



सत्यमेव जयते

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.2/70/2012-JS(Admn.)
December 3, 2012

Dear Sir,

Sub: Significant aspects to be noted in the context of 'One CSIR' ERP Solution Implementation.

During the month of Nov 2012, a number of Workshops have been held in which the participating CSIR Officers/Employees have been demonstrated the nuances and aspects to be taken into consideration while implementing the ERP Solution in their respective CSIR Laboratories. The appropriateness of the solution framework, the maturity, manageability and reconfigurable aspects of the enterprise solution architecture has been substantially validated/demonstrated to reassure the CSIR Employees. They are now required to place their confidence in the 'One CSIR' Solution framework and ensure its successful adoption with rigor, passion and persistent efforts.

2. On the basis of intensive consultations & discussions, it has been decided by Dr. Nagesh Iyer, Chairman of the CSIR Transformation Project, Dr. G. Radhakrishnan, Project Leader, the undersigned and the Core Team of Nodal Officers and Technical Officers during the 2 Day Conference on 29-30 Nov 2012, that this persistent and rigorous effort would be ensured by undertaking and pursuing the following measures:

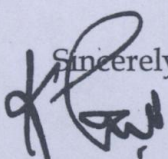
- (a) Setting the Rules which will be notified from time to time requiring compliance by the Laboratories
- (b) Transparent and public notification of comparative performance across all Laboratories in the Project Management Portal on the basis of evidences of online operations and activities in the One CSIR Application
- (c) Administrating rewards and penalties on the basis of performance audits and bench marking of results.

3. As discussed and disseminated during the Workshops that were held, an entire mechanism has been put in place to address issues, provide clarifications and attend to any difficulties which may be expressed by the Project Champions and Laboratory Teams during the implementation of the Application.

.....2/-

4. The first set of rules for compliance is to ensure that Payroll and Employee self service get transacted online. This would also be concurrently accompanied by commencement of online indenting and procurements for standard and routine items. All Policies, Notifications from CSIR HQr, as already notified by the Policy Division, would henceforth be published only in the Policy repository and will not be sent as hard copies by post or as email softcopy attachments. Meantime, the Laboratory teams may also develop familiarity with business development, budgeting and project related functionalities and capabilities built in the R&D Portal. The technical teams are required to plan for implementation of a Unified NKN Linked IP Scheme as discussed in the Technical and Nodal Officers Conference at Chennai on 29-30 Nov 2012.
5. It is also imperative to set up a Laboratory level training facility where cross functional teams of scientists, technical officers and administrative officers on scheduled dates and time periods can participate as a team and execute transactions online. Hand holding sessions can also commence in these training facilities on a regular basis. As and when required, Project Assistants from the Central team at CSIR HQr will also be deputed for short durations to facilitate efforts in the Laboratories for the implementation of ERP Application.
6. It may kindly be informed to all administrative staff that performance assessments and promotions will be linked directly to the progress achieved in implementation of ERP application and online transactions carried out in the Portal. It shall be ensured that Paybill for the month of Dec 2012 is completed using One CSIR Enterprise Portal, prior to sending Officers for DPC scheduled to take place in Jan 2013. Further, Officers called for DPC will need to show evidence of the number of ESS/Procurement Transactions completed online as and when the DPC is held in 2013.
7. Directors may kindly convene regular and periodic meetings to review the progress on various implementation related activities.

With regards,

Sincerely,

(K Jayakumar)

To

All Directors of National Laboratories/Institutes of CSIR