

NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research Institute)
Uppal Road, Hyderabad- 500007.

OFFICE MEMORANDUM

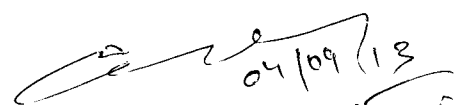
No.NGRI-01/09/2013-ERP

Date: 04-09-2013.

Vide Note No. NGRI-Accts/ERP/2013 dated 30.08.2013, FAO has requested all the Sections to send bills in ERP mode only w.e.f.01.09.2013. In view of this, it is stated that the existing system of sending hard copy bills will continue as before. But at the same time, all the permanent employees are hereby requested to send all the transactions including submission of bills through ERP mode also hereafter. On the same analogy, all the Section/Division Heads are also requested to see that all the transactions originating in their Sections/Divisions should invariably be sent in both the modes i.e hard and soft copies. While doing so, if any employee/Section & Division Head comes across any problem, they may refer the concerned subject manual available online and if they still find problem, they can contact ERP Section for help.

Further, only real time data should be entered in <http://onecsir.res.in> portal. However, if any employee wants to test the system before entering the real time data, he/she should use CSIR staging server <http://onecsir.csir.res.in> for practicing purpose.

This is for the kind information and strict compliance of all the concerned.


(Venkateswarlu.Gadde)
SECTION OFFICER (Gen)
ERP Section.

Copy to:

- 1). PA to Director for kind information of the Director.
- 2). PA to AO 1 & 2.
- 3). COFA/FAO.
- 4). COSP/SPO.
- 5). Head, PME.
- 6). All the Heads of Sections & Divisions (through e-mail).
- 7). All Notice boards.
- 8). Office Copy

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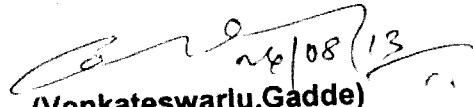
Date: 26-08-2013.

NGRI ERP Section has operationalised Leave Module w.e.f 14-08-2013 followed by a demo on the same as a part of implementation of ERPS and asked all the permanent employees to start applying all kinds of leave online forthwith. Accordingly, some employees have started applying leaves online.


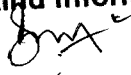


In this regard, Heads of all the Sections and Divisions are hereby requested to see that all the permanent employees working under them should invariably apply all kinds of leave in ERP system as well as manually from tomorrow onwards.

It is further informed that leave applications received in the existing form will not be processed if the applicants do not apply the same in ERP mode also.

This is for the kind information and compliance of all the concerned.


(Venkateswarlu.Gadde)
SECTION OFFICER (Gen)
ERP Section.

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- 2). PA to AO 1 and 2 
- 3). COFA/FAO
- 4). COSP/SPO 
- 5). Head, PME
- 6). Heads of all Sections and Divisions
- 7). All Notice boards 
- 8). Office Copy