



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़ - 671124, केरल, भारत



ICAR-Central Plantation Crops Research Institute
Kasaragod - 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)



E.F.

No. 11(37) eHRMS/2022-Estt.

Date: 31.01.2024

परिपत्र/CIRCULAR

In connection with implementation of eHRMS 2.0 in CPCRI, Kasaragod and Regional station and Centres, all the Officers and Staff are requested to activate the NIC mail Id before 6th of February 2024.

The method of activating NIC mail :

- Search- <https://email.gov.in/>
- Login with **username @icar.org.in** and **password** received in your mobile as SMS. Those who have not received any message can give forgot password & change the password and register in NIC mail and download KAVACH app in your mobile and login with your NIC mail for Acceptance in email.gov.in portal.
- Next search <https://e-hrms.in> and login with Parichay
- Use your NIC email ID as mentioned above and enter your password then click next
- Enter OTP received on your registered mobile Number
- Enter your Mobile number (Mobile number should be the same as used for registering in NIC e-mail and also mapped with Aadhar) , if not update it.
- Enter OTP, and click on the verify button
- Select option **NO** from the dropdown for CSS, Click the declaration check box and submit
- Click on View Profile and update
- Update your profile, step-wise and click save as draft.)

Update Service details:

Service - **ARS** for All Scientific Staff

ICAR/Indian Council of Agricultural Research from the drop (for other Designations)

Min./Deptt./ Office: Select: ICAR/Indian Council of Agricultural Research from the drop

Current place of posting: Search your Institute name from the drop down menu

Whether posted on CSS: Choose option **NO** from the drop down

Update Address, Experience, Training, Qualification, Awards/ Publications

Finally click the **submit**, the request will go to the Nodal Officer account for **approval**.

If any one finds difficult to activate, may contact **Smt. Preethi, Assistant/Shri Kripesh Kumar of Establishment section** for further processing.

(P. Krishna Kumar)
Administrative Officer

Copy to:

1. All the Nodal Officers.
2. The PC (Palms)/ All HDs,CPCRI, Kasaragod
3. The Chief Finance & Accounts Officer/ Administrative Officer, CPCRI, Kasaragod
4. The Asst. Admn Officer (Bills/Estate & Stores /Estt./Accounts), CPCRI, Kasaragod
5. SIC (PME)/PS to Director/Library/ ARIS Cell, CPCRI, Kasaragod
6. Administrator, e-Office, CPCRI, Kasaragod for placing the circular in the e-Office NB.