

3.1.1.

सी एस आई आर-उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान, जोरहाट  
CSIR-North East Institute of Science and Technology  
JORHAT

No. NEIST-J/AO/28.0/2011

Date : 12.05.2011

OFFICE MEMORANDUM

The Competent Authority, NEIST Jorhat has been pleased to approve the following arrangements :

1. Shri S K Pal, A.O. - He will look after Co-ordination and implementation of ERP and transformation scheme.
2. Shri J L Khongsai - He will continue to work as officiating A.O. with duties and responsibilities as assigned earlier, except the work assigned to Mr. S K Pal.

All SO's in Administration will report to both ( A.O. and Officiating A.O.) as per the work flow and need.

This O.M. will come into force with immediate effect and until further orders.

*N C Bora*  
( N C Bora )  
Section Officer

Copy to :

- 1) All Area Coordinators
- 2) All Head of Divisions/Sections
- 3) Scientist In-charge, Branch Lab. Itanagar
- 4) Scientist In-charge, NIEST Sub-station, Manipur
- 5) Dr. PK Barooah – for display in the Intranet
- 6) Personal file of the concerned officers
- 7) P.S. to Director
- 8) PA to AO

*Doble*  
*16/5/11*

सी एस आई आर-उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान, जोरहाट  
CSIR-North East Institute of Science and Technology  
JORHAT

No. NEIST-Jt/AO(ICT)/2011

Dated : 06.06.2011

**OFFICE MEMORANDUM**

**Subject : Constitution of two-tier teams for Implementation of CSIR Enterprise Transformation – ICT Interventions Project.**

The Director, NEIST, Jorhat has been pleased to constitute two tier teams for implementation of CSIR Enterprise Transformation – ICT interventions project as follows as per CSIR D.O. letter No. 2/70/2011-JS dated 20<sup>th</sup> April, 2011 from Joint Secretary (Admn.).

**LAB. LEVEL TASK FORCE (FOR NEIST, JORHAT) :**

- |    |  |   |                    |
|----|--|---|--------------------|
| 1. | Dr. P.G. Rao, Director                     | - | Chairman           |
| 2. | Dr. R.C. Boruah, Scientist H               | - | Co-Chairman        |
| 3. | Dr. M.C. Kakati, Scientist Head, PME       | - | Member             |
| 4. | Mr. B.C. Saikia, Scientist, Head, I&BD     | - | Member             |
| 5. | Dr. P.K. Barooah, P.T.O., ICT/IT           | - | Member - Secretary |
| 6. | Mr. S.K. Pal, Administrative Officer       | - | Member             |
| 7. | Mr. P. Patar, F&AO                         | - | Member             |
| 8. | Mr. L. Misao, S.O. (S&P)                   | - | Member             |
| 9. | Mr. S.K. Pal, A.O. Transformation Champion | - | Member             |

**LAB LEVEL IMPLEMENTATION TEAM (FOR NEIST, JORHAT)**

**A. Scientists :**

- |    |  |   |          |
|----|--|---|----------|
| 1. | Dr. J.C.S. Katakya, Scientist & Head, Synthetic Organic Chemistry Division & Co-ordinator of Finance & Accounts. | - | Chairman |
| 2. | Mr. Debabrata Das, Scientist, Gr. IV(1)  | - | Member   |

**B. Technical Officers/IT/Net Working/Software/Application/Data base specialists (02) :**

- |    |   |   |        |
|----|---|---|--------|
| 3. | Dr. P.K. Barooah, Principal Technical Officer | - | Member |
| 4. | Mr. Dhiman Bhattacharjee, Technical Assistant | - | Member |

**C. Gen. Administration, S&P, F&A, R&D, BD (05) :**

- |    |  |   |        |
|----|--|---|--------|
| 5. | Mr. Jyotimoy Bhuyan, Section Officer (appointed under CASE-II-2009 II) from General Administration | - | Member |
|----|--|---|--------|

- |    |   |   |        |
|----|---|---|--------|
| 6. | Mr. John L. Ngaihte, Assistant Gr. I<br>(appointed under CASE-II-2009 II)<br>from Stores & Purchase     | - | Member |
| 7. | Mr. Navin Kumar Sharma, Section Officer<br>(appointed under CASE-II-2009 II)<br>from Finance & Accounts | - | Member |
| 8. | Dr. Manash Ranjan Das, Scientist, Gr. IV(1)<br>from R & D   | - | Member |
| 9. | Dr. Dipanwita Banik, Scientist, Gr. IV(1)<br>from I&BD  | - | Member |

**D. Trainers : (02)**

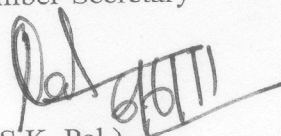
- |    |   |   |        |
|----|---|---|--------|
| 1. | Mr. Mangte Lalrenga Kom, Assistant Gr. I<br>(appointed under CASE-II-2009 II) | - | Member |
| 2. | Mr. B. Mahriili Osanah, Assistant Gr. I<br>(appointed under CASE-II-2009 II)  | - | Member |

**E. Programme Manager and Analytics Person : (01)**

- |  |   |   |        |
|--|---|---|--------|
|  | Mr. Khirud Buragohain, Scientist, Gr. IV(1) | - | Member |
|--|---|---|--------|

**F. Transformation Champion : (01)**

- |  |                                      |   |                  |
|--|--------------------------------------|---|------------------|
|  | Mr. S.K. Pal, Administrative Officer | - | Member-Secretary |
|--|--------------------------------------|---|------------------|

  
 ( S.K. Pal )  
 Administrative Officer

To

1. The Chairman , Task Force Team
2. The Chairman, Implementation Team
3. Jt. Secretary (Admn.), CSIR, Rafi Marg, New Delhi
4. Dr. Radhakrishna. CSIR Enterprise Transformation, ICT Interventions Project
5. PS to Director
6. All the members of above teams
7. All Area Coordinators.
8. All Head of Divisions/Sections for their kind information and with the request to bring the contents of this Circular to the notice of all concerned.
9. Scientist in-charge, BLI
10. Scientist in-charge, Manipur Sub-station
11. Dr. PK Barooah, Head, KRC with a request to display in Intranet
12. All Notice Boards



3.3.1

सीएसआईआर-उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान ,जोरहाट:असम  
CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY,JORHAT:ASSAM

सं. निस्ट/CSIR-NEIST/AO(ICT)/2011

दिनांक Dated: the 3rd May,2012

कार्यालय ज्ञापन OFFICE MEMORANDUM

On engagement of Data Entry Operator for ERP work Shri Jyotimoy Bhuyan, Section Officer (Establishment) shall supervise the work of Data Entry Operators, guide them in the work of data entry and validate the data entered by them for creating all e-service books of the Institute. All necessary arrangement for creating e-service book shall be made by him in consultation with the undersigned, Transformation Champion.



(एस के पाल S K Pal)

प्रशासनिक अधिकारी

Administrative Officer

To  
Shri Jyotimoy Bhuyan,  
Section Officer( Establishment).

प्रतिलिपि Copy to :

✓ 1. निदेशक के नि.स. P S to Director.

Dgpl



सीएसआईआर उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान -जोरहाट(असम)

CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY-JORHAT (ASSAM)

(वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्)

(Council of Scientific & Industrial Research)

(सीएसआईआर-नेस्ट) No.: NEIST/ERP /12

Dated: 10.12.2012

कार्यालय परिपत्र /Circular

**Sub.: Implementation of ERP in CSIR-NEIST**

As a part of implementation of ERP in this Institute a presentation cum training programme is organized for the new recruits in the Conference Room, Administrative Block on 15.12.2012 at 11AM. The programme is intended to give an overview of ERP, its benefit and will teach the new recruits to create Employee profiler/User ID in ERP so that they can create themselves the employee profiler and also help other staff of the Division/Section to do ERP activities.

All the HODs are requested to send the staff recruited in past two years from their division for their participation in the programme.



(जे. भूयन/ J. Bhuyan)

अनुभाग अधिकारी .(ई.अर.पि)/SECTION OFFICER (ERP)

प्रति: /To:

1. All HODs
2. PA to Administrative Officer
3. SO(Establishment)
4. I/c Hindi Cell
5. Scientist i/c, BLI, Itanagar
6. Scientist i/c, Sub Station, Manipur

**सीएसआईआर उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान -जोरहाट(असम)**  
**CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY-JORHAT (ASSAM)**  
(वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्)  
(Council of Scientific & Industrial Research)

(सीएसआईआर-नेस्ट) No.: CSIR-NEIST/ERP /13

Dated: 21.02.2013

कार्यालय परिपत्र /Circular

It is observed that a major portion of the members of the staff is yet to submit the proforma furnishing information for creation of E-service book in the ERP System. CSIR is transforming through implementation of ERP and all office activities in future will be done online through ERP system. Director General in his recent communication has felt an intense drive to be taken by each laboratory to implement ERP in order to put CSIR system at a higher pedestal, in the domain of e-governance. He further set out a target to complete the entire ERP implementation process by the end of first quarter or at the maximum by the second quarter of the year i.e. 30<sup>th</sup> June 2013. Further as per decision of the DG, CSIR next increment w.e.f. 1<sup>st</sup> July, 2013 will be done electronically.

The Heads of Divisions are therefore requested to extend their cooperation and to ensure the submission of Proforma by the fellow colleagues working in their divisions urgently by 1<sup>st</sup> March 2013.

Shri Jyotimoy Bhuyan, Section Officer dedicated for implementation for ERP may be contacted for any clarification. The Proforma may be downloaded from the Intranet. However a copy of Proforma with this circular is also given to all the HODs as ready reference.

Once again all the Heads of Divisions are requested to extend their utmost cooperation in order to get filled in forms by each members of staff working with them and arrange to send the same to Shri Jyotimoy Bhuyan by the date set above. The members of the staff who have already submitted their filled in forms need not to submit again.

Kind cooperation of all the members of the staff is solicited.

Hindi version of the circular is followed.

  
(एस. के. पाल / S.K. Pat)

प्रशासनिक अधिकारी /ADMINISTRATIVE OFFICER

प्रति: /To:

- 1) All HODs- with a request to ensure distribution, filling up and submission of the Proforma by the employees within due date i.e. 01.03.2013
- 2) SO(Establishment) -to provide information related to service matter to the staff, if required
- 3) I/c, Hindi Section- to provide information related to Hindi qualification to the staff, if required
- 4) Scientist i/c, Branch Laboratory, Itanagar -with a request to send the filled in forms immediately
- 5) Scientist i/c, Branch Laboratory, Imphal - with a request to send the filled in forms immediately
- 6) Dr. PK Barooah, Head, ICT-with a request for display in the intranet and uploading the proforma

सीएसआईआर उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान -जोरहाट(असम)  
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(वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्)  
(Council of Scientific & Industrial Research)

(सीएसआईआर-नेस्ट) No.: NEIST/ERP /12

Dated: 10.04.2013

कार्यालय परिपत्र /Circular

**Sub.: Generation of Paybill through ERP**

As a part of implementation of ERP, a training programme on Paybill module is organized to the staff of Bill Section and the Finance and Accounts Section. The programme will be held in the Conference Room, Administrative Block on 12.04.2013 at 11AM.

All the staff of Bill and Finance & Accounts section is requested to attend the programme.

  
(विक्रम सिंह / Vikram Singh)

प्रशासनिक अधिकारी/ADMINISTRATIVE OFFICER

प्रति: /To:

1. SO (Bill Section)
2. FAO (Finance & Accounts)



सीएसआईआर उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान -जोरहाट(असम)  
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(Council of Scientific & Industrial Research)

(सीएसआईआर-नेस्ट) No.: NEIST/ERP /12

Dated: 16.04.2013

कार्यालय परिपत्र /Circular

**Sub.: Implementation of ERP in CSIR-NEIST**

A presentation programme on application of leave through ERP system is organized in the Auditorium on 19.04.2013 at 10 AM. The programme will demonstrate how to apply leave through the ERP system, the activities involved in the process and the basic requirement before applying leave.

All the staff is requested to participate in the programme.



16/4/13

(विक्रम सिंह / Vikram Singh)

प्रशासनिक अधिकारी/ADMINISTRATIVE OFFICER

प्रति: /To:

1. All HODs
2. SO (ERP)
3. I/c Hindi Cell
4. Scientist i/c, BLI, Itanagar
5. Scientist i/c, BLI, Manipur

सीएसआईआर उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान -जोरहाट(असम)  
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(Council of Scientific & Industrial Research)

(सीएसआईआर-नेस्ट) No.: NEIST/ERP /12

Dated: 16.04.2013

कार्यालय परिपत्र /Circular

As directed by ONECSIR all leave application should come through ERP system w.e.f. 15.04.2013. All the Staff are requested to apply leave in ERP system and a hard copy of the applied leave may be forwarded to the Establishment Section for record. The HODs are requested to ensure that the staff are strictly following the instruction.

This circular is a follow up of the mail, dated 10.04.2013 sent by ONECSIR, which has already been forwarded to all the HODs.



(विक्रम सिंह / Vikram Singh)

प्रशासनिक अधिकारी/ADMINISTRATIVE OFFICER

प्रति: /To:

- 1) All HODs
- 2) SO (Establishment)
- 3) I/c Hindi Cell
- 4) Scientist i/c, BLI, Itanagar
- 5) Scientist i/c, Sub Station, Manipur

सीएसआईआर उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान -जोरहाट(असम)

CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY-JORHAT (ASSAM)

(वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्)  
(Council of Scientific & Industrial Research)

(सीएसआईआर-नेस्ट) No.: NEIST/ERP /12

Dated: 20.09.2013

कार्यालय परिपत्र /Circular

**Sub.: Implementation of ERP in CSIR-NEIST**

All the Employees Self Service (ESS) processes of ERP HR Portal are now fully functional. Applications for leave are already being routed through ESS and now it is requested that all staff should route applications through ESS for CEA, NOC, LTC, GPF, Loan, TA, Medical reimbursement, Telephone reimbursement etc. They should also continue to submit a hard copy of such applications in the concerned Section for record till everyone is comfortable using the ESS. If any support or assistance is required while using these ESS processes, Shri Jyotimoy Bhuyan, SO (ERP) may be contacted (extn. 5000).



20/9/13

(विक्रम सिंह / Vikram Singh)

प्रशासनिक अधिकारी /ADMINISTRATIVE OFFICER

प्रति: /To:

- 1) All HODs
- 2) SO (ERP)
- 3) I/c Hindi Cell
- 4) Scientist i/c, BLI, Itanagar
- 5) Scientist i/c, ~~Sub Station~~, Manipur

BLI