

**ACTION Points which emerged after the Post-implementation Workshop in Kochi
on 29th April 2005 for Kochi Offices**

Plant Quarantine Station

1. Installed Payroll, File Monitoring and Personnel Information System
2. Plant Quarantine Software was running and was extensively used.
3. Payroll master data was prepared and Payroll software made operational.
4. Pay data of one employee was entered with all the earnings, deductions and loans.
5. Pay was processed and all important schedules and pay slip was taken and verified.
6. Dial up connectivity (BSNL) was giving problem for accessing internet because of slow connectivity.
7. DACNET status form was filled and handed to NIC.
8. Virus was detected in the PC and this was brought to the notice of HCL for rectification.
- **HCL may do the needful**
9. Plant Quarantine software requires some report alignment
- **Dr A.K.Choubey, Sr.TD may please do the needful.**

Directorate of Cashewnut and Cocoa Development

1. The following application packages were made operational by NITPU – Kochi
 - a) Payroll
 - b) File Management System
 - c) Scheme Monitoring
 - d) Dairy dispatch & Receipts monitoring
2. Installed Personnel Information System and e-Granthalaya
3. Given the user manuals for both the installed generic packages
4. Installed Front Page and given demo for the website updation and uploading files.
5. DACNET status form was filled and given to NIC
6. Norton Antivirus was procured through HCL vendor, by DCCD independently. Its validity period expired and Norton was not upgrading the license. HCL was requested to help DCCD in this regard.
- **HCL may be requested to provide support if possible as it is not under DACNET**
7. Shri P.P. Balasubramanian, Director desired to develop two software's
 - a. TA/DA computerization and
 - b. Service book computerization- **NIC coordinator at Kochi to do the needful**

CIPMC Kochi

1. Installed Payroll, File monitoring and Personnel Information System generic application software's.
2. All the application software's were explained to Shri N.Krishnaswamy, Assistant Director and Shri Gnaneshwar.
3. Master data of Payroll was prepared with all the designations and pay scales which are used in their office.
4. Pay data of Shri N.Krishnaswamy, Assistant Director, was entered along with the loans and deductions. Pay was processed and generated all the schedules and pay slip. All the calculations were verified. Monthly paybill was generated.
5. Employee codes to be used in Personnel Information system for the CIPMC were given to the Assistant Director.
6. In the IPMIS software data entry screens, the field width is to be increased in data entry screen of FFS (Comments/Contacts).
- **Shri Girish Chandra, TD, may coordinate.**
7. In IPMIS – Non technical reports, under the salary head two more subheads to be added a) Dearness Pay b) Medical reimbursement
- **Shri Girish Chandra, TD, may coordinate.**
8. All technical reports to be printed in a single report.
- **Shri Girish Chandra, TD, may coordinate.**
9. Progressive total not showing properly
- **Shri Girish Chandra, TD, may do the needful.**
10. In Payroll package, Plan and Non Plan is to be incorporated
- **Shri G.Janardhan, PSA, may do the needful.**
11. Shri N.Krishnaswamy, Assistant Director, desires to prepare a website for CIPMC, Kochi.
- **NIC coordinator at Kochi to do the needful**

PAO Kochi

1. One server and five clients were given under the DACNET project.
2. LAN was setup and working.
3. PAO software was installed and is being used effectively.
4. No internet connectivity is being used as Shri P.B.Francis, Senior Accounts Officer desires to have an additional telephone line.
5. Permission was not given for the installations of generic applications saying that there was no communication from the head office.
6. After convincing the Senior Accounts Officer that the team was from NIC Delhi for the DACNET project review, an old PC was give for the installation which did not have MS Access or CD Drive.
- **Dr MVS Sarma, Sr TD may take up with CCA**
7. After the matter was reported to the Senior Accounts Officers, we were given a PC where PAO software was not working and with LAN card disabled.
8. Installed Payroll and Personnel Information System along with operational instructions.

9. Prepared the master data and pay data, loans and deductions of Senior Accounts Officer were entered.
10. Pay was processed and schedules, monthly pay bill and pay slip were generated.
11. It was brought to the notice some of the mistakes of manual process. The need for the Payroll system was felt.
12. Internet connectivity is needed in the office as the data is to be transferred to Delhi, but the existing telephone is not being used for it. PAO is also maintaining the GPF accounts of all the employees of Agriculture Offices in Kerala. This data can be made use of in INTRADAC for the benefit of the users.
- **Dr MVS Sarma, Sr TD may take up with CCA**
13. Onsite training on server maintenance and LAN management desired.
- **NIC coordinator at Kochi to do the needful**

Regional AGMARK Lab – Kochi

1. Installed File Monitoring, Personnel and Payroll generic application software's along with user manuals
2. Prepared the master data and pay data, loans and deductions of Chief Chemist were entered.
3. Processed the pay and generated the monthly pay bill, schedules and pay slip. All the calculations were verified.
4. Personnel Information System forms were explained and it was promised that the data may be available within 15 days.
- **NIC coordinator at Kochi to do the needful**

DMI – Kochi

1. Installed File monitoring, Personnel and Payroll generic application software.
2. Prepared the master data and pay data, loans and deductions of Sr Marketing Officer were entered.
3. Processed the pay and generated the monthly pay bill, schedules and pay slip. All the calculations were verified.
4. CGEGIS calculation for adhoc scale Rs 8000-12500 was calculated as Rs 120/-. Manually the deduction is Rs 60/.
- **Shri G.Janardhan, PSA may modify the package**
5. Personnel Information System forms were explained for data entry.