

## FAQ's – Frequently asked Questions

### 1. Login in ARMS.

- The system (ARMS) is accessible through ICAR Email ID and password only.
- Contact Nodal officer and check whether the ICAR email ID is updated in the system or not.
  - If the email ID is updated and still there is login failure, then check whether with the same credentials ICAR webmail can be logged in.
  - If not, get password reset from [support.it@icar.gov.in](mailto:support.it@icar.gov.in)
  - If yes, contact Help desk ([support.arms@icar.gov.in](mailto:support.arms@icar.gov.in))

### 2. How to check/update Email ID?

- Through Nodal officer login, go to Nodal Officer→Assigned Reporting and Reviewing→Search for employee name
  - Check whether ICAR email ID is updated or not.
  - If not→Enter ICAR email ID→Update

### 3. How to update Employee Personal Details such as Name, Designation etc?

- The personal details are updated/corrected at ICAR personnel section. Kindly mail on [sopmis524@gmail.com](mailto:sopmis524@gmail.com) along with document proof.

### 4. How to change/assign role of an employee?

- Through Nodal officer login, go to Nodal Officer→Assign Role→Select Institute and User Level
- Search for employee→Edit→Change role→Update

**Assign Role**

**Regional Station :**

ICAR-Indian Agricultural Statistics Research Institute ▼

**User Level :**

Scientist ▼

**User Level :**

SNo.	Name	Level	Edit
1	Neeraj Budhlakoti	Scientist <span style="float: right;">▼</span>	<span style="background-color: #006633; color: white; padding: 2px 5px;">Update</span> <span style="background-color: #006633; color: white; padding: 2px 5px;">Cancel</span>
2	Sunil Kumar Yadav	Scientist <span style="float: right;">▼</span>	<span style="background-color: #006633; color: white; padding: 2px 5px;">Edit</span>
3	Mohd Harun	Scientist <span style="float: right;">▼</span>	<span style="background-color: #006633; color: white; padding: 2px 5px;">Edit</span>
4	Himadri Shekhar Roy	Scientist <span style="float: right;">▼</span>	<span style="background-color: #006633; color: white; padding: 2px 5px;">Edit</span>

### 5. How to update Reporting Officer?

- Through Nodal officer login, go to Nodal Officer→Assign Reporting Officer→Select Institute and Reporting officer→Show

- Select employee name→Click on Forward Arrow→Submit
- If the Reporting officer's name is not available/visible, then first the role of the employee is to be updated.

**Assign Reporting Officer**

**Institute :**

**Reporting Officer :**

**Scientists Available**

Rajender Parsad

Sunil Kumar

**Sushil Kumar**

Rahul Banerjee

Bharti

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**Scientists Selected**

Neeraj Budhlakoti

Monender Grover

Dwijesh Chandra Mishra

Md. Samir Farooqi

Sudhir Srivastava

Mir Asif Iquebal

Sarika

Ullavappa B. Angadi

Dinesh Kumar

Anu Sharma

Ratna Prabha

### 6. How to update Reviewing Officer?

- Through Nodal officer login, go to Nodal Officer→Assign Reviewing Officer→Select Institute and Reviewing officer→Show
- Select employee name→Click on Forward Arrow→Submit
- If the Reviewing officer's name is not available/visible, then first the role of the employee is to be updated.

**Assign Reviewing Officer**

**Institute :**

**Reviewing Officer :**

**Scientists Available**

Sunil Kumar

Sushil Kumar

**Ratna Prabha**

Sarika Sahu

Rahul Banerjee

Md. Ashrafal Haque

Madhu Dahiya

Samarth Godara

Sanchita Naha

Sapna Nigam

Bharti

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**Scientists Selected**

Dinesh Kumar

Anil Rai

Anu Sharma

Anil Kumar

Anshu Bharadwaj

Amrit Kumar Paul

Md.Wasi Alam

Sangeeta Ahuja

Pal Singh

Shashi Dahiya

Cini Varghese

### 7. How to update Reporting and Reviewing Officers of employees in case of transfer?

- Through Nodal officer login, go to Nodal Officer→Assigned Reporting and Reviewing→Search for employee name

- Clear Reporting and Reviewing→This will remove previous institute's officers→After this, the current officers can be assigned/updated.

## 8. How to remove a project?

- Only PI can remove a project
- Go to Achievements→Research→Projects→Project Details
- Click on project title→Edit
- Change status of the project from Ongoing to Completed
- Then, SAVE
- The list of completed projects can be seen in Project Details TAB

[Click for List of Completed Projects](#)

Project Details with Ongoing Status					
SNo	Project Code	Project Title	Your Status	PI Name	Collaborating Institute
1	OXX03511	Knowledge Management System for Agriculture Extension Services in Indian NARES ( Start Date : 01 Jan 2015 , End Date : 31 Mar 2022 )	PI Add Co-PI(s)	Dr Alka Arora	<a href="#">Assign</a>
2	OXX01311	Phenomics of moisture deficit and low temperature stress tolerance in rice ( Start Date : 14 Feb 2011 , End Date : 13 Feb 2016 )	Co-PI	Dr VISWANATHAN CHINNUSAMY	
3	IXX09130	National Information System on Agricultural Education Network in India (NISAGENET-IV) ( Start Date : 01 Apr 2012 , End Date : 31 Mar 2017 )	Co-PI	Dr SUDEEP	
4	IXX11765	Implementation of ICAR-ERP, Unified Communication and Web Hosting Solution ( Start Date : 10 Apr 2015 , End Date : 30 Sep 2017 )	Co-PI	Dr Anjani Kumar Choubey	
5	IXX14083	Development of Direct Benefit Transfer Portal for DARE Schemes. ( Start Date : 26 Mar 2018 , End Date : 29 Jul 2020 )	Co-PI	Mr SOUMEN PAL	
6	OXX04577	Investments in Indian Council of Agricultural Research Leadership in Agricultural Higher Education ( Start Date : 10 Apr 2019 , End Date : Not Mentioned )	Co-PI	Dr SUDEEP MARWAHA	
7	IXX00125	Project Information & Management System of ICAR (PIMS-ICAR) ( Start Date : 01 Jan 2009 , End Date : 31 Mar 2015 )	Co-PI	Mr PAL SINGH	
8	OXX01269	Risk assessment and insurance products for agriculture (NAIP Component-I: Consortium Partner) ( Start Date : 18 Feb	Co-PI	Dr ANIL RAI	

## 9. Addition of Achievements in a project.

- After the approval of Nodal officer, achievements in project can be added.
- Only PI can add/update the achievements.
- Go to Achievements→Research→Projects→Achievements
- Select project name and add Significant Achievement→Submit
- The previously added achievement can be updated as well.
- Click on Update→Modify achievement→Update



Co-PI Updation

Institute

Name

Status in Project

Time Allocation (In Man Months)

Expert Status

	S No	Institute Name	Name	Status In Project	Time Allocation	Expert Status
<input type="button" value="Update"/>	1	IASRI, New Delhi	Dr. Alka Arora	Principal Investigator	20	Present
<input type="button" value="Update"/>	2	CAFRI, Jhansi	Ms. Alka Bharati	Collaborating Center PI	0	Present
<input type="button" value="Update"/>	3	NAARM, Hyderabad	Dr. Nukella Srinivasa Rao	Co Principal Investigator	20	Present

## 12. How to add Co-PI(s) from Regional Stations?

- To add Co-PI's from regional stations, the PI has to add regional stations as collaborative institute first.
- Then the scientists from regional stations can be added as Co-PI(s).