



Sher-e-Kashmir
University of Agricultural Sciences and Technology of Jammu,
Comptroller's Office, Administrative Block,
Main Campus, Chatha-180009

Request for e-Tender

For

Human Resources Management System (HRMS) & Payroll System

No:-AUJ/Compt/23-24/3407-10

Date: 21.02.2024

SKUAST-JAMMU

Comptroller's Office, Administrative Block,
Main Campus, Chatha-180009

www.skuast.org

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Notice Inviting e-Tender

For and on behalf of SKUAST-Jammu, tenders are hereby invited through e-tendering mode from reputed/registered firms/agencies for the following service:-

S.No.	Brief Description of the Goods/services	Delivery Period	Place of Delivery	Installation Requirement if any
01	Design, Development and deployment of Human Resource Management & Payroll Management System.	90 Days	Comptroller, SKUAST-J Main Campus- Chatha	Installation to be done at Local server and dedicated Cloud server

Important events:-

- **Publishing Date** **21-02-2024**
- **Document download date** **22-02-2024 to 13-03-2024(4.P.M)**
- **Bid submission start date** **22-02-2024**
- **Bid submission end date** **13.03.2024(4.30.P.M)**
- **Seek Clarification start date** **22.02.2024**
- **Seek Clarification end date** **10.03.2024**
- **Bid opening date** **14.03.2024 or any other date convenient to the committee**

The Bidding documents/NIT containing qualifying criteria for bidder, specifications, conditions and other details can be downloaded from the website <http://jktenders.gov.in> and www.skuast.org.

1. Bid Price

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initiating, dating and rewriting.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.

d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

2. **Each bidder shall submit only one tender in one envelope comprising of Technical and Financial bids separately.**

3. Validity of Tenders

Tenders shall remain valid for a period not less than 15 days after the deadline date specified for submission.

4. Evaluation of Tenders

A two bid system is adopted for selection of the vendor:

Stage 1 –Eligibility Bid evaluation as per the pre-qualification criteria

Stage 2 - Evaluation methodology for eligible bidders: After qualifying the eligibility criteria, the evaluation will be a three stage process. The stages are:

- Technical Bid Evaluation
- Commercial Bid Evaluation
- Weighted evaluation on the basis of QCBS

During evaluation of the Tenders, University, at its discretion, may ask the Vendor for clarification in respect of its tender. The request for clarification and the response shall be in writing. SKUAST- J reserves the right to accept or reject any tender without assigning any reason thereof. The decision of SKUAST-J shall be final and binding on all the vendors to this document and will not entertain any correspondence in this regard.

5. Award of contract

The Purchaser will award the contract to the bidder on the basis of QCBS method in which both Technical and Financial bid will be taken into account (**Please refer to Evaluation Sheet & Final bid evaluation as per QCBS method- Page No. 23-24 and 25 respectively of the tender document**). The bidder whose bid is accepted will be notified of the award of contract by the Purchaser.

6. Payment shall be made after delivery, installation and satisfactory inspection of the goods.
7. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
8. You are requested to provide your offer latest by **4.30 P.M hours on 13.03.2024**.
9. We look forward to receiving your Tenders and thank you for your interest in this project. Tender must be delivered to the address below latest by **4.30 P.M hours on 13.03.2024** along with a cover-letter and supporting documents on their company/concern letter head in a sealed envelope indicating “**No.:- AUJ/Compt./23-24/3407-10** ” by Post or Courier only.

A. Pre-eligibility/Technical Conditions:-

Pre-eligibility/Technical bid which should contain the following documents:-

S. No.	Eligibility Criteria	Supporting Document Required
1.	The Vendor should be registered as a Company, Firm or Society under respective acts in state DIC or from Secretariat for Industrial Approval (SIA), Ministry of Industries, GoI	Self-attested copies of Company Incorporation Certificate or Registration Certification from Registrars of Companies (ROC).
2.	Minimum Experience 03 years as a software development company and 05 years in similar field	Attach proof
3.	The vendor must be registered with appropriate tax authorities.	Self-attested Copies a. GST Registration b. PAN Card

4.	The vendor has to submit Income Tax Return for last three years.	Self-attested Copies of IT Return of last three years
5.	The Turnover of the Company should be minimum of ₹1.00 Cr. in last three financial years.	a. Self-attested Copies of Certificate from the Chartered Accountant of the Organization. b. Self-attested Copies of Audited Balance sheets for last three years.
6.	The Vendor's Payroll System should have processed online payments at least ₹1.0 Cr. for any Government Educational Institutes/ Universities/Government Organizations/ PSU from last three financial years	Self-attested Certificate on the Company Letter Head
7	Should have technically qualified and well-experienced professionals	Resumes of key resources available on company roles. (With proper seal and Signature)
8	Clientele: Copies of documents / purchase orders and letter of completion from customers for similar projects completed.	Self-attested copies of the major projects completed proving the experience as mentioned in Pre- Qualification criteria
9	Copy of document ISO 9001 – 2015 Certificate, ISO 27001 – 2013 Certificate.	Self-attested copies
10	Demand Draft of Rs. 1000/- (non-refundable) in favour of " Comptroller, SKUAST-Jammu " payable at Jammu towards the Tender cost.	The original copies (in hard form) of DD (Rs. 1000/-) and EMD (Rs. 30000) shall reach to the office of Comptroller, SKUAST-J before bid submission end date i.e. 13.03.2024.
11	EMD in the shape of CDR/FDR amounting to Rs 30,000/- payable to Comptroller, SKUAST-Jammu	
12	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.
13	Form B	Information about Vendor
14	Form C	Details of experience
15	Form D	Declaration regarding Non – Blacklisting
16	<u>Form E</u>	Vendor's Authorization Certificate

B. Instructions for bidders To participate in the bidding process:-

- i. The bidders have to get Digital Signature Certificate (DSC) as per Information Technology Act-2000 to participate in online bidding.
- ii. The DSC will be required for digitally signing the bid. The bidders can get above mentioned digital certificate from any approved vendors. The bidders who already possess valid DSC need not to procure new DSC.
- iii. The bidders have to submit their bids online in electronic format with DSC. The bids cannot be uploaded without Digital signature. No proposal will be accepted in physical form.
- iv. Bids will be opened online as per time schedule mentioned above.
- v. Before submission of online bids, bidders must ensure that scanned copied of all the necessary documents have been attached with bid.
- vi. The University will not be responsible for delay in online submission of bids whatsoever reasons may be.

- vii. All the required information for bid must be filled and submitted online.
- viii. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
- ix. The letters/notice etc. duly posted on the given address shall be considered as having been delivered to the contractor.

C. Terms & Conditions:-

May refer to the page No. 12-14 of the tender document.

For detailed information, please visit website www.jktenders.gov.in and www.skuast.org

-Sd-
Comptroller

No: - AUJ/Compt./23-24/3407-10

Date:- 21.02.2024

Copy to:-

- Estates Officer, SKUAST-J, Chatha with the request to upload the tender (enclosed as Annexure-A) on the website www.jktenders.gov.in.
- SVC for timely Publishing of e-NIT in two newspapers for wide publicity.
- Incharge Data Centre for uploading on University Website.

Introduction

Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu is an Agricultural University located in Jammu, Jammu and Kashmir with its main campus in Chatha, Jammu. The University has multiple campuses, colleges, research and extension centers across the Jammu Province. The University was founded in 1999 by an Act passed by the State Legislature of Jammu and Kashmir.

The Categorization of SKUAST-J is described in the below mentioned table, gives you an idea of the expanse and the activities:

S.No	Units	Division
A	Units at Main Campus, Chatha	i VC Secretariat
		ii Directorate of Research
		iii Directorate of Extension
		iv Directorate of P&M
		v Directorate of Education
		vi Registrar Office
		vii Comptroller Office
		viii Estates Division
		ix Students Welfare Office
		x Central Library
		xi Baba Jittoo Auditorium
B	Faculty of Agriculture, Main Campus-Chatha	i Dean Office
		ii Division of Agronomy
		iii Division Of Agricultural Extension Education
		iv Division Of Agricultural Economics and ABM
		v Division Of Plant Breeding and Genetics
		vi Division of Soil Science and Agril Chemistry
		vii Division of Plant Pathology
		viii Division of Sericulture
		ix Division of Entomology
		x Division of Seed Science
C	Faculty Of Veterinary Sciences & Animal Husbandry, R.S. Pura	i Dean Office
		ii Division Of Veterinary Clinical Complex
		iii Division Of Veterinary Microbiology And Immunology
		iv Division Of Livestock Production Management
		v Division Of Veterinary Anatomy
		vi Division Of Veterinary Physiology And Biochemistry
		vii Division Of Animal Nutrition
		viii Division Of Veterinary Animal Husbandry Extension Education
		ix Division Of Livestock Products Technology
		x Division Of Veterinary Gynaecology And Obstetrics
		xi Division Of Veterinary Surgery And Radiology
		xii Division Of Veterinary Medicine
		xiii Division Of Pharmacology And Toxicology
		xiv Division Of Veterinary Parasitology
		xv Division Of Veterinary Pathology

		xvi	Division Of Veterinary Public Health And Epidemiology
		xvii	Division Of Animal Genetics And Breeding
		xviii	Division Of Livestock Farm Complex
		xix	Division Of Fisheries
D	Faculty Of Basic Sciences, Main Campus- Chatha	i	Dean Office
		ii	Division Of Statistics And Computer Science
		iii	Division of Biochemistry
		iv	Division of Microbiology
		v	Division of Plant Physiology
E	Faculty of Dairy Technology R.S. Pura	i	Dean Office
		ii	Division of Dairy Technology
		iii	Division of Dairy Engineering
		iv	Division of Dairy Chemistry
		v	Division of Dairy Microbiology
F	Faculty of Agricultural Engineering Main Campus- Chatha	i	Dean Office
		ii	Division of Farm Machinery And Power Engineering
		iii	Division of Soil and Water Engineering
		iv	Division of Processing And Food Engineering
		v	Division of Basic Engineering and Sciences
		vi	Division of Dairy Business Management
G	Faculty of Horticulture & Forestry	i	Dean Office
		ii	Division of Fruit Science
		iii	Division of Vegetable Science
		iv	Division of Post-Harvest Management
		v	Division of Floriculture and Landscaping
		vi	Division of Silviculture and Agroforestry
		vii	Division of Forest Biology and Tree Improvement
		viii	Division of Forest Products and Utilization
J	No. of Krishi Vigyan Kendra's (KVK's)	i	KVK, Jammu
		ii	KVK, Reasi
		iii	KVK, Rajouri
		iv	KVK, Bhaderwah
		v	KVK, Samba
		vi	KVK, Kathua
		vii	KVK, Poonch
		viii	KVK, Ramban
		ix	KVK, Kishtwar
K	Regional Stations/AICRP's	i	Regional Agricultural Research Station Rajouri
		ii	Advance Centre For Rainfed Agriculture Dhiansar
		iii	Rainfed Research Sub-Station For Sub-Tropical Fruits Raya
		iv	Regional Horticulture Research Sub-Station Bhaderwah
		v	Maize Research Station Udampur
		vi	Pulses Research Sub-Station Samba
		vii	Seed Processing Centre Chatha
		viii	Maize Breeding Research Sub-Station Poonch
		ix	Advanced Centre For Horticulture Research Udheywalla

	x	Organic Farming Research Centre
	xi	All India Co-Ordinated Rice Improvement Project, Chatha
	xii	All India Co-Ordinated Project On Wheat and Barley, Chatha
	xiii	All India Co-Ordinated Research Project on Dryland Research
	xiv	All India Co-Ordinated Research Project on Integrated Farming System, Chatha
	xv	All India Co-Ordinated Research Project on Water Management, Chatha
	xvi	All India Co-Ordinated Research Project on Chickpea, Samba
	xvii	All India Co-Ordinated Research Project on Agrometeorology, Chatha
	xviii	All India Co-Ordinated Research Project on Rapeseed and Mustard, Chatha
	xix	All India Co-Ordinated Research Project on Weed Management, Chatha
	xx	All India Co-Ordinated Research Project on Honeybee and Pollinators

SCOPE & Objectives OF WORK:

Design, Development and Deployment of Human Resource Management & Payroll Management System

- A. Design and Develop a Human Resource Management System to facilitate effective management of all employees
- B. Cater to end-to-end provision of all services and processes involved in human resource management and development
- C. Maintain a centralized database and provide real time access to all employee related information needed for monitoring and management decision making
- D. Streamline and enhance the efficiency and effectiveness of HR administrative functions
- E. Facilitate business process re-engineering and automation of various HR processes to reduce administrative burden and faster processing
- F. Provide connectivity across all stations of the university for sharing of information and speeding up transactions
- G. Provide a 'Self Service' web-enabled feature for all the employees to initiate required processes and track their status Improve employee satisfaction
- H. The salary, being presently drawn by multiple DDOs has to be centralized at the Directorate of Finance / Comptroller's office and drawn through CP&AO.
- I. The flow for approval to the drawl of the salary shall however continue as it is. The PRMS shall enable HoD / Head of Unit / Station to verify the credentials (leave account, assigned job, discipline etc) and approve / dis-approve the drawl of salary. The data shall flow seamlessly to the Comptroller's Dashboard, who shall release the salary.
- J. Every employee should have his own dashboard for access to information about the employment and salary and the income tax etc
- K. The **HRMS/PRMS** should be dynamic, with following operational Dashboards each with appropriate user rights management. The layout of some Dashboards is given at Annexure-I of Section-A. This layout is only indicative. The vendors shall be evaluated on the basis of dynamic & inclusive dashboards, reflecting their vision of 21st century e-governance.
 - i. Employee Dashboard.
 - ii. HOD Dashboard.
 - iii. Dean/Director Dashboard.
 - iv. Registrar Dashboard.
 - v. Director Planning & Monitoring Dashboard.
 - vi. DDO's Dashboard.
 - vii. Comptroller Dashboard.
 - viii. Admin Dashboard.

L. Each Dashboard should have the appropriate combination of the modules given under.

Human Resource Management System (HRMS)	Pay Roll Management System (PRMS)
Personal Information Management	Database of Employees with respective Pay Level
Leave and Attendance Management to be integrated with existing BAS	Monthly Pay slip of each Employee.
Promotion/Appraisal Management	Pay Revision/DA Revision
Assignment Management	Other Payments & Deductions
Annual Performance Management	Incentive Calculation
Training/Seminar/Workshop Information Management	Bank Statements for Salary credit
Recruitment and Retirement Management	Cumulative attendance, leave, earnings, TDS etc. in pay slip
Pension Management	Medical Reimbursements
Employee Grievance Portal	TA/DA/Bonus/Subsistence Payments
Staff ID Card with Bar Code or Smart Card	Statement preparation
Employee Welfare Management	Revised pay calculation/Arrear calculation
Cases & RTI Tracking Management	EPF/ ESI
Other Features as per requirement	Gratuity/ Leave encashment
	All applicable registers and returns

M. The service record of each working employee has to be fed in the HRMS & PRMS system, to maintain e-Service book. This will include past office history of each employee, service book details entry and any other information which is deemed necessary. For the existing pensioners, all necessary details have to be fed in the Pension management system.

The selected vendor has to carry out the below tasks as part of the HRMS & PRMS project:

1. Undertaking of SRS for HRMS and PMRS
2. Development of the HRMS & PRMS web application completely responsive with all mobile screens.
3. Update/Modify the HRMS & PRMS application as and when required.
4. Hosting of HRMS & PRMS application in Local as well as on dedicated options cloud Server.
5. Maintenance of the HRMS & PRMS application for online/offline for 5 years with onsite support and after that with AMC provisions.
6. Training to the SKUAST-J employee.
7. Integration of HRMS and PRMS with existing academic module and future scope for integration of other module to be developed separately.

TERMS AND CONDITIONS

1. This Invitation for Bids is open to all eligible vendors.
2. The bidder shall have to pay Rs. 1000/- on a/c of cost of Tender document in the Shape of Bank Demand Draft favoring Comptroller SKUAST-J.
3. The bidder shall have to deposit the EMD amounting Rs. 30000/- in the Shape of Demand Draft /CDR etc favoring Comptroller SKAUST-J.
4. Selection of vendor will be made purely on the basis of QCBS method taking into account both technical and Financial bids (Please refer to Technical Evaluation Sheet). As the work to be entrusted is of very sensitive and important in nature, merely quoting lower rates will not make the Vendor eligible for selection.
5. **Vendor Experience:** The Vendor should have an ability to satisfy SKUAST-J's requirements and should have an experience of similar kind of project in any Government Organization/Universities/State Boards and Council etc. The offer should accompany the proof for the same in terms of supporting documents like Customer Purchase order copies, Past Experience and Past performance supporting documents clearly mentioning the Name of the customer, order value with Satisfactory Completion certificate issued by the customer for establishing the credibility of the vendor.
6. Should have technically qualified and well-experienced strong in-house resources based on company role.
7. There should be no overwriting in the vendor's offer. If required, striking out entries and writing afresh the vendor can make corrections. The initials of the vendor's authorized person and the seal of the vendor's company must verify each correction. All rates given in this tender must be expressed as Unit Price as stated in Appendix. Afterward of the contract, if the vendor does not perform the work satisfactorily or delays the execution of the contract, SKUAST-J reserves the rights to cancel contract and get the balance contract executed by another party of its choice. In such case, no payment shall be remitted to the vendor and his EMD shall be forfeited.
8. **Cost of Bidding:** The Vendor shall bear all costs associated with the preparation and submission of its bid and SKUAST-J will in no case be responsible or liable for these costs.
9. The Vendor is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Vendor's risk and may result in rejection of its bid.
10. **Late Bids:** Any bid received by SKUAST-K after the deadline of submission of bids prescribed by the SKUAST-J, will be rejected and/or returned unopened to the Vendor.
11. **Clarification of Bids:** During evaluation of bids, SKUAST-J may, at its discretion, ask the Vendor for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
12. **Contacting the Purchaser:** No Vendor shall contact SKUAST-J on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the vendor wishes to bring additional information to the notice of SKUAST-J, it should do so in writing. Any effort by a Vendor to influence any official of SKUAST-J in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Vendor's bid.
13. **SKUAST-J reserves right to Accept or Reject Any or All Bids:** SKUAST-J reserves the right to accept or reject any bid and to annul the bidding process and reject all bids

at any time prior to contract award, without thereby incurring any liability to the affected Vendor or Vendors.

14. **Authorized Signatory:** The ‘Applicant’ mentioned in the tender document shall mean the one who has signed the tender response document form. The applicant should be duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.
15. **Signing of Contract:** At the same time as SKUAST-J notifies the successful vendor that its bid has been accepted, SKUAST-J will send the vendor the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful vendor shall sign (with date) the Contract and return it to SKUAST-J. If vendor fails to do the same, his EMD will be forfeited and next vendor will be called for agreement.
16. **Delays in the Vendor's Performance:** Delivery of all prescribed modules shall be made by the vendor in accordance with the time schedule specified by SKUAST-J. If at any time during performance of the Contract, the vendor should encounter conditions impeding timely completion of the system. The vendor shall promptly notify the Purchaser (SKUAST-J) in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the vendor's notice, SKUAST-J shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.
17. The successful vendor has to train SKUAST-J’s designated staff for the Operation of HRMS & PRMS system free of cost.
18. Testing of Software by nominated team
19. **Prices and Taxes:**
 - a. Prices quoted by the Vendor should include all development, hosting, and maintenance cost further for AMC provisions.
 - b. Prices quoted by the Vendor should be inclusive of all types of taxes (if applicable). The rates should be quoted inclusive of all Modules of the HRMS & PRMS project.
 - c. The Vendor shall undertake the maintenance / necessary changes in the HRMS/PRMS for a period of five years.
20. **Submission of Bid:**
 - a. The response to the bid **HRMS/PRMS** should be submitted in two parts, Technical Bid and Commercial Bid, which must be which must be packed in separate sealed envelopes, and submitted in a common envelope with superscription of the “Tender for the supply of HRMS/PRMS.” The tender should be submitted to **Comptroller, SKUAST-J, Administrative Block, Main Campus- Chatha, Jammu.**
 - b. **The Technical Bid should contain the documents in the following order:**
 - i. Cover letter from the Vendor
 - ii. Company Information in the prescribed format.
 - iii. Under-taking in the prescribed format
 - iv. Pre-qualification Check-list in the prescribed format with all supporting documents.
 - v. Technical Proposal – as per Standard Format. It should be supported with all relevant documents.

- c. **Commercial bid should** contain price of the System as per format supplied by SKUAST-J, duly filled and signed by the authorized person.

21. Cancellation of Contract:

In case of any breach of any terms and conditions by the successful vendor / contractor, SKUAST-J, reserves the right to cancel the agreement by giving 7 day notice to the Vendor.

22. Termination for Default:

SKUAST-J may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the vendor, terminate the contract in whole or part at risk & cost of defaulting vendor:

- a. If the vendor fails to complete any or all of the modules within the period(s) specified in the contract, or within any extension thereof granted by the SKUAST-J.
- b. If the vendor fails to perform any other obligation(s) under the contract.
- c. If the vendor, in the judgment of the SKUAST-J has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- d. On such scenarios, the EMD of the vendor will be forfeited.

For the purpose of this Clause:

"**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

23. The vendor has to provide onsite support within 24 hours from registering complaint.
24. Source code of the product/software shall be the intellectual property of the SKUAST- J and shall be handed over to the SKUAST-J after successful completion of the project.

Selection of vendor

1. The interested vendors may carry out the study of the requirements (SRS) at their own cost, based on the Terms of Reference (TOR) of SKUAST-J.
2. The technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee as per the Evaluation criteria set (Please refer to Evaluation Sheet).
3. The short listed vendors may be called to provide detailed demonstration of similar types of works undertaken by them earlier, on specified date as will be decided by the SKUAST-J, in consultation with the vendor.
4. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee nominated by Competent Authority of SKUAST-J. (Please refer to Evaluation Sheet)
5. In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of SKUAST-J, Main Campus, Chatha, Jammu and the same will be governed by the provision of J&K Industrial Dispute Rule.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

(Please fill-up the FORMS in next three pages with utmost care.)

TECHNICAL SPECIFICATIONS

DESIGN, DEVELOPMENT, HOSTING AND MAINTENANCE OF HRM & PRM

- 1. The final Deliverables of the HRMS & PRMS will be**
 - a. Web applications completely responsive with all mobile screens within 90 days of receiving of work order.
 - b. All technical documentations should be done by the vendor and submit the same.
 - i. System requirement specification
 - ii. Process Documentation
 1. User Manual
 2. Admin Manual
 - iii. Design Documentation
 1. High Level Design
 2. Detailed Level Design
 3. Test Cases
 4. Test Plan
 5. QA Results for User Acceptance testing,
 - iv. Application Code
 - v. Web Application Programming Interface(API's)
 - c. The HRMS & PRMS system should be designed to have provision of future updates and changes on application.
- 2.** Intended audience of the HRMS & PRMS system will be SKUAST-J's office staff.
- 3.** Overall design for the HRMS & PRMS should be user-friendly and optimized in terms of accessibility, usability and content distribution.
- 4.** The Vendor should do a detailed system study on SKUAST-J before starting of designing the Software. The Vendor should prepare prototype and SRS document. Design should be approved from the SKUAST-J before starting the development of the HRMS system.
- 5.** Content of the HRMS & PRMS system will have to be developed by the Vendor in English only. SKUAST-J will provide necessary information and source document (if any) which is required for development/creation of HRMS & PRMS.
- 6.** Unique login id and password to be created for all the staff of SKUAST-J.
- 7.** Admin module should be developed for management of the HRMS & PRMS system with Multi-Level hierarchy system as per roles and the access rights to the services of the Application users.
- 8.** Disaster Recovery(
 - a. Vendor will specify the Disaster Recovery policy.
 - b. Vendor will specify the Disaster Recovery Time.
 - c. Vendor will specify the cloud backup provisions.
- 9.** Online and Offline Application Synchronization.

The database at all times must be synchronized. Data Integrity must be maintained and cannot be compromised. If the access to the online server is lost because of any reason the locally hosted application must be put to use and the online server being made offline first before starting of the local server application.
- 10. Navigational Help**

Each page should have a “**help**” link that when clicked will list all the help content for _____

that page only. Each of the links and controls available should be listed on this help page with their functionalities as well.

11. Reports Management System.

The Application must have a server-based report generating software system. These reports should produce formatted reports with tables in the form of data, graph, images, and charts. It should also allow exporting to many formats, including HTML, PDF, XML, CSV, Word reports and Excel. It should also list Aggregate and summarized data and allow users to store and manage their own custom reports.

12. Application Security

The Application must be https based and be resistant to Injections, Cross-Site Scripting (XSS), Sensitive Data Exposure, Cross Site Request Forgery (CSRF), Invalidated Redirects and Forwards and should not use Using Components with Known Vulnerabilities. The Application should also not allow requests outside India.

13. Change Tracking Management

The Application must keep track of all the changes made to the data at all times. This should be available to the administration of the application who can check for the workflow of a particular record and be able to check who made the changes and the previous values of the record.

APPLICATION ENVIRONMENT TO BE USED AND SUPPORTED:

1. The complete HRMS & PRMS solution should preferably be developed using latest dot Net Technology and Html5 & CSS3 and Bootstrap 4 for the front end. Any other platform used for development should be authenticated for the added features over dot Net. Vendor may also provide high quality and new technology solutions for HRMS & PRMS such as Angular, Node.js for a friction less use experience.
2. The Application software should be a web-based application completely responsive with all mobile screens. The HRMS & PRMS should be able to support Mozilla Firefox, Opera, Safari, Microsoft Edge and Chrome. All instructions in the Software will be in English.
3. The vendor should not use third party component like Silverlight, Infragistics etc.
4. The Application should be hosted in a secured environment with the most recent version available of the operating system running on the server and with up to date security patches of the operating system and the application data transmitted over a secure connection (https) keeping in view the sensitivity of the nature of the application data.
5. HRMS & PRMS should have automatic backup feature that can scheduled four hourly, daily, weekly, monthly and with incremental and full database back up facility with on demand back up feature as well.
6. No pirated software should be used.
7. Update and Maintenance of Web Application: Successful vendor will update and maintain the HRMS & PRMS system as and when asked by SKUAST-J.
8. SMS/E-mail facilities - Vendor shall provide a facility to send SMS/e-mail a teach appropriate workflow such as approvals, disbursements from the HRMS & PRMS system, wherever required. Also, a facility for customized SMS to be provided.
9. Successful Vendor will host the HRMS & PRMS in co-ordination with service provider.

QUALITY, DATA ACCESS & SECURITY

The HRMS & PRMS solution provided by the selected vendor should be certified by Standardization Testing and Quality Certification (STQC), Government of J&K/India.

The vendor will ensure and incorporate all necessary security and control features within the HRMS & PRMS application, operating system, database, etc. so as to maintain integrity and confidentiality of data at all times. Data security is to be addressed by the vendor from at least but not limited to the following perspectives:

1. To restrict access to and sharing of confidential data.
2. To ensure that data is not changed or destroyed, either inadvertently or intentionally, by any user/administrator or an external party.

The Bidder shall ensure the following:

1. Access & Identity Management
 - a. Only authorized person can access the solution.
 - b. Authorized person shall have access only to the data which is relevant to them.

Access to the relevant data is further restricted to either read or update depending on the notwithstanding the above, the Purchaser reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the award of contract.

2. Database security: HRMS & PRMS solution to ensure fool proof security to the system from various threats including hacking attempts, internal threats, etc.

HANDING OVER OF SOFTWARE/SOURCE CODE/DATABASE

All the information including Source code of the Application Software and Database related to this HRMS & PRMS project is very sensitive and intellectual property of SKUAST-J. Hence after completion of project or termination of contract, Vendor has to handover the complete Source Code/ Database/Front end Application to SKUAST-J. Further company will help to integrate it with third party of government agency.

PRE-QUALIFICATION CRITERIA

Eligibility Criteria and supporting documents required for Submission of tender Response:

S. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The Vendor should be registered as a Company, Firm or Society under respective acts in state DIC or from Secretariat for Industrial Approval (SIA), Ministry of Industries, GoI	Self-attested copies of Company Incorporation Certificate or Registration Certification from Registrars of Companies (ROC).	
2.	Minimum Experience 03 years as a software development company and 05 years in similar field	Attach proof	
3.	The vendor must be registered with appropriate tax authorities.	Self-attested Copies c. GST Registration d. PAN Card	
4.	The vendor has to submit Income Tax Return for last three years.	Self-attested Copies of IT Return of last three years	
5.	The Turnover of the Company should be minimum of ₹1.00 Cr. in last three financial years.	c. Self-attested Copies of Certificate from the Chartered Accountant of the Organization. d. Self-attested Copies of Audited Balance sheets for last three years.	
6.	The Vendor's Payroll System should have processed online payments at least ₹1.0 Cr. for any Government Educational Institutes/ Universities/Government Organizations/ PSU from last three financial years	Self-attested Certificate on the Company Letter Head	
7	Should have technically qualified and well-experienced professionals	Resumes of key resources available on company roles. (With proper seal and Signature)	
8	Clientele: Copies of documents / purchase orders and letter of completion from customers for similar projects completed.	Self-attested copies of the major projects completed proving the experience as mentioned in Pre- Qualification criteria	
9	Copy of document ISO 9001 – 2015 Certificate, ISO 27001 – 2013 Certificate.	Self-attested copies	
10	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
11	Form B	Information about Vendor	
12	Form C	Details of experience	
13	Form D	Declaration regarding Non – Blacklisting	
14	<u>Form E</u>	Vendor'S Authorization Certificate	

Document Submission

<p>Address for document Submission:</p>	<p>Comptroller, SKUAST-J, Administrative Block, Main Campus-Chatha-180009, Jammu(J&K) www.skuast.org</p>
<p>Mode and Date of submission</p>	<p>a) Option A: Technical Doc and Financial Doc to be sealed separately, and send in a common envelope by hand or post by or before the notified date</p> <p>b) Option B (in view of the weather delayed postal services), Vendors can send the Technical Bid along with all supporting documents through email comptroller.skuastj@gmail.com by or before notified date and Financial Bid through post or by hand by notified date</p>
<p>Order of the Documents:</p>	<p>a. Technical Bid should contain the documents in the following order:</p> <ul style="list-style-type: none"> i. Cover letter from the Vendor on company letter head ii. Company Information in the prescribed format. iii. Under-taking in the prescribed format iv. Pre-qualification Criteria Check-list in the prescribed format with all supporting documents. v. Technical Proposal – as per prescribed Format. It should be supported with all relevant documents.
	<p>b. Commercial bid should contain price of the System as per format supplied by SKUAST-J, duly filled and signed by the authorized person.</p>

Technical Bid – Format

With reference to scope of work and technical specifications of this RFQ, vendors shall use the following recommended format for preparing technical proposals.

Executive Summary:	Executive summary should capture important parts of your technical proposal including: approach, timeline, milestones and staffing. Executive summary must be confined to maximum 3 pages.
Profile	Brief description of Firm / company, its services, clients, projects handled and competencies(2 pages)
Relevant Experience	As per Form C
Qualification to Terms of Reference (ToR):	The vendors understanding of the assignment (HRMS/PRMS) and interpretation of the Terms of Reference. Facilities and support required/expected from SKUAST-J should also be mentioned. Maximum number of pages 3.
Technical response :	<p>This section should define the approach, methodology, work plan including sub activities and deliverables and how the bidder intends to organize the project team to execute the project. Technical response must confine to maximum of 30 pages and in following sub sections.</p> <ol style="list-style-type: none"> 1) Approach and methodology: Detailing out planned approach and methodology for carrying out the assignment to achieve the expected output 2) Work Plan including sub activities and Deliverables: Detailing out Main activities, sub activities, duration, their interrelations, Milestones and linked deliverables. Work plan should be consistent with approach and methodology and should break out the TOR in feasible working plan. 3) Project Organization This should contain the project team organogram and brief profiles of project team personnel. Details of which tasks your home office will be undertaking within the scope of the project (backstopping) and the designation of a contact person at the Head Office who is responsible for the project. Earliest possible date for commencing the work, with alternatives where appropriate Software 4) Technology to be Adopted 5) Data Security 6) Software Integration with Existing and future modules 7) Disaster Recovery policy and Time 8) Web app should be completely responsive with all devices 9) API based web app that can be consumed latter for mobile apps
Description of the proposed team	1) Staffing: This section should contain the information about the staff to be engaged for the said task. Provide the same in the table with the format:

Name of staff member	Area of expertise	Designation	Task Assigned

2) Work plan (Required only for the Core Team):

This section should contain a GANNT chart mapping project phases, activities and sub activities, milestones and deliverables and person responsible for each activity.

SNO	Work plan activity	Person (s) responsible	Showing the completion of activities				Remarks
			Week1	Week2	----	Week12	

Financial BID

(To be sealed in envelop super scribed “Financial bid for HRMS &PRMS”)

S.No.	Description	Cost
1.	Design, Development, installation and commissioning, maintenance, Up gradation and Hosting for five years of HRMS & PRMS Application. (One time)	
2.	Annual HRMS & PRMS application maintenance and up gradation cost, Hiring charges of hosting Server after five years (year wise on performance basis) (This shall not be counted in evaluation)	

Note: The contract shall be initially for five years. Contract may be extended to another one or more years on the basis if satisfactory performance of the firm/agency.

Evaluation Sheet

Technical Proposal will be evaluated on the following parameters:

S. No.	Eligibility Criteria	Max. Weightage	Remarks
1.	The Vendor should be registered as a Company, Firm or Society	05	Self-attested copies of Company Incorporation Certificate Registration Certification from Registrar of Companies (ROC).
2.	Certification of ISO 9001:2000, 9001:2015	05	Attach Certification copy
3.	The number of HRMS and Payroll Implementation carried out in the last 5 years (For each Implementation 3 marks)	15	Successful completion certificates from customers
4.	The number of e-governance projects carried out during last 5 years other than HRMS/PRMS (3 marks for each)	15	Successful completion certificates from customers
5.	Gantt Chart for work plan	05	Attach Chart
6.	Dedicated cloud server	05	Attach proof
7.	The Turnover of the Company should be minimum of ₹1.00 Cr. in last three financial years. 1 mark for each crore	05	Self-attested Copies of Certificate from the Chartered Accountant of the Organization. Self-attested Copies of Audited Balance sheets for last three years.
8.	The Vendor should have processed online payments of at least ₹1.0 Cr. for any Government Educational Institutes/ Universities/Government Organizations/PSU from last three financial years through IPG. One mark will be given to each crore.	05	Self-attested Copies of proof
9.	Should have technically qualified and well-experienced team on company roles to do the job	05	Attach Escalation Matrix
10.	The Bidder should have technical support Office in J & K	05	Attach Office address proof.
11.	Technical team Members associated with this project with	05	Attach document

	qualification		
12.	Presentation by the vendor <ul style="list-style-type: none"> ○ Demo of vendor's earlier successful HRM product (5 marks) ○ Understanding of project (3 marks) ○ Security and Integration (3 marks) ○ Demo Dashboards of the proposed solution (2 marks) ○ User-friendliness (2 marks) ○ Future Scalability (2 marks) ○ Technology adopted (3 marks) ○ Added innovations which make your proposal different (2 marks) ○ Responsive app with all devices (3 marks) 	25	30 minute presentation online / offline mode as per the feasibility of the vendor / institute
	Total	100	
	Minimum score required	70	

Final bid Evaluation as per QCBS method.

(a) Evaluation of Technical proposal:

- Pre-qualification. The bidder must fulfill this criterion
- Technical Evaluation by the committee as per the prescribed format would be done for bidders who have passed pre-qualification. The bidders, who score atleast 70 out of 100 in Technical Evaluation, shall be shortlisted for the Financial bid evaluation. However, if the number of such post-qualified bidders is less than three, SKUAST-J may in its sole discretion can relax the Technical score to less than 70 marks.

(b) Evaluation of Financial Proposal:

SKUAST-J will determine whether the Financial Proposals are complete, and unconditional. The financial bid amount of each vendor shall be converted into financial score as per the formula:

$$F_s = 100 \times F_m / F_b$$

F_s is the normalized Financial Score.

F_m is the lowest bid price

F_b is the price quoted by the respective bidders

(c) Combined and final evaluation

The weightage given to the technical and financial proposals are $T_s = 0.70$ and $F_s = 0.30$

Combined total score (S) = $(T_s \times 0.7) + (F_s \times 0.3)$

The successful bidder shall be the first ranked bidder (whose total score is the highest). The second ranked bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws, or fails to comply with the requirements specified hereinabove.

FORM A

Undertaking by Vendor on Company Letter head

**Comptroller,
SKUAST-J
Main Campus- Chatha
Jammu-180009**

Dear Sir,

Ref: Human Resources Management System (HRMS) & Payroll System

Ref. No: AU/IDP-SKUASTJ/PO/RFQ45/141324/2020-21/77

I / we further agree to execute and complete the work within the time frame stipulated in the RFQ. I / we agree not to employ Sub-Service Providers without the prior approval of the SKUAST-J. I / We agree to pay Sales Tax, Works Contract Tax, Excise Tax, Octroi, LBT, VAT, Duties, all Royalties and all other applicable taxes prevailing and be levied from time to time on such items for which the same are liable and the rates quoted by me/us are Exclusive of the same.

I / we understand that you are not bound to accept the lowest tender or bound to assign any reasons for rejecting our tender. We unconditionally agree SKUAST-J RFQ preconditions as stipulated in the tender documents and empanelment process.

I / We agree that in case of my/our failure to execute work in accordance with the specifications and instructions received from the SKUAST-J, during the course of the work, University reserves the right to terminate my contract.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

Yours truly,

Seal and Signature

Place:

Name:

Date:

Designation:

FORM B

Information about the Vendor

I/We confirm that to the best of our knowledge this information is authentic **and accept that any deliberate concealment will amount to disqualification at any stage.**

S.No.	Particulars
1. Name of the Firm	
2. Name of the Proprietor,	
3. Contact Details Telephone Nos. Mobile No: email address:	
4. Head Office Address	
5. Address in J & K (if any)	
6. Year of Establishment	
7. Registration No. and Date of Registration	
8. Status of Firm. (Pvt Ltd Company, LLP/Partnership/Co. etc)	
9. Name of Bankers	a.
	b.
10. PAN Card No.	
11. GST No.	

Yours truly,

Seal and Signature

Place:

Name:

Date:

Designation:

Please upload scanned copies of Certificates for S.No.6, 7,9,10

FORM C

**Details of Experience of Handling HRMS &PRMS Projects related
Activities:**

S.No.	Name and Address of The client	Date of start of the work	Date of completion	Project Details	Cost of the Project
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Note: The copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extrasheets

FORM D

DECLARATION regarding NON – Blacklisting

(On company letter head)

Date:

To,

**Comptroller
SKUAST-Jammu**

Sub: Request for tender from reputed software consultancy firms for Supply, Design, Development, Customization, Integration, Testing, Training, Implementation and Five year on-site Comprehensive Warranty Maintenance and Support of Tailor Made Human Resource Management System (HRMS) and Payroll Management System (PRMS) software solution including Disaster Recovery for the SKUAST-J, Main Campus, Chatha, Jammu

Dear Sir/Madam,

In response to your tender ref No. _____, as a Proprietor/Director/Owner of M/S _____, I/We hereby declare that our Company is not blacklisted by Government of India/Government of J&K or any other state government/union territory as well as there are no criminal cases against company and any of the board members. Also our Company is having clean legal records.

Also there are no open legal cases / petitions in any of the courts /high courts related to our service.

Thanking you;

Signature of Authorized Signatory with Name, Designation & Seal)

FORM E

VENDOR'S AUTHORISATION CERTIFICATE

To,

**Comptroller
SKUAST Jammu**

Sub : Request for Proposal from reputed software consultancy firms for Supply, Design, Development, Customization, Integration, Testing, Training, Implementation and Five year on-site Comprehensive Warranty Maintenance and Support of Tailor Made Human Resource Management System (HRMS) and Payroll Management System (PRMS) software solution including Disaster Recovery for the SKUAST-J, Main Campus-Chatha, Jammu

Dear Sir/Madam,

_____ , is hereby authorized to sign relevant tender documents on behalf of the Company in dealing with tender of reference.....
.....dated.....He is also authorized to attend meetings and submit Technical and commercial information as may be required by you in the course of processing above said tender.

Thanking you,

**Signature of Authorized Signatory with Name,
Designation & Seal**

Annexure-II of Section A

EMPLOYEE DASHBOARD

Welcome Dr. ABC, Assistant Professor

EMPLOYEE INFORMATION

- **Personal details**
- **Address details**
- **Bank details**
- **Official details**

SALARY DETAILS

- **Monthly statement**
- **Yearly statement**
- **GPF**
- **NPS**
- **Income Tax**

PROMOTION DETAILS

POSTING DETAILS

LEAVE ACCOUNT

MY ASSIGNMENTS

MY CONTRIBUTIONS

NOMINEE FOR GPF

Personal Details

Employee ID	
Name	
F/ Name	
M/ Name	
Religion	
Category	
Blood Group	
Date of Birth	
Gender	
Aadhar No.	
PAN No.	
GPF A/C No.	
PRAN	
Passport no	
Mobile No.	
Email ID	

ADDRESS DETAILS

Address	Permanent	Present
House No.		
Street Name		
Village		
Tehsil		
District		
PIN		
Division		
State		

BANK DETAILS

Name of Bank	
Branch Name	
IFSC Code	
16 Digit A/c No	
Type of A/c	

EMPLOYEE DASHBOARD

Welcome Dr. ABC, Assistant Professor

EMPLOYEE INFORMATION

- Personal details
- Address details
- Bank details
- Official details

SALARY DETAILS

- Monthly statement
- Yearly statement
- GPF
- NPS
- Income Tax
- SLI

PROMOTION DETAILS

POSTING DETAILS

LEAVE ACCOUNT

MY ASSIGNMENTS

MY CONTRIBUTIONS

NOMINEE FOR GPF

OFFICIAL DETAILS

Initial Joining Department	
Initial Designation	
Current Office	
DOJ in Current Office	
Initial Joining Office	
Initial DOJ	
Current Designation	

SALARY DETAILS

Select month:

M	Y
---	---

Month: April, 2020

BP	
DA	
HRA	
CA	
Gross	
Deductions	
GPF Subs	
GPF Rfd	
Income Tax	
SLI	
Net Amount	

EMPLOYEE DASHBOARD

Welcome Dr. ABC, Assistant Professor

EMPLOYEE INFORMATION

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- Bank details
- Official details

SALARY DETAILS

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- NPS
- Income Tax

PROMOTION DETAILS

POSTING DETAILS

LEAVE ACCOUNT

MY ASSIGNMENTS

MY CONTRIBUTIONS

NOMINEE FOR GPF

SALARY STATEMENT

Select Period: From

Month	Year	BP	DA	HR A	CA	Gross	Deductions			Net Salary
							GPF Subs	GpfRfd	IT	
Jan	2019	15600 0	800 0	300 0	--	16700 0	10000	--	10000	14000 0
Feb	2019	15600 0	800 0	300 0	--	16700 0	10000	10000	10000	13000 0
Mar	2019	15600 0	800 0	300 0	--	16700 0	10000	10000	10000	13000 0
April	2019	15600 0	800 0	300 0	--	16700 0	10000	10000	10000	13000 0
May	2019	15600 0	800 0	300 0	--	16700 0	10000	10000	10000	13000 0
June	2019	15600 0	800 0	300 0	--	16700 0	10000	10000	10000	13000 0
July	2019	15900 0	900 0	350 0	--	17150 0	10000	10000	15000	13650 0
Aug	2019	15900 0	900 0	350 0	--	17150 0	10000	10000	10000	14150 0
Sep	2019	15900 0	900 0	350 0	--	17150 0	10000	10000	10000	14150 0

GPF STATEMENT

Select Period: From

Month	Year	Gross	GPF Withdrawal	GPF Subs.	GPF Rfd.
Jan	2019	167000	--	10000	--
Feb	2019	167000	300000	10000	10000
Mar	2019	167000	--	10000	10000
April	2019	167000	--	10000	10000
May	2019	167000	--	10000	10000
June	2019	167000	--	10000	10000
July	2019	171500	--	10000	10000

NPS STATEMENT

Select Period: From To

Month	Year	Gross	Employee Share	Employers Share
Jan	2018	162000	8300	8300
Feb	2018	162000	8300	8300
March	2018	162000	8300	8300
April	2018	162000	8300	8300

EMPLOYEE DASHBOARD

Welcome Mr XYZ, Deputy Comptroller

EMPLOYEE INFORMATION

- Personal details
- Address details
- Bank details
- Official details

SALARY DETAILS

- Monthly statement
- Yearly statement
- GPF
- NPS
- Income Tax

PROMOTION DETAILS

POSTING DETAILS

LEAVE ACCOUNT

MY ASSIGNMENTS

MY CONTRIBUTIONS

NOMINEE FOR GPF

INCOME TAX STATEMENT

Select Period: From To

Month	Year	Gross	Income Tax Deducted
Jan	2019	167000	10000
Feb	2019	167000	10000
Mar	2019	167000	10000
April	2019	167000	10000
May	2019	167000	10000
June	2019	167000	10000
July	2019	171500	15000

PROMOTION DETAILS

Date of Promotion	Office	Designation (after promotion)	U.O. No. & Date
15-06-2005	Dean Office, FVSC&A H	Accountant	303 of 2005 15-06-2005
15-06-2010	Estates	Sr. Accountant	436 of 2010 15-06-2010
15-06-2016	Comptroller Office	Dy. Comptroller	509 of 2016 15-06-2016

POSTING DETAILS

Name of Office	Desig.	Posting/Deputation	From	To
Dean Office, FVSc&A H	Accounts Assistant	Posting	15-06-1999	14-06-2005
-Do- Estates Office	Accountant	Posting	15-06-2005	20-07-2006
-Do- Office	Accountant	Posting	21-7-2006	14-06-2010
-Do- Comptroller Office	Sr. Accountant	Posting	15-06-2010	23-09-2014
-Do- Comptroller Office	Sr. Accountant	Posting	24-09-2014	14-06-2016
-Do-	Dy. Comptroller	Posting	15-06-2016	Till date

EMPLOYEE DASHBOARD

Welcome Dr. ABC, Assistant Professor

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- GPF
- NPS
- Income Tax

PROMOTION DETAILS

POSTING DETAILS

LEAVE ACCOUNT

MY ASSIGNMENTS

MY CONTRIBUTIONS

NOMINEE FOR GPF

LEAVE ACCOUNT

Select Period: From To

Name of Employee:

Month	Year	No. of (Leave) Days availed				
		CL	EL	CCL	ML	PL
Jan	2017	10	--	--	--	--
June	2018	--	--	--	--	15
Sept	2019	--	--	--	--	05
Oct.	2019	--	--	--	--	04

MY ASSIGNMENT

Nature	Assigned By	Title of Assignment	Date of Assignment	Due Date	Submission Date
Teaching					
Research					
Extension					
Administration					
Accounts					
Development					
Others					

MY CONTRIBUTIONS

Education & Development:

No. of e-content developed:

Name of subject(s):

e-content available at:

No. of students Mentored:

Achievements of Mentored students:

New Courses developed:

Course syllabus updated:

Best Teacher Award:

Other Awards (Teaching):

EMPLOYEE DASHBOARD

Welcome Dr. ABC, Assistant Professor

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- Bank details
- Official details

SALARY DETAILS

- Monthly statement
- Yearly statement
- GPF
- NPS
- Income Tax

PROMOTION DETAILS

POSTING DETAILS

LEAVE ACCOUNT

MY ASSIGNMENTS

MY CONTRIBUTIONS

NOMINEE FOR GPF

MY CONTRIBUTIONS

R & D Contribution

No. of Projects as P. I.	<input type="text"/>
No. of Projects as co-PI	<input type="text"/>
Funds attracted as P.I.	<input type="text"/>
No. of Technologies developed	<input type="text"/>
No. of Patent applications filed	<input type="text"/>
No. of Patents granted	<input type="text"/>
No. of Technologies transferred	<input type="text"/>
No. of technologies commercialised	<input type="text"/>
No. of publication above NAAS 6	<input type="text"/>
h-indus	<input type="text"/>
Scopes	<input type="text"/>

ADMINISTRATION

S.No.	Nature of contribution	Status
		Verified/ Not Verified

FINANCE

S.No.	Nature of contribution	Status

UNIVERSITY DEVELOPMENT

S.No.	Nature of contribution	Status

HoD DASHBOARD

Welcome Head, Division of Soil Science, FoA

STAFF

- Teaching
- Non-Teaching

TRANSFER

- Joining
- Relieving

LEAVE ENTRY

TRAININGS

ASSIGNMENTS

SALARY

ACCREDITATION

EXPLANATION

STAFF: Teaching

Edit

View

Position	No.	Name of Incumbent	Emp. ID	Working From
Professor	01	Dr. ABC	SK0139	01-10-2009
Assoc. Professor.	03	Dr. DEF Vacant Vacant	SK0838	01-05-2017
Asstt. Prof.	04	Dr. Vikas Dr Vijay Vacant Vacant	SK0855 SK0754	13-05-2017 18-09-2016

STAFF: Non-Teaching

Edit

View

Position	No.	Name of Incumbent	Emp. ID	Working From
Steno	01	Sh. Vinod	SK1735	01-05-2016
Head Asstt.	01	Sh. Akhoon	SK0338	10-09-2006
Accounts Asstt.	02	Sh. Vikas Vacant	SK1302	13-0-2011

TRANSFERS: Joining

Name	Emp ID	Desig.	Joined against post	Date of Joining	Order
Mr Vinod	SK1735	Steno	Steno	01-05-2016	33 of 2016 28-4-2016
Dr. Vikas	SK0855	Asstt. Prof.	Asstt. Prof.	13-05-2017	103 of 2017 10-5-2017

TRANSFERS: Relieving

Name	Emp ID	Desig.	Relieved on	Order
Dr. ABC	SK0918	Asstt. Prof.	13-09-2019	
Sh. DEF	SK2113	FCLA	02-04-2020	

HoD DASHBOARD

Welcome Head, Division of Soil Science, FoA

<p>STAFF</p> <ul style="list-style-type: none"> ➤ Teaching ➤ Non-Teaching <p>TRANSFER</p> <ul style="list-style-type: none"> ➤ Joining ➤ Relieving <p>LEAVE ENTRY</p> <p>TRAININGS</p> <p>ASSIGNMENTS</p> <p>SALARY</p> <p>ACCREDITATION</p> <p>EXPLANATION</p>	<p>LEAVE ENTRY: <input type="text" value="Month"/> <input type="text" value="Year"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Name of Employee</th> <th>Emp. ID</th> <th>Nature of Leave</th> <th>From</th> <th>No. of Days</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>Dr. Puneet</td> <td>SK0855</td> <td>CL</td> <td>13-9-2018</td> <td>10</td> <td></td> </tr> <tr> <td>Dr. Pranav</td> <td>SK0754</td> <td>ML</td> <td>07-8-2019</td> <td>28</td> <td></td> </tr> <tr> <td>Sh. Rakesh</td> <td>SK1735</td> <td>EL</td> <td>1-10-2018</td> <td>20</td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Submit"/></p> <p>LEAVE ACCOUNT: <input type="text" value="Year"/></p> <p style="text-align: center; margin-top: 5px;">Year: 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Name of Employee</th> <th>Emp. ID</th> <th>CL</th> <th>EL</th> <th>CCL</th> <th>ML</th> <th>PL</th> </tr> </thead> <tbody> <tr> <td>Dr. Vikas</td> <td>SK0855</td> <td>10</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> </tr> <tr> <td>Sh. Rakesh</td> <td>SK1735</td> <td>--</td> <td>20</td> <td>--</td> <td>--</td> <td>--</td> </tr> </tbody> </table> <p>TRAININGS: <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="View"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Name of Employee</th> <th>Emp. ID</th> <th>Name of Training</th> <th>Host Institute</th> <th>Date</th> <th>No. of Days</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>Dr ABC</td> <td>SK0139</td> <td>Modern Soil Test Techniques</td> <td>PAU</td> <td>12-01-2016</td> <td>7</td> <td></td> </tr> <tr> <td>Dr Susheel</td> <td>SK0855</td> <td>XXXX</td> <td>XXXXXX</td> <td>13-05-2017</td> <td>10</td> <td></td> </tr> </tbody> </table>	Name of Employee	Emp. ID	Nature of Leave	From	No. of Days	Order	Dr. Puneet	SK0855	CL	13-9-2018	10		Dr. Pranav	SK0754	ML	07-8-2019	28		Sh. Rakesh	SK1735	EL	1-10-2018	20		Name of Employee	Emp. ID	CL	EL	CCL	ML	PL	Dr. Vikas	SK0855	10	--	--	--	--	Sh. Rakesh	SK1735	--	20	--	--	--	Name of Employee	Emp. ID	Name of Training	Host Institute	Date	No. of Days	Order	Dr ABC	SK0139	Modern Soil Test Techniques	PAU	12-01-2016	7		Dr Susheel	SK0855	XXXX	XXXXXX	13-05-2017	10	
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Deans/Directors DASHBOARD

Welcome Dean, Faculty of Horticulture & Forestry,
SKUAST-J

<p>STAFF</p> <ul style="list-style-type: none"> ➤ Teaching ➤ Non-Teaching <p>TRANSFER</p> <ul style="list-style-type: none"> ➤ Joining 	<p>STAFF:TEACHING</p> <p>Division: <input type="text" value="Select Division/All from drop down"/></p> <p>Name of Division: Soil Science</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Position</th> <th>No.</th> <th>Name of Incumbent</th> <th>Emp. ID</th> <th>Working From</th> </tr> </thead> <tbody> <tr> <td>Professor/Head</td> <td>01</td> <td>Dr. ABC</td> <td>SK0139</td> <td>01-10-2009</td> </tr> </tbody> </table>	Position	No.	Name of Incumbent	Emp. ID	Working From	Professor/Head	01	Dr. ABC	SK0139	01-10-2009
Position	No.	Name of Incumbent	Emp. ID	Working From							
Professor/Head	01	Dr. ABC	SK0139	01-10-2009							

➤ Relieving LEAVE ENTRY TRAININGS ASSIGNMENTS SALARY ACCREDITATION EXPLANATION	<table border="1"> <tr> <td>Assoc. Professor.</td> <td>03</td> <td>Dr. DEF Vacant Vacant</td> <td>SK0838</td> <td>01-05-2017</td> </tr> <tr> <td>Asstt. Prof.</td> <td>04</td> <td>Dr.Sattar Dr Firdosa Vacant Vacant</td> <td>SK0855 SK0754</td> <td>13-05-2017 18-09-2016</td> </tr> </table>	Assoc. Professor.	03	Dr. DEF Vacant Vacant	SK0838	01-05-2017	Asstt. Prof.	04	Dr.Sattar Dr Firdosa Vacant Vacant	SK0855 SK0754	13-05-2017 18-09-2016
	Assoc. Professor.	03	Dr. DEF Vacant Vacant	SK0838	01-05-2017						
	Asstt. Prof.	04	Dr.Sattar Dr Firdosa Vacant Vacant	SK0855 SK0754	13-05-2017 18-09-2016						
	Name of Division: ALL										
	Division of Soil Science										
	Position	No.	Name of Incumbent	Emp. ID	Working From						
	Professor/Head	01	Dr. ABC	SK0139	01-10-2009						
	Assoc. Professor.	03	Dr. DEF Vacant Vacant	SK0838	01-05-2017						
	Asstt. Prof.	04	Dr.Vikas Dr Pranav Vacant Vacant	SK0855 SK0754	13-05-2017 18-09-2016						
	Division of Basic Science										
Professor/Head											
Assoc. Professor.											
Asstt. Prof.											
Division of Floriculture											
Professor/Head											
Assoc. Professor.											
Asstt. Prof.											

Deans/Directors DASHBOARD																					
Welcome Dean, Faculty of Horticulture& Forestry, SKUAST-J																					
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	Position	No.	Name of Incumbent	Emp. ID	Working From																
	Steno	01	Sh. Vinod	SK1735	01-05-2016																
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Name of Division: ALL																					

LEAVE ENTRY TRAININGS ASSIGNMENTS SALARY ACCREDITATION EXPLANATION	Division of Soil Science						
	Position	No.	Name of Incumbent	Emp. ID	Working From		
	Steno	01	Sh. Vinod	SK1735	01-05-2016		
	Head Asstt.	01	Sh. Akhoon	SK0338	10-09-2006		
	Accounts Asstt.	02	Sh. Vikas Vacant	SK1302	13-0-2011		
	Division of Basic Science						
	Steno	01					
	ACT	02					
	FCLA	04					
	Division of Floriculture						
	Steno						
	Accounts Asstt						
	ACT						
	FCLA						
	TRANSFERS: Joining						
	Name of Division	Name of Employee	Emp ID	Desig.	Joined against post	Date of Joining	Order
	Soil Sc.	Sh. Vinod	SK1735	Steno	Steno	01-05-2016	
	Soil Sc.	Dr. Vikas	SK0855	Asstt. Prof.	Asstt. Prof.	13-05-2017	
	Floriculture	Sh. Vijay	SK01013	FCLA	FCLA	18-9-16	
	TRANSFERS: Joining						
	Name of Division	Name of Employee	Emp ID	Desig.	Joined against post	Date of Joining	Order
	Soil Sc.	Mr Vikas	SK1735	Steno	Steno	01-05-2016	
	Basic Science	Sh. Shivram	SK1125	FCLA	FCLA	1-10-16	
	Plant Breeding	Sh. Naresh	SK1235	Asstt. Prog.	Computer Assistant	3-7-18	

<u>Deans/Directors DASHBOARD</u>																												
Welcome Dean, Faculty of Horticulture and Forestry, SKUAST-J																												
STAFF	LEAVE ACCOUNT: <input type="text" value="Year"/>																											
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	Division: Soil Science Year 2018																											
TRANSFER	<table border="1"> <thead> <tr> <th>Name of Employee</th> <th>Emp. ID</th> <th>CL</th> <th>EL</th> <th>CCL</th> <th>ML</th> <th>PL</th> </tr> </thead> <tbody> <tr> <td>Dr. Vikas</td> <td>SK0855</td> <td>10</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> </tr> <tr> <td>Sh. Rakesh</td> <td>SK1735</td> <td>--</td> <td>20</td> <td>--</td> <td>--</td> <td>--</td> </tr> </tbody> </table>							Name of Employee	Emp. ID	CL	EL	CCL	ML	PL	Dr. Vikas	SK0855	10	--	--	--	--	Sh. Rakesh	SK1735	--	20	--	--	--
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➤ Relieving

LEAVE ENTRY
 TRAININGS
 ASSIGNMENTS
 SALARY
 ACCREDITATION
 EXPLANATION

Division: ALL

Year 2018

Name of Division: Soil Science						
Name of Employee	Emp. ID	CL	EL	CCL	ML	PL
Dr. Vivek	SK0855	10	--	--	--	--
Sh. Rakesh	SK1735	--	20	--	--	--
Floriculture & Landscape						
Dr Arvind	SK1415	--	--	--	--	20
Mr Vijay	SK1516	--	15	--	--	--
Microbiology						
Dr Seema	SK1328	--	--	--	30	--

Trainings:

Year

Year: 2018

Name of Division	Name of Employee	Emp. ID	Name of Training	Host Institute	Date	No. of Days	Order
Soil Science	Dr ABC	SK0139	Modern Soil Test Techniques	HBU	12-01-2016	7	
Floriculture	Dr Arvind	SK1245	XXXX	XXXXX	13-05-2017	10	
PBG	Dr. Tuhina	SK0039	XXX	XXXX	1-1-16	14	
Basic Sc	Dr Gurdev	SK0151	XXX	XXXX	3-7-18	10	

Deans/Directors DASHBOARD

Welcome Director, Planning & Monitoring, SKUAST-J

BIV

➤ Gist (S/F/V)

- All
- Position wise
- Station wise
- Category wise
- Position/station wise

➤ Detailed B-IV

- All
- Station wise
- Category wise

RECRUITMENTS

TRANSFERS

BIV [GistAll](#) →

Select Year

Year

Post	Total	Filled	Vacant
Vice Chancellor	01	00	01
Directors	04	03	01
Deans	05	03	02
Registrar	01	01	00
Comptroller	01	01	00
Professors	43	36	07

BIV [Gist](#) → [Position wise](#) →

Select Year

Year

Select position

Choose

Post	Total	Filled	Vacant
------	-------	--------	--------

RETIREMENTS TRAININGS	Professors	43	36	07
	BIV GistStation wise			
	Select Year	<input type="text" value="Year"/>		
	Select Station	<input type="text" value="Choose"/>		
	Name of Station: FoA, Wadura			
	Post	Total	Filled	Vacant
	Professors	12	09	03
	Assoc. Prof.	19	15	04
	Steno	10	09	01
	FCLA	13	11	02
BIV GistCategory wise				
Select Year	<input type="text" value="Year"/>			
Select Category	<input type="text" value="Choose"/>			
Category: Teaching		Year: 2018		
Post	Total	Filled	Vacant	
Professors	43	36	04	
Assoc. Professors	110	99	11	

Deans/Directors DASHBOARD						
Welcome Director, Planning & Monitoring, SKUAST-J						
BIV ➤ Gist (S/F/V) • All • Position wise • Station wise • Category wise • Position/station wise ➤ Detailed B-IV • Station wise • Category wise RECRUITMENTS TRANSFERS RETIREMENTS TRAININGS	BIV GistPosition/station wise					
	Select Year	<input type="text" value="Year"/>				
	Select	<input type="text" value="Position"/>	<input type="text" value="Station"/>			
	Position & Station wise – 2018 - 2019					
	Position	Total Sanctioned	Faculty/Station	Sanctioned	Filled	Vacant
	Dean	05	FoH&F	1	0	1
			FoA	1	0	1
			FV.Sc	1	1	0
			FoDT	1	1	0
			FBS.c.	1	0	1
Assoc. Professors	02	CoTS	1	0	1	
		COAE	1	0	1	
		T				
BIV		DETAILED BIV				
Select Year	<input type="text" value="Year"/>					

Select Station/Division/Position									
					Station	Division	Position		
Name of Station	Name of Division	Name of Position	Sanctioned	Filled	Name of Incumbent	Pay Level	DoA	DoB	DoR
FoA	All	Professors	10	05	1) Dr. Vikas 2)Dr. Rakesh 3)Dr. Vinod 4)Dr. Sanjay 5)Dr.Parveen	L13 A L13 A L13 L12 L12	XX	XX	XX
		Assoc. Prof	24	18	1) 2) 3) -- -- 18)	L13 L12 L11 -- -- L10			
		Asstt. Prof.	47	32	1) 2) 3) 4 -- -- 32)	L11 L11 L10 L10 -- -- L10			
		Steno	10	04	1) 2) -- 6)				

REGISTRAR DASHBOARD							
Welcome Registrar, SKUAST-J,							
STAFF ➤ Registrar Office ➤ Comptroller ➤ DPM ➤ Other Units EMPLOYEE STATUS ➤ Year-wise ➤ Station-wise ➤ Post-wise ➤ Category-wise RECRUITMENTS ➤ Past ➤ New PROMOTIONS ➤ Past promotions ➤ Due promotions ➤ Promotion Rules	STAFF						
	Position	No.	Name of Incumbent	Emp. ID	Working From	Place of Posting	
	Registrar	01	Dr. S.K. Gupta	SK0048	10-08-2022	Registrar Office	
	Joint Registrar	01	Dr. Bharat Bhushan	SK0159	3-9-17	-Do-	
	Dy. Registrar	04	Sh. Sanjay Sharma Vacant Vacant Vacant	SK0435	4-8-19	-Do-	
	EMPLOYEE STATUS						
	Name of Station: ALL [station-wise]						
	Station	Post	Total	Filled	Vacant		
	FoA	Dean	01	00	01		
		Professor	10	10	00		
	Assoc. Prof.	19	17	02			
	Asstt. Prof.	40	33	07			
	Head Asstt.	23	16	07			
	FCLA	27	22	05			

<p>TRANSFERS</p> <ul style="list-style-type: none"> ➤ Past ➤ New <p>RETIREMENTS</p> <ul style="list-style-type: none"> ➤ Year-wise ➤ Post-wise 		Asst. Compt	02	01	01	
	FOA	Dean	01	01	0	
		Professors	11	10	01	
		Assoc. Prof.	20	15	05	
		Asstt. Prof.	30	20	10	
		Steno	10	08	02	
		ACT	20	18	02	
	Post –wise: As on 01-01-2018					
		Name of Post	Total sanctioned	Filled	Vacant	
		Vice Chancellor	01	01	00	
		Directors	04	03	01	
		Deans	05	04	01	
		Registrar	01	01	00	
		Comptroller	01	01	00	
	Professors					

<u>REGISTRAR DASHBOARD</u>																																																																														
Welcome Registrar, SKUAST-J																																																																														
<p>STAFF</p> <ul style="list-style-type: none"> ➤ Registrar Office ➤ Comptroller ➤ D PM ➤ Other Units <p>EMPLOYEE STATUS</p> <ul style="list-style-type: none"> ➤ Year-wise ➤ Station-wise ➤ Post-wise ➤ Category-wise <p>RECRUITMENTS</p> <ul style="list-style-type: none"> ➤ Past ➤ New <p>PROMOTIONS</p> <ul style="list-style-type: none"> ➤ Past promotions ➤ Due promotions ➤ Promotion Rules <p>TRANSFERS</p> <ul style="list-style-type: none"> ➤ Past ➤ New 	<p>CATEGORY WISE <input type="text" value="Month"/> <input type="text" value="Year"/></p> <p>Detailed Employee status as on 01-01-2018</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Tot. sanctioned</th> <th>Faculty/ station</th> <th>Sanctioned</th> <th>Filled</th> <th>Name of Incumbent</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Dean</td> <td rowspan="5">05</td> <td>FoA</td> <td>01</td> <td>0</td> <td>--</td> <td></td> </tr> <tr> <td>FV.Sc.</td> <td>01</td> <td>0</td> <td>--</td> <td></td> </tr> <tr> <td>FoAE</td> <td>01</td> <td>01</td> <td>Dr. Vikas</td> <td></td> </tr> <tr> <td>FoDT</td> <td>01</td> <td>01</td> <td></td> <td></td> </tr> <tr> <td>FVSC</td> <td>01</td> <td>01</td> <td></td> <td></td> </tr> <tr> <td rowspan="4">Directors</td> <td rowspan="4">04</td> <td>DPM</td> <td>01</td> <td>01</td> <td>Dr. Jyoti</td> <td></td> </tr> <tr> <td>DR</td> <td>01</td> <td>00</td> <td></td> <td></td> </tr> <tr> <td>DEdu</td> <td>01</td> <td>01</td> <td></td> <td></td> </tr> <tr> <td>DExt.</td> <td>01</td> <td>01</td> <td></td> <td></td> </tr> </tbody> </table> <p>RECRUITMENT: PAST</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Name</th> <th>Emp ID</th> <th>Post against</th> <th>Nature (T/C/A)</th> <th>Date of Issue</th> <th>Order No.</th> <th>Place of posting</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Dr. Vikas</td> <td>SK0013</td> <td>Asstt Prof</td> <td>T</td> <td>1-10-15</td> <td>313</td> <td>FoA</td> </tr> </tbody> </table> <p>RECRUITMENT: NEW</p> <p>JOB ADVERTISEMENTS <input type="text" value="Edit"/> <input type="text" value="View"/></p>						Category	Tot. sanctioned	Faculty/ station	Sanctioned	Filled	Name of Incumbent	Date	Dean	05	FoA	01	0	--		FV.Sc.	01	0	--		FoAE	01	01	Dr. Vikas		FoDT	01	01			FVSC	01	01			Directors	04	DPM	01	01	Dr. Jyoti		DR	01	00			DEdu	01	01			DExt.	01	01			S.No	Name	Emp ID	Post against	Nature (T/C/A)	Date of Issue	Order No.	Place of posting	01	Dr. Vikas	SK0013	Asstt Prof	T	1-10-15	313	FoA
	Category	Tot. sanctioned	Faculty/ station	Sanctioned	Filled	Name of Incumbent	Date																																																																							
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	01	Dr. Vikas	SK0013	Asstt Prof	T	1-10-15	313	FoA																																																																						

➤ Post-wise				Prof.	Rajouri	Chatha	2020	2020	2020 Dt 16-9-20
	TRANSFERS: New Transfers								
	S.No.	Emp. ID	Name of Employee	Desig.	Station From	Station To	Order No.		
01	SK0139	Dr. Rakesh	Asstt. Prof.	DARS Budgam	FoH, Shalimar	789 of 2020 (within week orders)			
02	SK0553	Sh. Nirmal	Accounts Asstt	Estates	Comptroller Office	790 of 2020			

REGISTRAR DASHBOARD										
Welcome Registrar, SKUAST-J,										
STAFF ➤ Registrar Office ➤ Comptroller ➤ Dte. PM ➤ Other Units EMPLOYEE STATUS ➤ Year-wise ➤ Station-wise ➤ Post-wise ➤ Category-wise RECRUITMENTS ➤ Past ➤ New PROMOTIONS ➤ Past promotions ➤ Due promotions ➤ Promotion Rules TRANSFERS ➤ Past ➤ New RETIREMENTS ➤ Year-wise ➤ Post-wise	RETIREMENTS Year Wise									
	Select Period		From		To					
	Category		All/ Choose							
	S.No.	Name	Emp. ID	Desig.	DoB	DoA	DoR	Last Place of Posting	NoC	
	01	Dr. Arti	SK0136	Assoc. Prof.	15-06-1958	27-09-1987	30-06-2020	FoH	Obtained	
	02	Sh. Nikhil	SK1025	Sr. Steno	09-05-1960	13-4-1989	31-05-2020	Estates	-Do-	
	RETIREMENTS Position -wise									
	Select Period		From		To					
	Position		All/ Choose							
	Name of Position	Name	Emp. ID	DoB	DoA	DoR	Last Place of Posting	NoC		
Professors	Dr.Arti	SK0136	15-06-1958	27-09-1987	30-06-2020	FoH	Obtained			
	Dr.Rakesh	SK1025	09-05-1960	13-4-1989	31-05-2020	FoA	-Do-			