

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, 2 RAFI MARG, NEW DELHI 110 001**

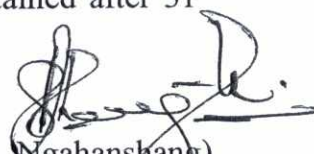
No. 6-8(131)2001-E.III

Dated: 30<sup>th</sup> July, 2013

**OFFICE MEMORANDUM**

Sub: Implementation of ERP – online submission of leave applications.

The Joint Secretary (Admn) has decided that all the employees in CSIR h'qrs will henceforth apply for leave online via leave module of OneCSIR portal w.e.f. 1<sup>st</sup> August, 2013. No more leave applications on paper will be entertained after 31<sup>st</sup> July 2013.

  
(K. Ngahanshang)  
Section Officer

Copy to:

1. All the Divisional and Sectional Head of CSIR H'qrs, CSIR Complex, HRDC, Ghaziabad and IPU with the request to bring this to the knowledge of all the employees working under them.
2. Managers, MBSA & Science Centre.
3. All Notice Boards of CSIR H'qrs, CSIR Complex, HRDC, Ghaziabad, IPU, MBSA & Science Centre
4. O/o VP, CSIR
5. US O/o DG, CSIR
6. US O/o JS (A)
7. O/o Director, Central Office
8. PA to FA, CSIR
9. PS to CVO, CSIR
10. Office Copy.