



Council of Scientific & Industrial Research
(CENTRAL OFFICE)
Anusandhan Bhavan,
Rafi Marg, New Delhi - 110 001

Dated: 04.09.2013

Office Memorandum

Sub: Operation of ERP in CSIR (Central Office)

In pursuance to various directives for implementation of ERPS in CSIR Labs/Instts w.e.f. 01.04.2013, Central Office, CSIR Hqrs inter- alia requires to adopt the system on priority. In this regard, besides feeding opening balances upto 31.03. 2013 in various master files of the system & feeding of all paid vouchers/receipts upto August 2013 through manual mode, the future transactions w.e.f. 1st Sept 2013 onwards needs to be processed online only

Accordingly, Director, Central Office, CSIR Hqrs, for adoption of the System in the Central office, has been pleased to approve the following :-

1. Immediate action to be taken for entering of legacy/backlog bills for the period April to August 2013 through FVC/Manual route.
2. Simultaneously, reconciliation of monthly account data of ERP system with IMPACT data.
3. Generation of various monthly records through ERP system and its reconciliation with manually maintained records.
4. In order to avoid further addition to legacy bills, processing of current bills through ERP in addition to manual process to be implemented immediately.
5. During operation of ERP any difficulty faced by any officers, may be reported to ERP Project Cell and a copy is enclosed with the original bill to enable finance to separately take up the matter with ERP Team for necessary solution, if required.
6. No bills without routing through ERP programme will be admitted in Finance Division of CSIR (CO) with immediate effect.
7. In order to ensure that the bills are actually routed through ERP system, the concerned officer is required to record a certificate on the bill stating that “ **Bills routed through ERP system**” or “**Bills not routed through ERP System**” (along with a valid reason for not entering in ERP system).

If any help is needed during operation of ERP software, ERP Project Cell may be contacted at Room No. 403 & at Email ID madhur.prabhakar@gmail.com & at Toll free no. 1800112747 & Helpline consultant HRDG at 011-25843610.

Yours faithfully,


Swapan Mukherjee

Finance & Accounts Officer (CO)