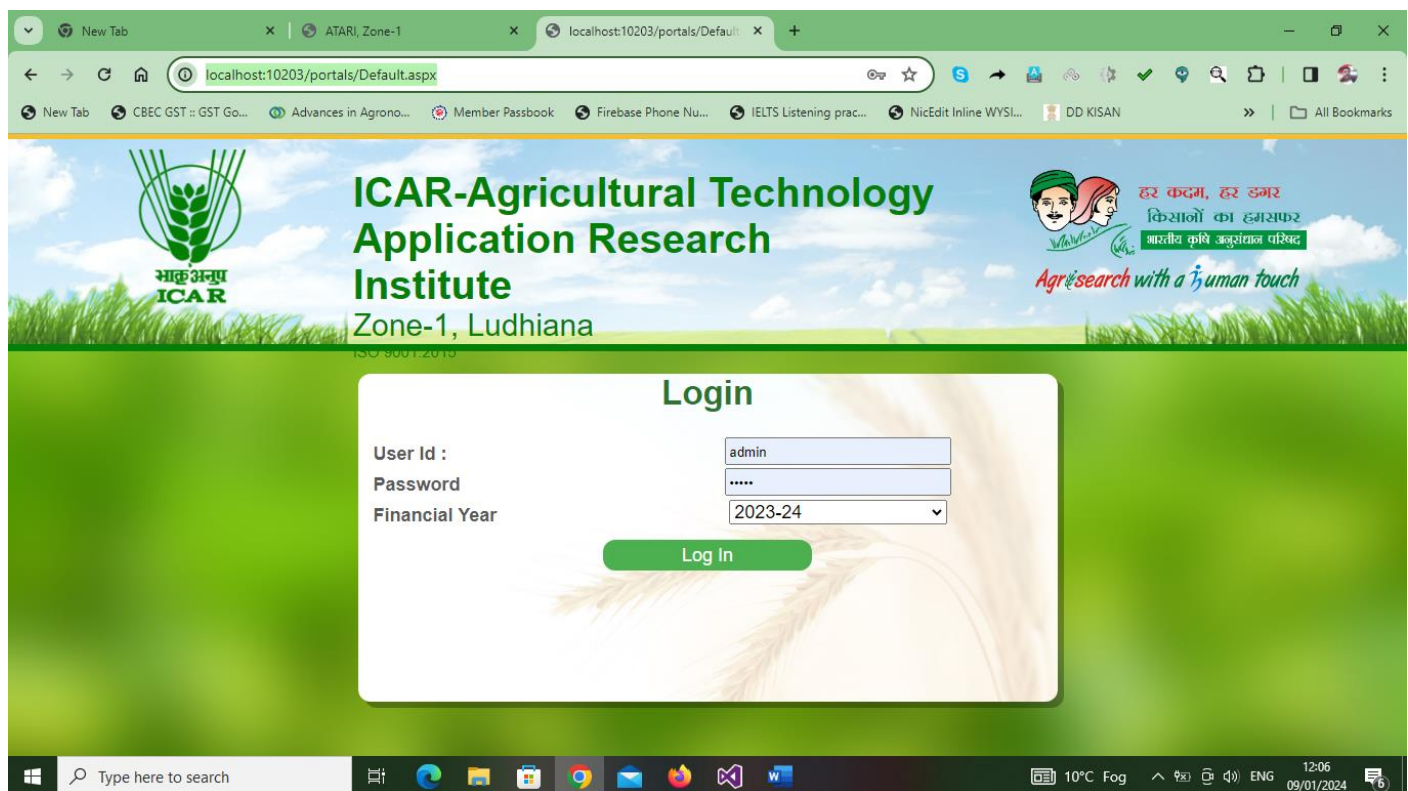


Manual to upload AUC and Salary on ATARI-1 Portal

For Open the login page by using Link: <https://atariz1.icar.gov.in/portals>. And provide information like User ID, Password and Financial year



The screenshot shows the login page of the ICAR-Agricultural Technology Application Research Institute (ATARI-1) portal. The page has a green header with the ICAR logo and the text "ICAR-Agricultural Technology Application Research Institute Zone-1, Ludhiana". Below the header, there is a "Login" form with the following fields:

- User Id :
- Password :
- Financial Year :

A green "Log In" button is located below the form. The page also features a banner with the text "हर कदम, हर डगर किसानों का हमसफर भारतीय कृषि अनुसंधान परिषद" and the slogan "AgriSearch with a human touch".

After login dashboard will appear. In the dashboard there are main two menus

- A. AUC Submission
- B. Salary

1. **AUC Submission:** When AUC submission will be clicked then new page will be opened in front of you.



The screenshot shows the AUC Submission dashboard of the ATARI-1 portal. The page has a green header with the ICAR logo and the text "ICAR-Agricultural Technology Application Research Institute Zone-1, Ludhiana". Below the header, there is a navigation bar with the following links:

- AUC Submission
- Salary
- Change Password

The main content area displays a table with the following columns: ID, Scheme Name, Status, Remarks, Last Updated, and File. The table contains two rows of data:

ID	Scheme Name	Status	Remarks	Last Updated	File
13	CRM	Approved		02/09/2023	
14	DAMU	Re-Submitted	a	09/01/2024	

Below the table, there are navigation links: First, Previous, Next, Last. The page also features a banner with the text "हर कदम, हर डगर किसानों का हमसफर भारतीय कृषि अनुसंधान परिषद" and the slogan "AgriSearch with a human touch".

In this page just click on the edit button available to your respective scheme and upload your AUC file in PDF format and click the checkboxes available in dialog box then upload your AUC.

After upload the AUC, wait for the response from ATARI if it is accepted then status will be approved otherwise resubmit your AUC as per required changes mentioned in remarks

- Salary upload: to upload salary first create your staff in staff master menu under salary menu. In this page give name of personnel working on said designation and its basic information like contact number, email id etc.

ID	Staff/ Scientist Name	Designation	Discipline	Position	Email ID	Contact
3	Dr Sanjeev Kumar Kataria	Programme Coordinator	Entomology	Filled	k.sanjeev	123
10002	Ramandeep Sharma	Programme Assistant (Computer)	Computer	Filled	ab	123
10003	Rachna Garg	Programme Assistant (Lab Tech)	Science	Filled	av	123
10004	Dr Kanchan Sandhu	SMS3	Home Science	Filled	ab	123
10005	Dr. Balvir Kaur	SMS2	Horticulture	Filled	ab	123
20003	Dr Rohit Gupta	SMS4	Animal Science	Vacant	ab	123
20006	Er Rupinder Chandel	SMS6	FM&PE	Filled	abc	123

After that go to Salary detail month wise. Then select your month to upload salary then select designation in the table below then enter salary detail in textboxes. Remember do not add any text values in these textboxes. Please enter only numeric and press insert button to add data. If the data of personnel is correct then freeze the record also. Once you will freeze the record then data will be appeared on ATATI Panel. When you will freeze the record the you need to check some checklist.

Month	Staff/Scientist Name	Detail Type	Total Salary
Jan	Dr Sanjeev Kumar Kataria	Salary	49000.00
Jan	Dr Sanjeev Kumar Kataria	Arrear	1000.00
Jan	Ramandeep Sharma	Salary	57800.00
Grand Total			107800.00

Month (Mar-Feb)	Staff Name	Basic Salary	Dearness Allowance	House Rent Allowance	Rural Area Allowance	Mobile Allowance
Jan	Dr Sanjeev Kumar Kataria					
		NPS/GPF Employer	Washing Allowance	Non Practicing Allowance	Special Duty Allowance	Special Compensatory Allowance
		Children Education Allowance	Sunderban Allowance	Cash Handling Allowance	Remote Area Allowance	Border Area Allowance
		City Compensatory Allowance	Personal Pay Allowance	Uttarakhand Development Allowance	Conveyance Allowance	Detail Type
						Salary