnal
3. Head SRS/Head ERS(By Fax)
4. l/c HRMS/AAOs' with the direction to not entertain any request regarding Leave, NOC etc. without entering in the system.
5. AAO(C&B), AAO(P), AAO(CS) may also not accept any bill/requisition without entering the data in the system.