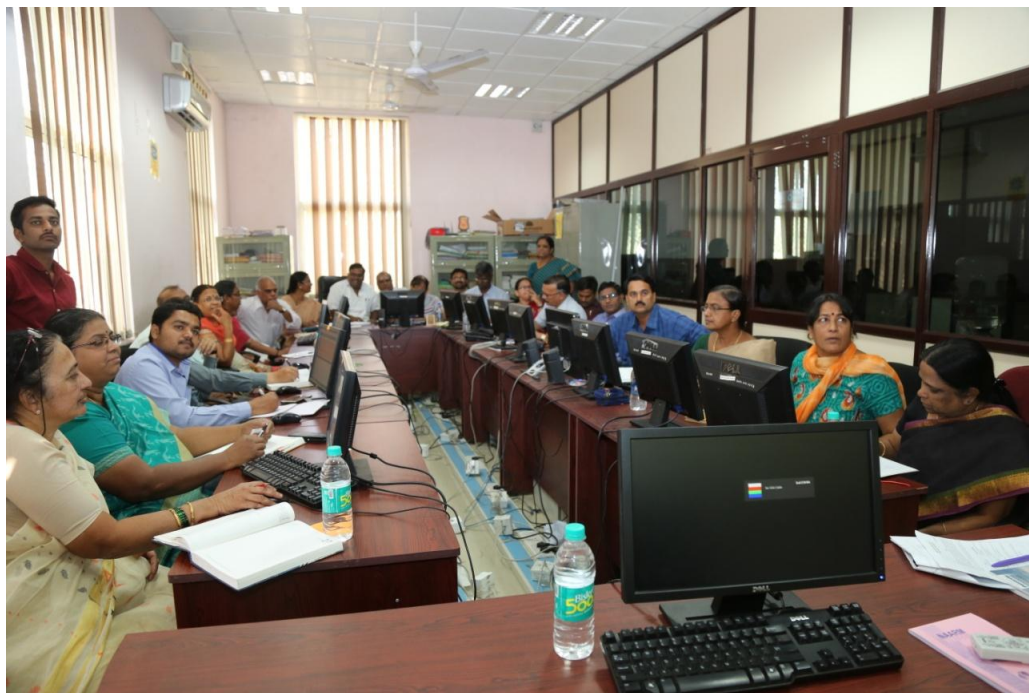


## MISFMS -Hands on Training Programme organised at IIRR

Hands on training on MISFMS has been organised from 20-24<sup>th</sup> February 2017 at IIRR, Hyderabad. The programme was organised for both administrative and scientific staff. Scientists were sensitised in the modules viz., Employee Self Service, Indenting and Project Management during 21<sup>st</sup> and 22<sup>nd</sup> February 2017.



Similarly administrative staff were also trained in Employee Self Service, Indenting, Bill processing, Payroll and material management modules on 20<sup>th</sup>, 23<sup>rd</sup> and 24<sup>th</sup> of February 2017. During the training programme, all the staff members were able to verify their service details and leave balances. While accessing the indenting module, scientists faced some complexity where many of the projects were not appearing in the projects list to select the funding source, but the same projects were available in the bill processing module. This problem has been already brought to the notice of supporting team of IASRI, New Delhi.



All the administrative and scientific staff actively participated in the programme. The following action points emerged during the training programme.

- It was decided during the programme that service registers and leave balances should be updated on priority basis (Deadline: 3<sup>rd</sup> March 2017).
- All the staff members have to apply leave and tour also using MISFMS (Deadline: 1<sup>st</sup> March 2017).
- Hierarchy Approval for Purchase Orders and Purchase Requests should be updated and informed to IASRI, New Delhi (Deadline: 28<sup>th</sup> February 2017).
- Hands on training on live examples should be given separately in the store department on Material Management module (SCM) (Deadline: 1<sup>st</sup> week of March 2017).