

**PROCEEDINGS**  
**6<sup>th</sup> e-Champions Training - Cum - Workshop**  
**held at ICFRE, Dehradun**  
**from 06.12.2010 to 08.12.2010**

The 6<sup>th</sup> e-Champions Training-cum-workshop was held from 06.12.2010 to 08.12.2010 at ICFRE, Dehradun. Shri M.S. Garbyal, DDG (Admin.) graced the occasion as Chief Guest and inaugurated the workshop. At the onset Shri Pramod Pant, ADG (Admin.), enlightened the gathering to revisit the roles and expectations of e-Champions. Dr. Harish Kumar, Scientist E and Head, IT Division, ICFRE delivered a talk to give a Quick Re-cap and plan regarding IFRIS. Apart from e-Champions (Non-Research) other users of different modules from institutes of ICFRE were also present.

The participants were grouped for form independent module wise teams for imparting rigorous hands-on training. The composition of the teams is annexed as Annexure I :

The PMC M/s Wipro Ltd. delivered a talk on Change Management and leadership through a group activity.

## **RECOMMENDATIONS**

### **Change Management**

As an outcome of the Change Management deliberations with PMC M/s Wipro Ltd. the following Action Plan has been recommended:

#### **Short Term Goals - 0 to 15 Days (13<sup>th</sup> December 2010 to 28<sup>th</sup> December 2010)**

##### **At Institute Level**

- Apprise the Director/Institute Apex Committee/User Group about the outcomes of the meeting.
- Initiate Module Specific Users role clarity
- Acquire updated training material for the 12 Modules from ICFRE.
- Training need analysis for all type of users for better adaptability of IFRIS
- Feedback on the problems raised by Institute users
- Data Entry for PIMS, PMS, FAS and RIMS to be completed.
- Payments to be made against computer generated vouchers only.

##### **Headquarters**

- Creation / distribution of user id to all users
- Office order for verification of the data of the PIMS module
- Institute Apex Committee to forward the feedback on the running of modules every month.
- Office order to all Institute Director regarding the things to be taken care at the institute level as mentioned above.
- An office order asking due diligence of Top and Middle Management towards usage of IFRIS would help the executives to drive the software.
- Identification of the responsibilities at the Institute level order to be issued.

- Creation of Central Repository of User Manuals
- Create a mechanism to conduct Change Workshop
- Developing a mechanism for the feedback

**Mid Term Plan: 16 – 30 Days (29<sup>th</sup> December 2010 to 12<sup>th</sup> January 2011)**

**At Institute Level**

- Initiate Directorate wise creation of user group and their respective workflows for the EDMS module through an office order.
- Publication of office order/notices through emails at ICFRE Headquarter and its institutes.
- Change Management trainings needs to imparted to Senior Management by an industry expert
- Application usage monitoring at all levels through an office order.
- Publish the training calendar for the Institute Users by the Institute e-Champions with the support of ICFRE headquarter with budgetary provision.

**Headquarter**

- Decision on inclusion of Research e-Champions in EDMS module.
- Deployment for the training official to be decided by the headquarter
- Cut off date for change over to Automated system

**Long Term Plan: 31 – 60 Days (13<sup>th</sup> January to 12<sup>th</sup> February 2011)**

**At Institute Level**

- User to trained as per the requirement
- Module wise leads to be identified at Institute level.
- Mechanism for 360 degree feedback to be developed for systematic errors /Call logging mechanism to build a repository of FAQs and Knowledge base parallel to the IFRIS application.

**Headquarter**

- SPOC (Single Point of Contact) at ICFRE Headquarter.
- Review mechanism to monitor the progress on all three deadlines

**Module Wise**

**PIMS (Personal Information Management System)**

- Application of leave spanning the rollover of the year must be made possible.
- The encashment of leave taken on LTC should be accounted for automatically in the system.
- Mandatory fields in the employee data should be reduced pragmatically like Passing month and year, grades / classes, etc.
- Search must be provided on group, category wise, gender wise, institute wise, qualification wise.
- Category should be incorporated in the personnel details (i.e. General, SC, ST etc.) and search criteria should be applicable on this parameter.
- Leave balance is exceeding 315 which should be checked.
- Approver should be changed automatically in case of leave applications if the respective approver is on leave.

- A mail should be generated for the DDO, after the approval of EL and HPL to keep records and for the purpose of posting in the service book.
- Half year and yearly mapping master of leave should be editable by the authorised person.
- The task assignment should not be mandatory during application of earned leave.
- The change in approver should be possible discipline and institute wise respectively.
- Search for filtering institute wise / discipline wise people on leave for a desired period should be available.

### **FAS (Financial Accounting System)**

Finance and accounting system is functioning in institutes / centres since April 2009. The backlog voucher entries of the current financial year has been completed by most of the institutes and upto date parallel entries are being made by all the institute manually as well as in the system. The module is working properly, however the following issues are being raised by the users which needs to be taken care off and should be sorted out expeditiously :

- Budget request may be made available to Headquarter in March every year
- Budget allocation should be made available immediately after the start of financial year to avoid pendency in making voucher entries,
- Role and responsibility should be entrusted to the actual users involved whereas the e-champions should act as facilitators.
- A cut off date to stop manually working shall facilitate the compulsory usage of the automated IFRIS system.
- Bugs and issues already raised which are lying pending should be sorted out expeditiously.
- Repeated accounts of advances should be removed.
- Whatever request come up form the users such as creation of Account Head related difficulties should be given priority and sorted out within a day.

### **PMS (Payroll Management System)**

- The module is functional from around 18 months and most of the issues have been taken up.

### **EDMS (Electronic Document Management System)**

- There should be provision for providing view rights to a user who is not involved in the process flow or a part of the service book keeping division.
- There should be a search for document type also.

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**from 06.12.2010 to 08.12.2010 at ICFRE, Dehradun**

**MODULE-WISE GROUPING OF PARTICIPANTS**

| Sl.                                                  | Name                     | Institute | Training Resource                                                |
|------------------------------------------------------|--------------------------|-----------|------------------------------------------------------------------|
| <b>PIMS (Personal Information Management System)</b> |                          |           |                                                                  |
| 1.                                                   | MR. R VIVEKANANDAN       | IFGTB     | Mr. Sudhir Kumar, Scientist C<br>and<br>Shri Ravi Kumar, JRF     |
| 2.                                                   | MR. ASHISH KUMAR SINHA   | AFRI      |                                                                  |
| 3.                                                   | DR. SHARAD TIWARI        | TFRI      |                                                                  |
| 4.                                                   | MR. VK SHARMA            | ICFRE     |                                                                  |
| 5.                                                   | MR. PARKASH CHAND        | HFRI      |                                                                  |
| 6.                                                   | MR. ARVIND JOHARI        | FRI       |                                                                  |
| 7.                                                   | MR. HITENDRA BAKATIAL    | RFRI      |                                                                  |
| 8.                                                   | MR. VB JAKHMOLA          | ICFRE     |                                                                  |
| 9.                                                   | MR. NN VEDWAL (PIMS)     | FRI       |                                                                  |
| 10.                                                  | MR. SANJAY PATHAK (PIMS) | FRI       |                                                                  |
| 11.                                                  | MR. GSC BOSE             | IWST      |                                                                  |
| <b>PMS (Payroll Management System)</b>               |                          |           |                                                                  |
| 1.                                                   | MR. R. VIVEKANANDAN      | IFGTB     | Shri Sudhir Kumar, Scientist C<br>and<br>Shri Ravi Kumar, JRF    |
| 2.                                                   | MR. ASHISH KUMAR SINHA   | AFRI      |                                                                  |
| 3.                                                   | DR. SHARAD TIWARI        | TFRI      |                                                                  |
| 4.                                                   | MR. SANJAY PANDEY        | ICFRE     |                                                                  |
| 5.                                                   | MR. MK SHARMA            | FRI       |                                                                  |
| 6.                                                   | MR. VIJENDRA KUMAR       | FRI       |                                                                  |
| 7.                                                   | MR. HITENDRA BAKATIAL    | RFRI      |                                                                  |
| 8.                                                   | MR. RAKESH KUMAR         | HFRI      |                                                                  |
| 9.                                                   | MR. GSC BOSE             | IWST      |                                                                  |
| <b>FAS (Financial Accounting System)</b>             |                          |           |                                                                  |
| 1.                                                   | MR. R VIVEKANANDAN       | IFGTB     | Shri Sudhir Kumar, Scientist C<br>and<br>Ms. Himani Patwal, JRF  |
| 2.                                                   | MR. ASHISH KUMAR SINHA   | AFRI      |                                                                  |
| 3.                                                   | DR. SHARAD TIWARI        | TFRI      |                                                                  |
| 4.                                                   | MR. PREM LAL             | ICFRE     |                                                                  |
| 5.                                                   | MR. GSC BOSE             | IWST      |                                                                  |
| 6.                                                   | MR. RAKESH KUMAR         | HFRI      |                                                                  |
| 7.                                                   | MR. GANESH RAM           | FRI UNIV. |                                                                  |
| 8.                                                   | MR. SHIV KUMAR           | FRI       |                                                                  |
| 9.                                                   | MR. LAXMAN MEGHWAL       | AFRI      |                                                                  |
| 10.                                                  | MR. ARVIND DEKA          | RFRI      |                                                                  |
| 11.                                                  | MR. SANJAY MISHRA        | TFRI      |                                                                  |
| 12.                                                  | MR. SARDAR SINGH         | FRI       |                                                                  |
| <b>EDMS (Electronic Document Management System)</b>  |                          |           |                                                                  |
| 1.                                                   | MR. R VIVEKANANDAN       | IFGTB     | Shri Jatender Singh, Scientist C<br>and<br>Shri Manoj Sagoi, JRF |
| 2.                                                   | MR. ASHISH KUMAR SINHA   | AFRI      |                                                                  |
| 3.                                                   | DR. SHARAD TIWARI        | TFRI      |                                                                  |
| 4.                                                   | DR. VP PANWAR            | HFRI      |                                                                  |
| 5.                                                   | MR. PARKASH CHAND        | HFRI      |                                                                  |
| 6.                                                   | MR. RAKESH K VERMA       | ICFRE     |                                                                  |
| 7.                                                   | MR. RAJESH SONI          | ICFRE     |                                                                  |
| 8.                                                   | MR. GSC BOSE             | IWST      |                                                                  |
| 9.                                                   | MR. HITENDRA BAKATIAL    | RFRI      |                                                                  |