



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

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CSIR Enterprise Transformation Project
Office of JS(A) and Head, IT

D.O.No.1/70/2013-JS(A)
Aug 4, 2013

To
The Directors
CSIR Labs/Institute

Sir/Madam,

Sub: Implementation of ERP modules - Adoption of a standard simplified system and practice across all CSIR Labs/Institute

One of the major objectives of CSIR Enterprise Transformation Project is to simplify the procedure in executing routine activities within the laid down rules and regulations and to adopt this procedure uniformly across all CSIR Labs/Institute/Central Office.

ERP Modules address all the complexities and pain areas in the present system and provides a reengineered solution within the frame work.

Guiding Principles:

1. Single Step approval process for non-financial transactions. Only information is provided to the higher levels on "Need to Know" basis.
2. Two Step approval process for all financial transactions as per delegation of powers.
3. All business rules and guiding principles are checked in the system and hence routing the papers for validation / cross verification with service book is totally avoided. Finance & Accounts will validate and cross verify before making payment. Henceforth most of the transactions routed through Establishment sections will

henceforth be processed in the system itself and land in the Bills section directly and passed on to the Finance.

4. Henceforth all leave accounts including CL & RH will be maintained in the system and Establishment section will maintain these records. The leave account before commencement of online operations will be kept in the E-Service Book and need to be updated as per manual Service Book. The opening balance of all leaves including CL & RH need to be entered in the system before commencement of online operations and the Leave Ledger will be linked subsequently to the E-Service book later. Leave balance as on today will be known to the user through the Leave Ledger

5. All financial transactions from 1st April 2013 need to be entered in the system through FVC / online system and on commencing of online operations FVC route will be stopped.

6. FVC bills will be entered by the respective nodal sections admin, purchase, works, pme, BD, etc. and will be passed on to Finance for accounting. After completing the legacy bills, payment of current bills can be done through online system. (A separate notification to this effect is being circulated by Finance Advisor to all COFA/FAO)

7. All original vouchers and receipts should be scanned and uploaded in the system and need to be routed to Finance & Accounts section. Certification and Transaction ID are to be entered on the back side of the original voucher / receipt / bill. No paper application will accompany the voucher/receipt/bill. System transaction log is treated as an authorization in place of signature from the applicant.

8. We need to commence all online operations not later than Sep 26, 2013.

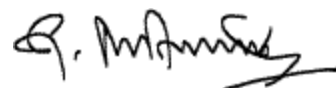
CSIR HQ & CO has commenced Processing of files through e-Office system and Leave applications.

OneCSIR project team would provide full support to all Labs/Institutes to adopt the new system.

Looking forward for your kind support.

With Regards,

Yours Sincerely



(G.Radhakrishnan)
Project Leader