



डा. के. जयकुमार, आईएएस
संयुक्त सचिव

Dr. K. JAYAKUMAR, IAS
Joint Secretary



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

D.O No. 2/70/2010-JS
Dated: 23rd August, 2012

Dear Sir,

As you may be aware that the Reference Hand book for (i) Procurement Materials Management Vol. I; (ii) Administration Module ; & (iii) Stores Module is ready. This has been uploaded on CSIR ERP Portal and copies are also being dispatched to the Laboratories/Units through personal messengers. The Vol. (ii) of the Materials Management is under print and will be sent to you soon.

As informed earlier, the mapping of the roles for all employees needs to be completed by the PME Group in your Lab. The Pre-requisite forms for IESP (Infra: Engg.Stores & Purchase) Portal (Materials Management) has also been uploaded in the CSIR ERP Portal. It is critical that data entry in (i) Material Master (ii) PIR & DIR (Stores Master) Add Existing Assets and (iii) Vendor Master is completed at the earliest. Screenshots have also been uploaded detailing the step by step procedure for the data entry.

Kindly instruct the officers in your Lab./Unit to commence the data entry in the IESP Portal so as to enable online operations to commence.

With regards,

Yours sincerely,


(K. Jayakumar)

To

CoSP/SPO/SO of all National Laboratories/Institutes.

CODIFICATION OF ITEMS

(illustrative list)

Main Group

01	-	<u>Animal House</u>	Sub Group	
			01	Live animals
			02	Animal feed
			03	Animal house infrastructures
			98	Miscellaneous
02	-	<u>Automobiles</u>	Sub Group	
			01	Vehicles
			02	Tyres & tubes
			03	Batteries
			04	Spare parts
			05	Accessories
			98	Miscellaneous
03	-	<u>Civil Construction Materials</u>	Sub Group	
			01	Cement
			02	Plumbing & Sanitary
			03	Bricks & Sand
			04	Bitumen & Stone chips
			05	Distemper
			06	Polish/Varnish
			98	Miscellaneous
04	-	<u>Electrical Materials</u>	Sub Group	
			01	Cables
			02	Wires
			03	MCBs
			04	Poles
			05	Fittings
			06	Tube lights
			07	Bulbs
			08	Chokes
			09	Starters
			98	Miscellaneous
05	-	<u>Computers</u>	Sub Group	
			01	Computer Hardware
			02	Computer softwares
			03	Computer consumables
			04	Computer parts
			05	Computer peripherals
			06	LAN items
			98	Miscellaneous
06	-	<u>Chemicals</u>	Sub Group	
			01	Perishable
			02	Explosive
			03	Inflammable
			03	Volatile
			04	Poisonous
			05	Fine bio chemicals
			98	Miscellaneous
07	-	<u>Lab ware</u>	Sub Group	
			01	Laboratory Glass wares
			02	Laboratory plastic wares
			03	Laboratory poly urethane wares
			98	Miscellaneous

			09 VCR/VCP
			10 PA system
			11 DVD Player
			12 Speakers
			98 Miscellaneous
15	-	<u>Refrigeration & Air-conditioning Equipment</u>	
		Sub Group	
			01 Window AC
			02 Split AC
			03 Refrigerators
			04 Deep Freezers
			06 Central AC Plant
			07 Package AC Plant
			98 Miscellaneous
16	-	<u>Gases</u>	
		Sub Group	
			01 Industrial gases
			02 High purity gases
			03 Medical gases
			04 Refrigeration gases
			05 Gas mixtures
			98 Miscellaneous
17	-	<u>Hardware/Engineering items</u>	
		Sub Group	
			01 Screws
			02 Nuts
			03 Bolts
			04 Hacksaw blades
			05 Wire mesh
			06 Sieves
			07 Abrasive materials
			08 Brushes
			09 Electrodes
			10 Resins
			98 Miscellaneous
18	-	<u>Paints, Oils & Lubricants</u>	
		Sub Group	
			01 Paints
			02 Oils
			03 Lubricants
			04 Spirit
			98 Miscellaneous
19	-	<u>Metals</u>	
		Sub Group	
			01 Ferrous
			02 Non ferrous
			03 Alloys
			04 Noble metals
			98 Miscellaneous
20	-	<u>Photographic materials</u>	
		Sub Group	
			01 Photographic Equipment
			02 Photographic accessories
			03 Photographic Consumables
			98 Miscellaneous
21	-	<u>Medical</u>	
		Sub Group	
			01 Allopathic medicines
			02 Ayurvedic medicines
			04 Homeopathic medicines
			05 Pathological items
			06 Medical instruments
			07 Medical Equipment
			98 Miscellaneous

22	-	<u>Safety item</u>	Sub Group 01 Fire fighting equipments 02 Accessories for fire fighting equipments 03 Consumables for fire fighting equipments 04 Protective clothing 98 Miscellaneous
23	-	<u>Stationeries</u>	Sub Group 01 Paper & Paper Products 02 Office Stationery 03 Liveries 04 Printed Material 98 Miscellaneous
24	-	<u>Cleaning materials</u>	Sub Group 01 Dusters 02 Detergents 05 Soaps 06 Floor Cleaners 07 Sanitary use items 98 Miscellaneous
25	-	<u>Printing</u>	Sub Group 01 Printing machines 02 Accessories 03 Spares 04 Consumables for printing 05 Others 98 Miscellaneous
26	-	<u>Drawing Materials</u>	Sub Group 01 Drawing Boards 02 Drawing Instruments 03 Drawing consumables 98 Miscellaneous
27	-	<u>Other Consumables</u>	Sub Group 01 Filter paper 02 Membranes 03 Seeds 06 Plants 07 Pesticides 08 Insect ices 09 Manure 98 Miscellaneous



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Head Quarter

[Change Password](#)

TRANSFORMING OUR ENTERPRISE

Service Book

Setup

Store Master
Material Master

My Project

S. No	Title
1.	Implementation of ERP
2.	Introduction of coaching
3.	New process for recruitment
4.	Project Improving The zinc efficiency and better Uniformity

[More...](#)

Assigned to me

- Pending (0)

Pending with reportee

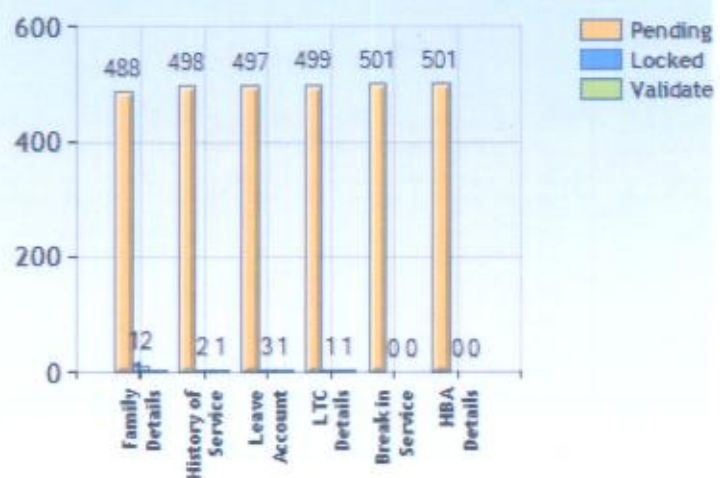
- Pending (0)

Notification

New Performance
evaluation system for
Scientists in CSIR
- Completed
CSIR Foundation Day
(Communication from JS)
Public lecture by Eric D.
Green at Teen Murti
Bhawan on 8th
September, 2011.
Recruitment to the post of
Legal Adviser - Reg. (Last
Date: August 31, 2011)

[More...](#)

Service Book Updation Summary



Important Links

[DOPT](#)
[CSIR](#)
[DSIR](#)

①


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 TRANSFORMING OUR ENTERPRISE

Materials Management

Welcome Thomas Tomy Kuriakose
Designation Controller of Stores & Purchase

Lab Name Council of Scientific and Industrial Research, Head Quarter
Lab Address Anusandhan Bhawan, 2, Rafi Marg, New Delhi, North India -
www.csir.res.in

 Home
 Logout

Navigate To	Admin Profile	To Do List
 Add <input type="button" value="Add"/>  Add Project User Mapping  Add Existing Assets		<p>No content to view!!!</p> <div> <input type="text"/> <input type="button" value="Go"/> </div>

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 www.csir.res.in

➤ **Navigate To**



Add Existing Assets

Stores Add Existing Asset

Fields marked

Indentor Info

Lab Name Council of Scientific and Industrial Research, Head
 Quarter **Date** 23/8/12
Allocated To* --Select One-- STORE **Owner*** DIR

Item Details

S No.	Item Name	Item Description	Specification	Asset ID	Asset SI No	Purchase Value	Purchase Date	C
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Submit

Add Item

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3

Page 1 of 1


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Navigate To


 Add Add ▶


 Add Project User Mapping


 Add Existing Assets

Category Master

Fields marked as (*) are Mandatory

Budget Head *

Category Name *

Category Description

Add
Cancel

Policy

Search

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