

CSIR-NATIONAL CHEMICAL LABORATORY

PUNE – 411 008.

No.NCL/COA/2013-14

September 6, 2013

C I R C U L A R

Sub.: Implementation of ERP in CSIR-NCL – reg.
.....

As you are all aware, CSIR is in the process of implementing a centralized ERP system across all labs under "One CSIR transformation Process". The process covers Administration, Stores & Purchase, Engineering Services, finance & Accounts and R&D. In this regard, several communications have been sent to all staff from time to time by DG, CSIR and CSIR ERP implementation team from CSIR HQ. CSIR-NCL staff have been familiarized with their respective logins, checking of service book details, salary slips, projects information etc., which have been captured into the ERP system.

As of today, CSIR-NCL is executing a parallel run of the ERP software and manual process w.e.f. 1st April 2013. The manual claims were captured in the ERP system as part of strategy to test run the ERP software. The running of the parallel systems has enabled to resolve technical issues, which may continue till the ERP software stabilizes.

With the need to implement the ERP system at CSIR- NCL, it has been decided to soft launch the "**Employee Self Service Processes**" (ESS) to all employees in a phased manner. Accordingly, ERP Cell of CSIR-NCL, has imparted training to functional users of Administration, who are working in various functions of Administration. In addition, exclusive training is also provided to Divisional office functionaries across all the divisions under the intent of "**Training the trainer concept**". The divisional staff, who have been trained, will be responsible for filling up the ERP ONLINE forms to those employees who doesn't have access to PC's e.g. Group I, Group II and DNT staff etc. All scientists and staff, who have access to PC's may fill up their own forms using their respective logins. The divisional staff may provide assistance to scientists, if required. With these trainings, the stage is set for launching few of "Employee Self Service Processes" (ESS), which are self-explanatory. Administration will launch more ESS processes, as and when they are ready for launch.

The following processes shall go live effective from 10th September 2013 for all employees of CSIR-NCL (User manuals enclosed)

1. TRA (Telephone Reimbursement Claim)
2. Leave applications (all types of leaves including CL and RH)
3. CEA (Children Education allowance)
4. Medical Reimbursement
5. PUA (Professional Update allowance)
6. NOC's
7. Changes in Service Book
8. GPF Advances (Refundable & Non-Refundable)
9. Festival Advance

It is requested that physical claim/form needs to be filled along with your ONLINE ERP form and you may write the **ERP reference number** on the top right side of your physical application form and forward it to Administration (AO's Secretariat).

We have organized two level of help desks for employees and Divisional staff/Administrative functionaries for the smooth implementation of process:

I. **First level Help desk for all Employees:**

Website: <http://onecsir.res.in/ERPLLogin/Welcome.aspx>

1. **For Login/Password issues:**

PI contact:

Mr. Amol Bhagat Ph: 2036 (Email Id. am.bhagat@ncl.res.in)

Mr. Agnelo Fernandes Ph: 2119 (Email Id. a.fernandes@ncl.res.in)

2. **For ESS process related understanding:** PI contact **respective** Divisional office staff, who have been trained in the enlisted processes. A copy of divisional staff, who have been trained in the respective divisions is enclosed herewith.

II. **Second level Help desk for all Divisional staff/Administrative functions:**

Pls. contact:

Mr TAB Mulla Ph: 2755 (Email id: tab.mulla@ncl.res.in)

Ms. Shraddha Ph: 2124 (Email Id: dataentry4@ncl.res.in)

Ms. Vaishali Ph: 2124 }

CSIR-NCL ERP team shall assist Divisional office staff and Administrative functionaries in case of any difficulties encountered by them and shall take necessary steps for rectification with the help of CSIR HQ ERP team.

We solicit your Co-operation in this endeavor, which will benefit all employees in the long run with a transparent ERP system implemented across all support functions.


6/9/13
(Prema Balakrishnan)
Administrative Officer

Encl: as above

To:

1. All Chairs of Divisions
2. All NCL

CSIR NATIONAL CHEMICAL LABORATORY

ESS-Children Education Allowance

User Manual

8/16/2013

Children Education Allowance is the facility to the regular Employee of CSIR NCL to be applied by our new ERP system.

INDEX

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Children Education Allowance

Children Education Allowance includes:

1. Children's Education Allowance and,

This scheme includes Children's education allowance and reimbursement of tuition fee for children studying as day scholars.

- **Eligibility**

- Applicable to all permanent employees without any pay limit
- Not applicable to temporary / contract employees

2. Hostel Subsidy

This scheme includes Children's education allowance and reimbursement of tuition fee for children studying in hostels

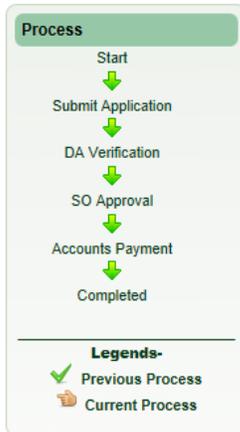
- **Eligibility**

- a) Applicable to all permanent employees without any pay limit
- b) Not applicable to temporary / contract employees

Business Rules

- An employee can claim reimbursement for expenditure on the education of school going children only. The details are as below:-
 - 1 From class 1st to class 12th plus two classes before first, irrespective of the terminology used
 - 2 Eleventh/first year of diploma course (in Polytechnic)
 - 3 Twelfth/second year of diploma course (in Polytechnic)
- The reimbursement is not linked to children's performance, if the child fails in a particular class, the reimbursement will not be stopped.
- If both husband and wife are employed with Central Government, then assistance is admissible to one of them only.
- If the husband/wife is employed outside the Central Government, then this benefit is admissible only if the spouse is not entitled to the benefit from his/her employer and a declaration to that effect is furnished by the official.
- Proportionate ceiling amount is charged if the status of the child/children changes from day school to hostel during the academic year.

Work Flow of CEA Reimbursement:



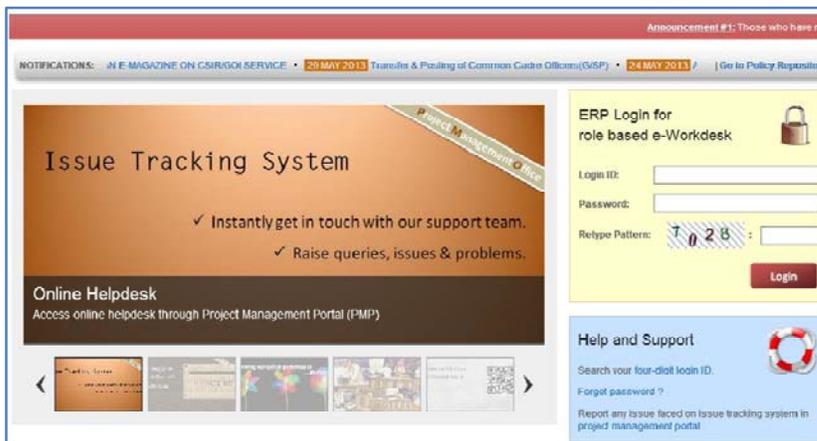
Ajit D Malwade

Saraswathy Kuttappan

Shailesh Kumar

Getting Started:

1. Please login to <http://onecsir.res.in> using your four digit user name and password
2. Your 4 digit user name is 10th, 11th, 12th and 13th digits (from left hand side) of your 16 digit UID number. For ex. UID of Dr. Rakesh Kumar is ; his login ID would be:



3. The User can also search the 4 digit Login ID by clicking on link “search user name” below the login box, by typing the User’s name. A list will display all employees with same name from all CSIR, scroll through the list and relate vis-à-vis the lab name (NCL).
4. Type your password and complete the login process. If you have not changed the password, then the default password is (csir@1234). If this default password is not working, please contact **Agnelo Fernandez (SO-Establishment) Or Amol Bhagat for resetting the password.**
5. Please do not click on forgot password (**since henceforth password queries will be solved at NCL HR team level**)

How to Apply for Children Education Allowance

- Go to the Employee Self Service(Given into right side)



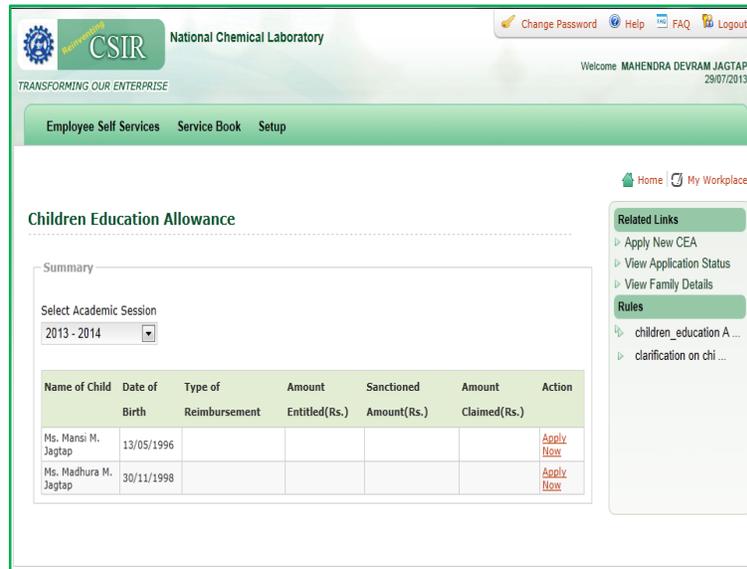
- The Employee can also go to the Employee self Service(given on top)

Go to the **Employee Self Services** and click on the **ChildrenEducation**

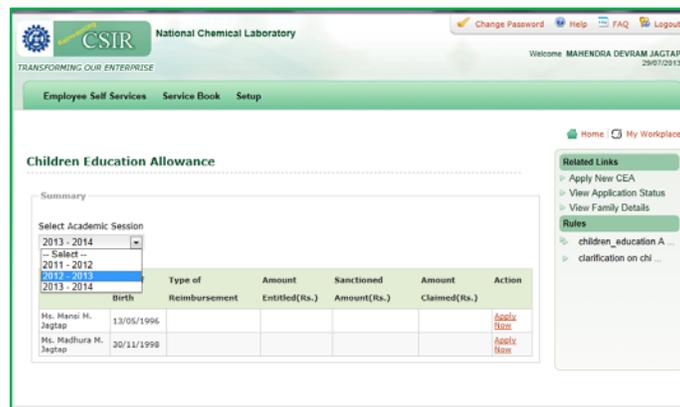


The **Children Education Allowance** page will be open for reimbursement.

- If the reimbursement page does not open, then go to the **Apply New CEA** option



Select the **Academic Session** for which the User should apply for reimbursement eg.2012-2013 session



Select the 'apply now' button of the child



After clicking on Apply now, following screen will open:

- **Name of Child** gets auto generated
- Select the **Nature of Claim**
- Enter **Name of School**

CSIR National Chemical Laboratory
TRANSFORMING OUR ENTERPRISE

Welcome MAHENDRA DEVRAM JAGTAP 29/07/2013

Employee Self Services Service Book Setup

Home My Workplace

Process

- Start
- Submit Application
- DA Verification
- SO Approval
- Accounts Payment
- Completed

Legends

- Previous Process
- Current Process

Children Education Allowance (Application Form)

Apply New Reimbursement

*Name of Child: Ms. Mansi M. Jagtap

*Nature of Claim: School

*Name of School: N.C.L. Junior College

*Standard: Class XI Year 1 of Diploma

*Academic Year: 2012 - 2013

*Apply for quarters: I II III IV

S.No.	Reimbursement Type	Receipt No.	Receipt Date	Claim Amount (Rs.)
1	Tuition fee			
2	Admission fee			
3	Laboratory fee			
4	Special fee charged for agriculture, electronics, music or any other subject			

Related Links

- Apply New CEA
- View Application Status
- View Family Details

Rules

- children_education A...
- clarification on chi...

CSIR National Chemical Laboratory
TRANSFORMING OUR ENTERPRISE

Welcome MAHENDRA DEVRAM JAGTAP 29/07/2013

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Related Links

- Apply New CEA
- View Application Status
- View Family Details

Rules

- children_education A...
- clarification on chi...

Select the Standard

➤ **Academic Year** will be auto generated

- Click tick mark on respective quarter being applied for
 - If the Employee applied only for third month then only **I quarter** will be select.
 - If the Employee applied only for six month then only **I and II quarter** will be select.
 - If the Employee applied only for the whole year then **all the quarters** will be select.

The screenshot shows a software interface for N.C.L. Junior College. It includes a legend for 'Accounts Payment' with 'Completed' (green arrow), 'Previous Process' (green checkmark), and 'Current Process' (orange arrow). The interface also shows 'Academic Year' as 2012-2013 and 'Apply for quarters' with checkboxes for I, II, III, and IV, all of which are checked. Below this is a table with the following data:

S.No.	Reimbursement Type	Receipt No.	Receipt Date	Claim Amount (Rs.)
1	Tuition fee	NA	26/06/2012	7500
2	Admission fee	NA	26/06/2012	900
3	Laboratory fee	NA	26/06/2012	3500
4	Special fee charged for agriculture, electronics, music or any other subject	NA	26/06/2012	3000
5	Fee charged for practical work under the program of work experiences			
6	Fee paid for the use of any aid or appliance by the child			
7	Library fee	NA	26/06/2012	1000
8	Games / sports and fee for extra curricular activities			
9	Purchase of one set of text books and notebooks	795	30/07/2012	2181

For the claim of CEA the following reimbursement type are given:

- Enter **Receipt No.**
- **Receipt Date**
- **Amount**

Accounts Payment
Completed

Legends:
Previous Process
Current Process

N.C.L. Junior College Class XI Year 1 of DE

Academic Year: 2012-2013 Apply for quarters: I II III IV

S.No.	Reimbursement Type	Receipt No.	Receipt Date	Claim Amount (Rs.)
1	Tuition fee	NA	26/06/2012	7500
2	Admission fee	NA	26/06/2012	900
3	Laboratory fee	NA	26/06/2012	3500
4	Special fee charged for agriculture, electronics, music or any other subject	NA	26/06/2012	3000
5	Fee charged for practical work under the program of work experiences			
6	Fee paid for the use of any aid or appliance by the child			
7	Library fee	NA	26/06/2012	1000
8	Games / sports and fee for extra curricular activities			
9	Purchase of one set of text books and notebooks	795	30/07/2012	2181
9	Purchase of one set of text books and notebooks	795	30/07/2012	2181
10	Two sets of uniforms	2106	30/07/2012	810
11	One set of school shoes	2106	30/07/2012	317
Total Claim Amount				19208
Total Available Balance				15000

Enclosures

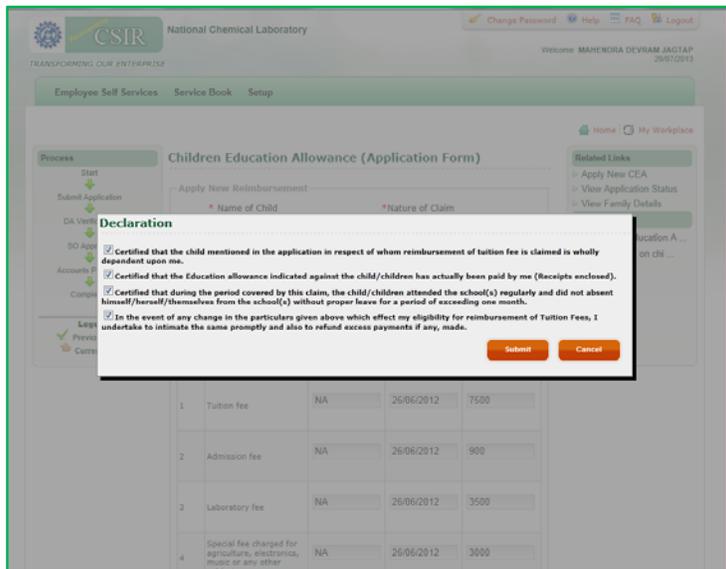
S.No.	Document Name	Action
1	Mahendra D Jagtap_Manas.pdf	<input type="button" value="Download"/> <input type="button" value="Delete"/>

Upload

I certify that particulars given above are correct and complete to the best of my knowledge and belief and nothing has been concealed by me.

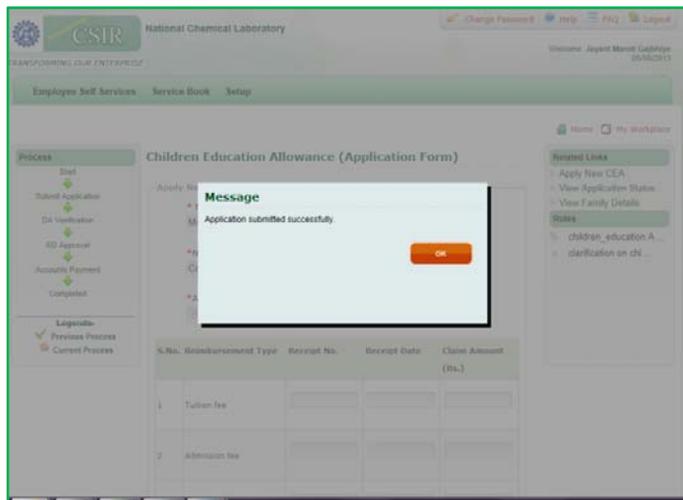
- **Browse** the scanned pdf file of the Receipts and **Upload(compulsory)**
- Click on the checkbox to certify
- Click on **Submit** button

After clicking on Submit Button the following widow will be open



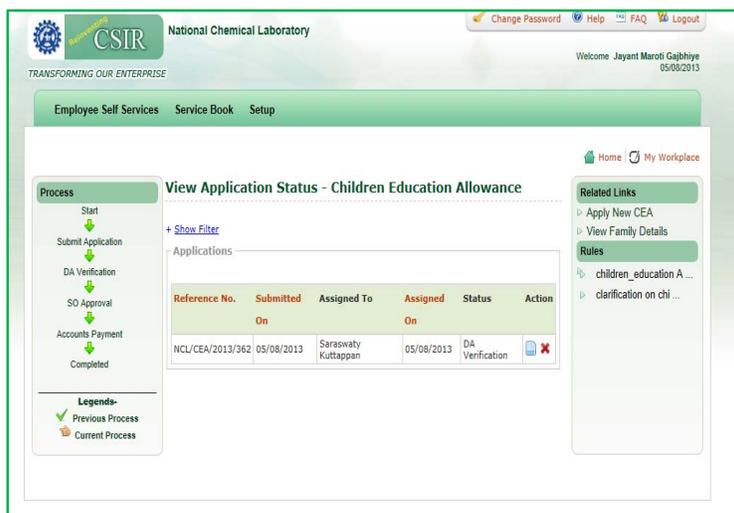
- Click on all the above check boxes.
- Click on the submit button.

After clicking on the **Submit** button the following window will be open:



- Click on the **OK** button

After clicking on the OK button the ERP No. of the CEA will be generated as follows:



How to know the status of your application?



Then Click on **My Workplace** to **View Application Status**

1. List will display ESS bills submitted by you
2. Select your bill
3. Complete Details on action taken will be displayed here

FAQ

1. Employee not able to submit CEA Application?

Answer: You have not declared the child in the E- Service book therefore please contact Establishment section (SO/DA) for entering the name in the E- Service book.

2. Whether twins are treated as one child?

Answer: Employee can claim CEA for twins (twins are treated as one child) and subsequently CEA can be claim for second child also. In this case overall three children's can be Permitted.

CSIR NATIONAL CHEMICAL LABORATORY

ESS-Telephone Reimbursement

User Manual

8/16/2013

Telephone Reimbursement is the facility to the regular Employee of CSIR NCL to be applied by our new ERP system.

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Telephone Reimbursement

Telephone Reimbursement process includes the following details:

- Claiming reimbursement for expenses incurred for landline, mobile, internet and/or broadband services.
- Applying for entitlement of telephone reimbursement under functional reasons.

Business Rules

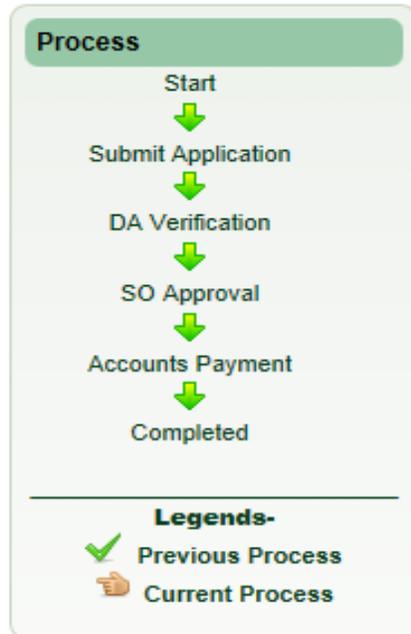
Reimbursement can be claimed for the actual expenses on the use of landline telephone/mobile phone/broadband and internet facility as per the ceiling amount define grade-wise

Eligibility: Permanent employees are allowed to claim this reimbursement.

Conditions: that need to be fulfilled for claiming reimbursement are:

- The reimbursed amount should be within the prescribed grade-wise ceiling limit.
- A copy of the bill/receipt should be submitted along with the application.
- The amount reimbursable can include landline, mobile, broadband and/or internet connection.
- Reimbursement shall be restricted to only one landline and/or mobile connection only not for multiple connections.
- The broadband and telephone call charges will be restricted to only one landline connection.

Work-Flow of Telephone Reimbursement:

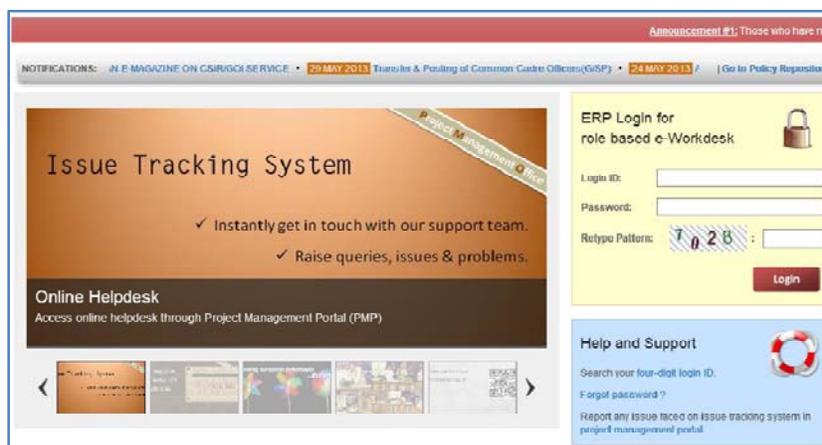


Aruna Rao

Shailesh Kumar

Getting Started:

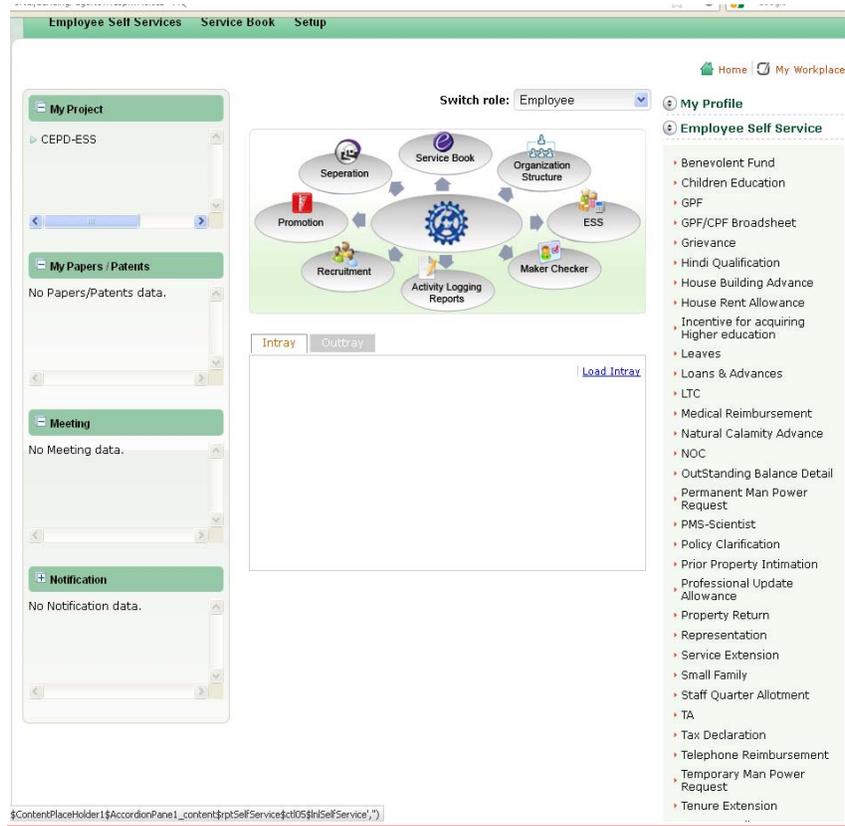
1. Please login to <http://onecsir.res.in> using your four digit Login Id and Password.
2. Your four digit Login Id is 10th, 11th, 12th and 13th digits (from left hand side) of your 16 digit UID number. For Ex. UID of Dr. Rakesh Kumar is 005648237**9158**354; his Login Id would be:**9158**



3. The user can also search the 4 digit Login Id by clicking on link “**search four-digit login Id**” below the login box, by typing the User’s Name. A list will display all employees with same name from all CSIR, scroll through the list and relate vis-à-vis the lab name (NCL).
4. Type your password and complete the login process. If you have not changed the password, then the default password is (csir@1234). If this default password is not working, please contact **Agneelo Fernandez** (SO-Establishment) or **Amol Bhagat** for resetting the password.
5. Please do not click on forgot password (since henceforth password queries will be solved at NCL HR team level)

How To Apply for Telephone Reimbursement

- Go to the Employee Self Service(Given into right side)



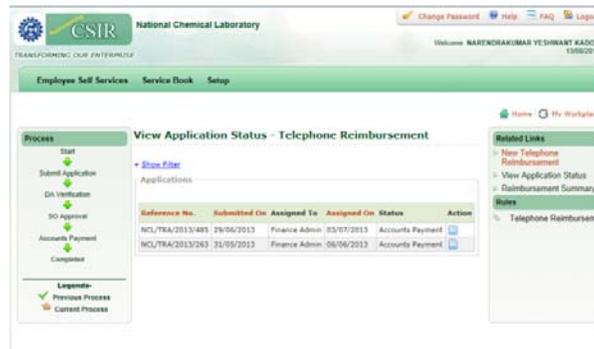
- The Employee can also go to the Employee self Service(given on top)

Go to the **Employee Self Services** and click on the **Telephone**

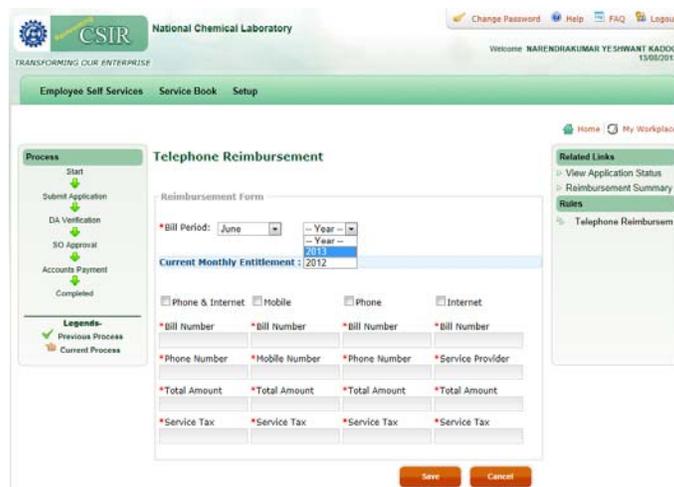
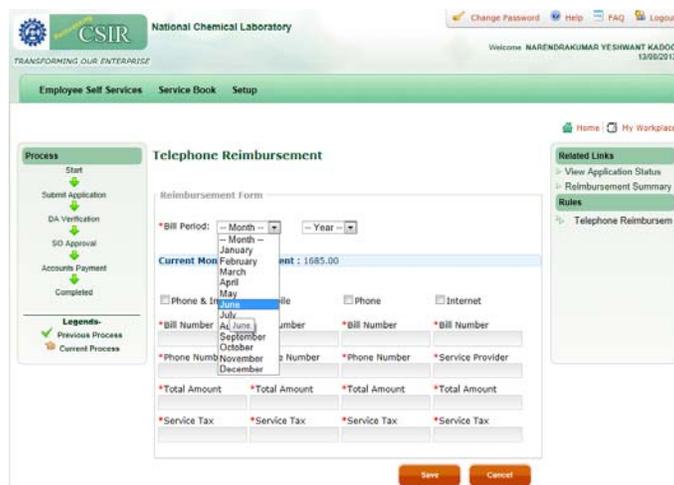


The **Telephone Reimbursement** page will be open for reimbursement

- When the page will be open, then go to the **New Telephone Reimbursement** option



- The Telephone Reimbursement page will be open to apply for the reimbursement
- Select the **month** and the **year** for which the employee want to reimbursed



- Select one of the four option for which the employee has to claim
 - If the employee's having ceiling amount Rs. 800/- p.m with service taxes then select any of the check box(as applicable).
 - If the employee's having ceiling amount Rs. 1500/- p.m and above then
 - a) If the employee used only Landline and Broadband(with the same Landline no.) then select only Phone & Internet check box.
 - b) If the employee used Mobile and with the same mobile no. internet is used also select only Phone & Internet check box.
 - c) If the employee used only Mobile then select only Mobile check box.
 - d) If the employee used Internet of any company(ex. Tata Photon+) then select only Internet check box.

The screenshot displays the 'Telephone Reimbursement' form within the CSIR National Chemical Laboratory's Employee Self Services portal. The interface includes a navigation menu at the top with options like 'Employee Self Services', 'Service Book', and 'Setup'. On the left, a 'Process' flowchart shows steps from 'Start' to 'Completed'. The main form area is titled 'Telephone Reimbursement' and contains a 'Reimbursement Form' section. This section includes a 'Bill Period' dropdown menu set to 'June' for the year '2013', and a 'Current Monthly Entitlement' of 1685.00. Below this, there are four checkboxes: 'Phone & Internet' (checked), 'Mobile', 'Phone', and 'Internet'. The form also features a table with four columns for inputting bill details: 'Bill Number', 'Phone Number', 'Mobile Number', and 'Service Provider'. Each column has a corresponding 'Total Amount' and 'Service Tax' field. At the bottom of the form, there are 'Save' and 'Cancel' buttons. On the right side, there are 'Related Links' and 'Rules' sections.

- Enter the **Bill Number,Phone Number,Total Amount(Excluding Tax),Service Tax** as given into the telephone receipt.

CSIR National Chemical Laboratory

TRANSFORMING OUR ENTERPRISE

Welcome NARENDRAKUMAR YESHWANT KADOO 13/06/2013

Employee Self Services Service Book Setup

Home My Workplace

Telephone Reimbursement

Reimbursement Form

*Bill Period: June 2013

Current Monthly Entitlement : 1685.00

Phone & Internet Mobile Phone Internet

*Bill Number	*Bill Number	*Bill Number	*Bill Number
10194006790025			
*Phone Number	*Mobile Number	*Phone Number	*Service Provider
25870949			
*Total Amount	*Total Amount	*Total Amount	*Total Amount
521			
*Service Tax	*Service Tax	*Service Tax	*Service Tax
64			

Save Cancel

CSIR National Chemical Laboratory

TRANSFORMING OUR ENTERPRISE

Welcome NARENDRAKUMAR YESHWANT KADOO 13/06/2013

Employee Self Services Service Book Setup

Home My Workplace

Telephone Reimbursement

Reimbursement Form

*Bill Period: June 2013

Current Monthly Entitlement : 1685.00

Phone & Internet Mobile Phone Internet

*Bill Number	*Bill Number	*Bill Number	*Bill Number
10194006790025	0136779669		
*Phone Number	*Mobile Number	*Phone Number	*Service Provider
25870949	9850056010		
*Total Amount	*Total Amount	*Total Amount	*Total Amount
521	875		
*Service Tax	*Service Tax	*Service Tax	*Service Tax
64	2		

Save Cancel

- Click on the **Save** button.

- If the employee want to apply for more than a single month, then he/she has to go to the **Add Detail** option then again do the process given above.

The screenshot displays the CSIR National Chemical Laboratory Employee Self Services interface. At the top, the logo and name of CSIR are visible, along with navigation links for Change Password, Help, FAQ, and Logout. The user is identified as NARENDRAKUMAR YESHWANT KADDOO, logged in on 13/08/2013. The main navigation bar includes Employee Self Services, Service Book, and Setup.

The central section is titled "Telephone Reimbursement". On the left, a "Process" flowchart shows the steps: Start, Submit Application, DA Verification, SO Approval, Accounts Payment, and Completed. Below this, a "Legends" section indicates that a green checkmark represents a "Previous Process" and a red checkmark represents a "Current Process".

The main content area features a table with the following data:

Period	Total Amount	Service Tax	Ceiling Amount (+ Tax)	Reimbursable Amount	Deduction for no internet	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Jun 2013	1462.00	66.00	1685.00	1462.00	0.00	
	1462.00	66.00	1685.00	1462.00	0.00	

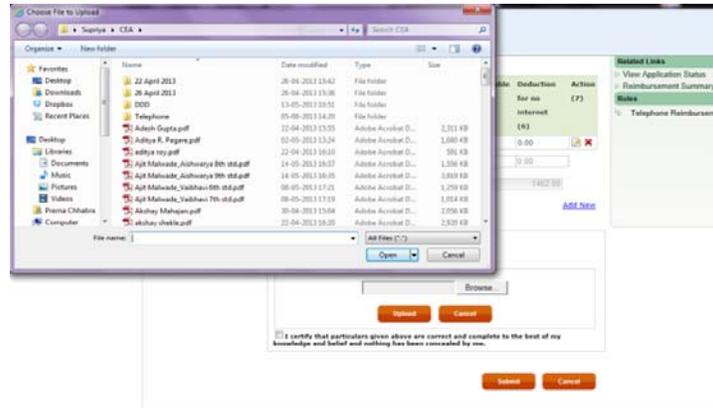
Below the table, the "Net Payable Amount" is displayed as 1462.00, with an "Add New" link.

On the right side, there are "Related Links" for "View Application Status" and "Reimbursement Summary", and a "Rules" section with a link to "Telephone Reimbusem ...".

The "Enclosures" section contains an "Upload" area with a "Browse..." button and "Upload" and "Cancel" buttons. Below this, there is a certification checkbox: I certify that particulars given above are correct and complete to the best of my knowledge and belief and nothing has been concealed by me.

How To Upload the File

- Upload the file of all the Receipt which has been created as an pdf file.



Process

Start
 ↓
 Submit Application
 ↓
 DA Verification
 ↓
 SO Approval
 ↓
 Accounts Payment
 ↓
 Completed

Legends:
 ✓ Previous Process
 📄 Current Process

Telephone Reimbursement

Period	Total Amount	Service Tax	Ceiling Amount (+ Tax)	Reimbursable Amount	Deduction for no internet	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Jun 2013	1462.00	66.00	1685.00	1462.00	0.00	
	1462.00	66.00	1685.00	1462.00	0.00	
				Net Payable Amount	1462.00	Add New

Enclosures

Upload

[Browse...](#)

I certify that particulars given above are correct and complete to the best of my knowledge and belief and nothing has been concealed by me.

Related Links

- View Application Status
- Reimbursement Summary
- Rules
- Telephone Reimbursement

Process

Start
 ↓
 Submit Application
 ↓
 DA Verification
 ↓
 SO Approval
 ↓
 Accounts Payment
 ↓
 Completed

Legends:
 ✓ Previous Process
 📄 Current Process

Telephone Reimbursement

Period	Total Amount	Service Tax	Ceiling Amount (+ Tax)	Reimbursable Amount	Deduction for no internet	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Jun 2013	1462.00	66.00	1685.00	1462.00	0.00	
	1462.00	66.00	1685.00	1462.00	0.00	
				Net Payable Amount	1462.00	Add New

Enclosures

S.No.	Document Name	Action
1	Narendrakumar Y Kadoo.pdf	

Upload

[Browse...](#)

I certify that particulars given above are correct and complete to the best of my knowledge and belief and nothing has been concealed by me.

Related Links

- View Application Status
- Reimbursement Summary
- Rules
- Telephone Reimbursement

How To Submit the Application

- Click on the check box to **certify the particulars** as given below:

Period (1)	Total Amount (2)	Service Tax (3)	Ceiling Amount (+ Tax) (4)	Reimbursable Amount (5)	Deduction for internet (6)	Action (7)
Jun 2013	1462.00	66.00	1685.00	1462.00	0.00	<input type="checkbox"/>
	1462.00	66.00	1685.00	1462.00	0.00	

Net Payable Amount: 1462.00

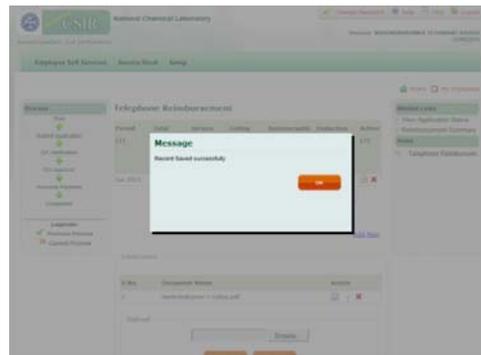
Enclosures

S.No.	Document Name	Action
1	Narendrakumar Y Kadou.pdf	<input type="checkbox"/> <input type="checkbox"/>

Upload:

I certify that particulars given above are correct and complete to the best of my knowledge and belief and nothing has been concealed by me.

- Click on the **Submit** Button.
- After clicking on the **submit** button the following window will be open:



- Click on the **OK** Button.

How the ERP No. is Created

- After the clicking on the OK button the application will be submitted successfully and the ERP No. of the Telephone Reimbursement will be created for the further process and the emp need to note that ERP No. The **created ERP No.** will be shown into the window as follows:

The screenshot shows the CSIR National Chemical Laboratory Employee Self Services portal. The main heading is "View Application Status - Telephone Reimbursement". On the left, there is a "Process" flowchart with steps: Start, Submit Application, DA Verification, SO Approval, Accounts Payment, and Completed. A legend indicates that a green checkmark represents a "Previous Process" and a red checkmark represents a "Current Process". The central table lists applications with columns for Reference No., Submitted On, Assigned To, Assigned On, Status, and Action. The table contains three rows of data. On the right, there are "Related Links" for New Telephone Reimbursement, View Application Status, Reimbursement Summary, and Telephone Reimbursement, along with "Rules" for Telephone Reimbursement.

Reference No.	Submitted On	Assigned To	Assigned On	Status	Action
NCL/TRA/2013/994	13/08/2013	Aruna Nadiminibi Rao	13/08/2013	DA Verification	[Icon]
NCL/TRA/2013/485	28/04/2013	Finance Admin	03/07/2013	Accounts Payment	[Icon]
NCL/TRA/2013/263	31/05/2013	Finance Admin	06/06/2013	Accounts Payment	[Icon]

How to know the status of your application?

The screenshot shows the "My Workplace" section of the CSIR National Chemical Laboratory Employee Self Services portal. It includes a "Home" link and a "My Workplace" link. Below these are three sections: "Related Links" with items like Medical Enrollment, Apply Reimbursement, Apply Medical Advance, Apply Prior Permission, Apply Cashless Treatment, and View Application Status; "Help" with items like Approved Hospitals and Approved AMA; and "Rules" with items like medical facility for ... and power of director fo ...

Then Click on **My Workplace** to **View Application Status**

1. List will display ESS bills submitted by you
2. Select your bill
3. Complete Details on action taken will be displayed here

FAQ:

1. Why the not eligible for reimbursement message is shown when apply for the reimbursement?

*Answer: If this message is shown then contact to the **Buisness Development Division**(Ph. No. 2755) for solving the reimbursement process.*

2. Is it possible to apply for the same month of Mobile as well as for internet or Landline for individually?

Answer: No, if the employee used Landline and internet and also the mobile then He / she have to apply for all at once. Once the application is submitted for the same month then he/she will not be able to apply again for that month.

INDEX

Sr. NO.	Description	Page number
1	About LEAVE PROCESS In ERP system:	1
2	Leave Process undergoes a work flow	1
3	HOW TO LOGIN	3
4	HOW TO APPLY for Leave	4
5	How to check the leave balances	5
6	How to know the status of your ESS process	5
7	TIPS for reporting Officer for first level approval	6

ABOUT LEAVE PROCESS IN ERP SYSTEM:

Leave is a Employee Self Service (ESS) process in the new ERP system being implemented under CSIR ICT project. Casual leave and Restricted holidays (CL and RH) are also included in the leave module. An employee will be able to apply ½ day Casual leave also. Reporting Officer/HOD is a approving authority for leaves.

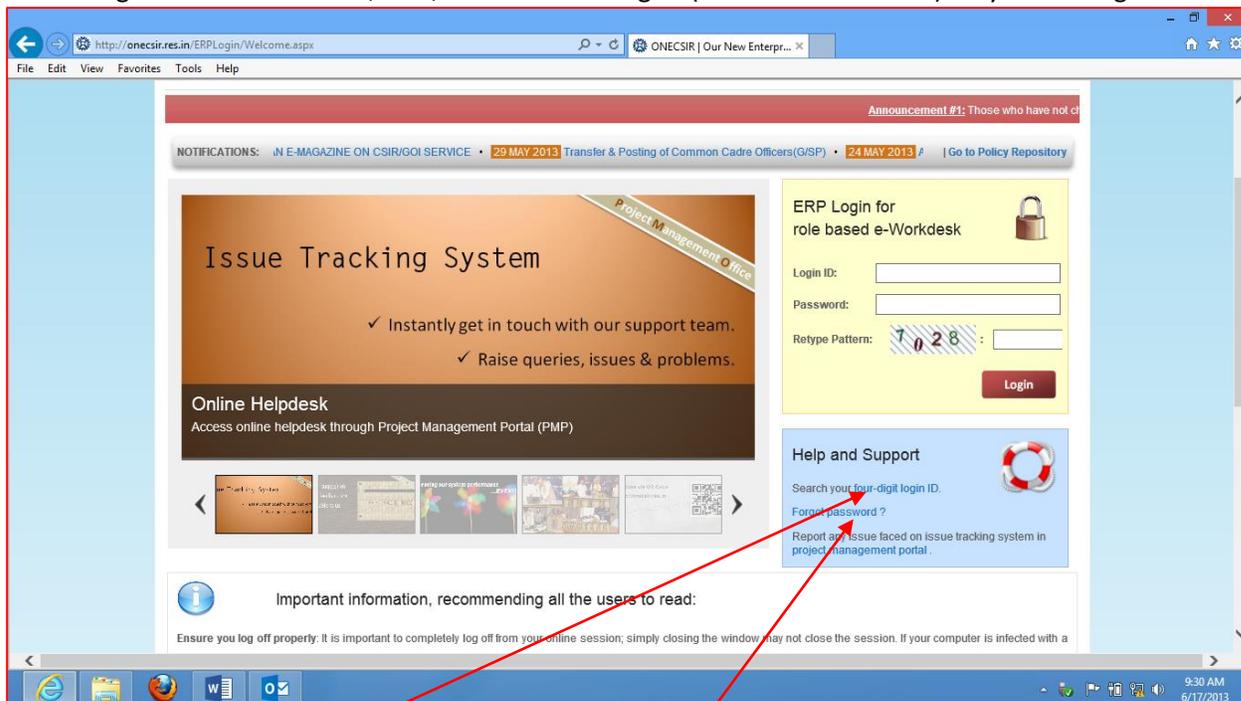
LEAVE PROCESS UNDERGOES A WORK FLOW

- a. *EL application from employee*
- b. *Approval by Reporting officer*
- c. *Verification by Dealing Assistant in Establishment section (dynamically the leave application is assigned to any of the DA in Establishment, unlike currently DA's were assigned according to group and grade)*
- d. *The leave application process completes at DA level*
- e. *Once the employee rejoins and submits the joining report, only then the leave account is debited.*
- f. If the joining report is not submitted for availed leave application, system doesn't allow new leave application
- g. Leaves can also be cancelled OR Extended using leave cancel/extension form
- h. Leave register shows the balances of all types of leaves
- i. Leave encashment on account of LTC after sixth Pay commission i.e. max upto 60 days in the career has been captured with separate flag in the E-service book. Once the 60 days are reached, system doesn't allow leave encashment.
- j. Current balances are upto June'2013.
- k. New leaves for July 2013 are credited by the system automatically
- l. *Due care is taken to capture the opening balances and the transactions for all type of leaves while authenticating and validating.*
- m. *In case if there is any change in the opening balances OR the transactions shown in the E-service book, employees are requested to inform the Section Officer Establishment immediately.*
- n. *Leave and LTC are finance implied entities, therefore these records would be subject to physical verification from time to time AND as and when required, hence the existing data might be changed if needed.*
- o. *If by any chance your leave application has gone to one who is not your reporting officer, please report to Establishment section. We shall try to correct your E-service book immediately and redirect the leave application to the right officer.*

Please note the following points before you proceed:

HOW TO LOGIN:

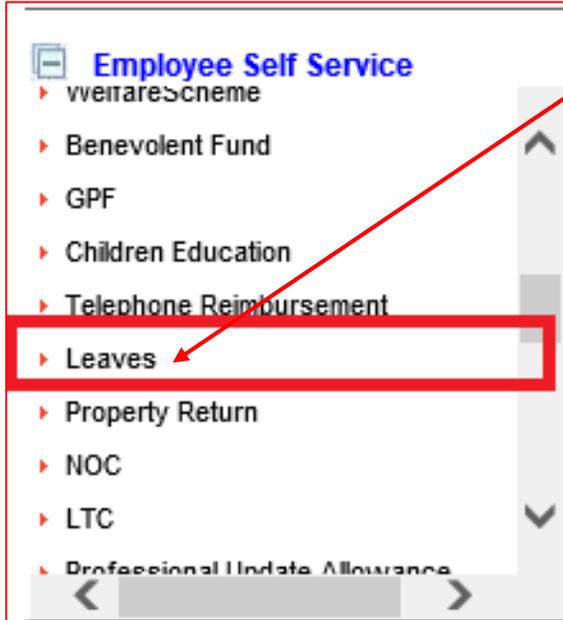
1. Please login to <http://onecsir.res.in> using your four digit user name and password
2. Your 4 digit user name is 10th, 11th, 12th and 13th digits (from left hand side) of your 16 digit UID



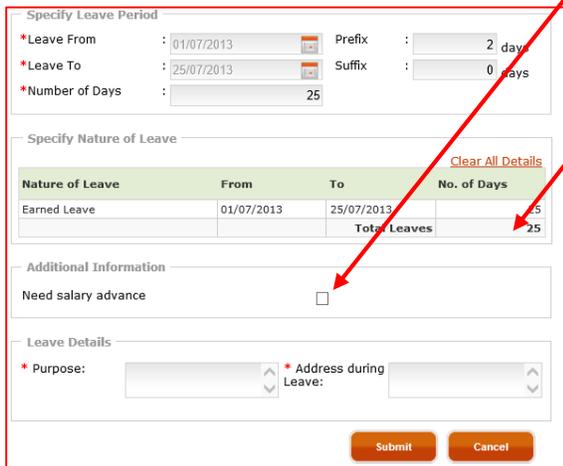
number.

3. You can also search your 4 digit user name by clicking on link “search user name” below the login box, by typing your name. A list will display all employees with same name from all CSIR, relate yourself with lab name (NCL).
4. Type your password and complete the login process. If you have not changed the password, then the default password is (csir@1234). If this default password is not working, please **contact Agnel Fernandez (SO-Establishment) OR Anol Bhagat for resetting the password.**
5. **Please do not click on forgot password (because password queries are solved by NCL HR team, please contact the above)**

HOW TO APPLY FOR LEAVE:



Employee Self Service
▼ Welfare Scheme
▼ Benevolent Fund
▼ GPF
▼ Children Education
▼ Telephone Reimbursement
▼ **Leaves**
▼ Property Return
▼ NOC
▼ LTC
▼ Professional Update Allowance



Specify Leave Period
*Leave From : 01/07/2013 Prefix : 2 days
*Leave To : 25/07/2013 Suffix : 0 days
*Number of Days : 25

Specify Nature of Leave
[Clear All Details](#)

Nature of Leave	From	To	No. of Days
Earned Leave	01/07/2013	25/07/2013	25
Total Leaves			25

Additional Information
Need salary advance

Leave Details
* Purpose: * Address during Leave:

Submit Cancel

- Click On the link “Leaves”
- New Screen displaying all types of leave
- Select Leave type you wish to apply
- Please read the system behavior for following leaves while applying:

Earned Leave:

1. Make sure system calculates number of leave days properly, else communicate to the concerned officer in Establishment
2. prefix and suffix is automatically calculated
3. Do not click for “Need salary advance”. This is for leave encashment on account of LTC.

Half Pay Leave

1. Numbers shown here are FULL days i.e. in this case 50 half days will be reduced from the credit.

Commuted Leave

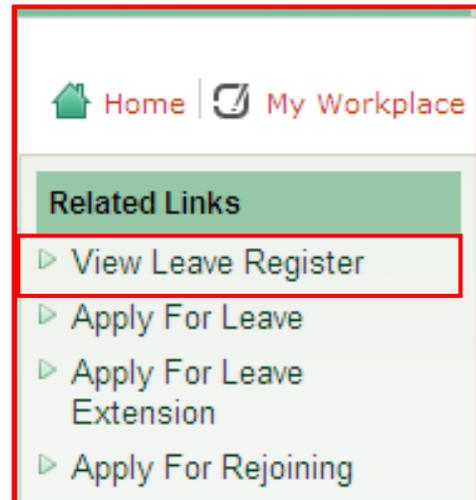
1. Medical Certificate is not compulsory

Casual Leave

1. Casual leave is now applied from ERP system
2. CL can also be applied for ½ day

HOW TO CHECK THE LEAVE BALANCES:

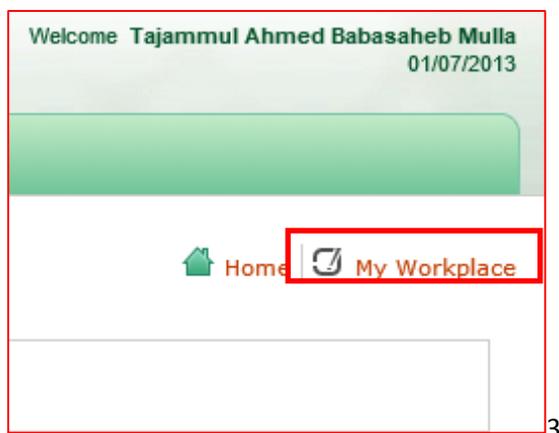
1. Go to ESS
2. Click on LEAVES
3. On the right side “Related Links”
4. Click on “View Leave Register”
5. Select type of leave
6. Opening balance is available here



HOW TO KNOW THE STATUS OF YOUR ESS PROCESS



1. Go to View Complete Profile (on right Panel) Under My Profile
2. Click My Work page
3. List will display ESS bills submitted by you
4. Select your bill
5. Complete Details on action taken will be displayed here



Tips for Reporting Officers for First level approval

- Similar to using the mailbox, the reporting officers should login to <http://onecsir.res.in> to check the INTRAY (for knowing the assigned and in progress activities)

[Home](#) | [My Workplace](#)

Select Application State

Assigned In Progress Archived

[+ Show Filter](#)

Applications

Application Type	Reference No.	Submitted By	Submitted On	Assigned To	Assigned On	Status	Action
Apply House Rent Allowance	NCL/HRAstart/2013/8	Tajammul Ahmed Babasaheb Mulla	04/02/2013	Tajammul Ahmed Babasaheb Mulla	02/07/2013	Reverted To Applicant	
CEA	NCL/CEA/2013/79	Tajammul Ahmed Babasaheb Mulla	12/03/2013	Tajammul Ahmed Babasaheb Mulla	12/03/2013	Reverted to Applicant	

- There is least possibility that mapping of reporting officers and the reportees is mistakenly typed in the E-service book. In that case the leave application will directly hit to the respective officers.
- Before approving the leave applications, please ensure that the reportee is under your hierarchy, else revert the application. Please notify these errors for necessary corrections in the service book to following officers.
- In case of any doubt please contact the following:
Agnel Fernandez / Amol Bhagat of Establishment section.
TAB MULLA (IT Support Group) of Business Development Division.

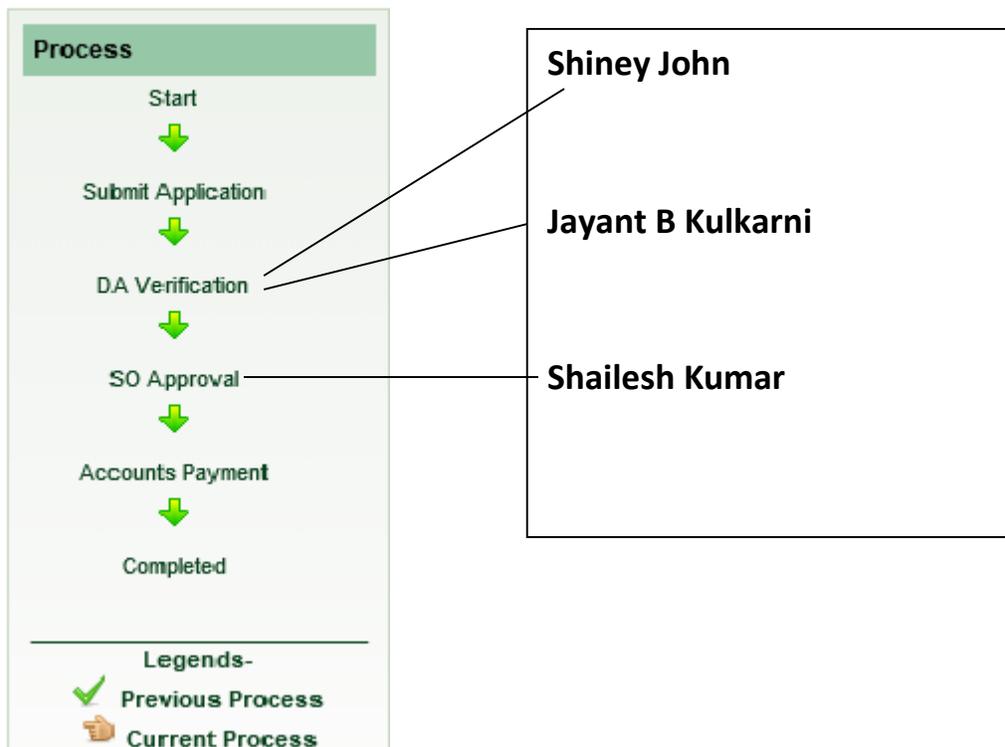
MEDICAL REIMBURSEMENT

Business Rules

- All permanent employees and their family members
- An employee needs to apply for the CGHS card to enroll himself under this scheme.

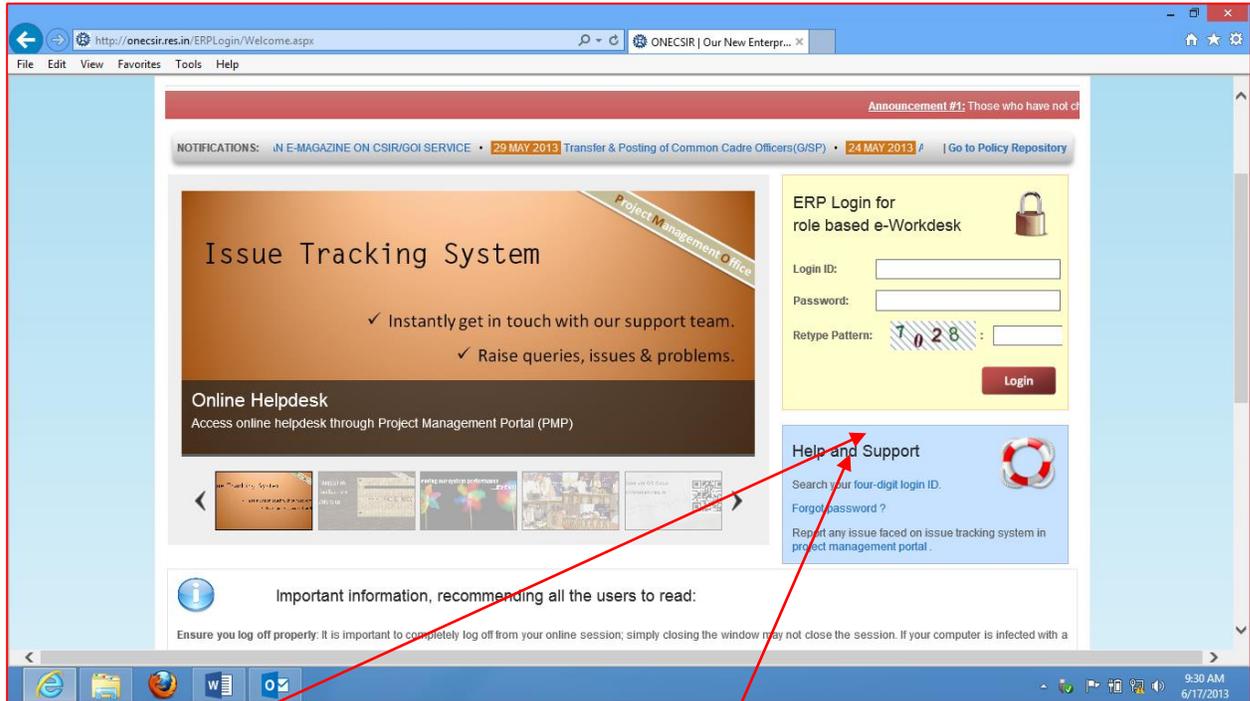
Medical Reimbursement undergoes Work Flow:

- Medical Reimbursement is a ESS Process (Employee Self Service).
- Medical Reimbursement follows a set of workflow as under:



HOW TO LOGIN:

1. Please login to <http://onecsir.res.in> using your four digit user name and password
2. Your 4 digit user name is 10th, 11th, 12th and 13th digits (from left hand side) of your 16 digit UID



number.

3. You can also search your 4 digit user name by clicking on link “search user name” below the login box, by typing your name. A list will display all employees with same name from all CSIR, relate yourself with lab name (NCL).
4. Type your password and complete the login process. If you have not changed the password, then the default password is (csir@1234). If this default password is not working, please **contact Agnel Fernandez (SO-Establishment) OR Amol Bhagat for resetting the password.**
5. **Please do not click on forgot password (because password queries are solved by NCL HR team, please contact the above)**

How To Apply



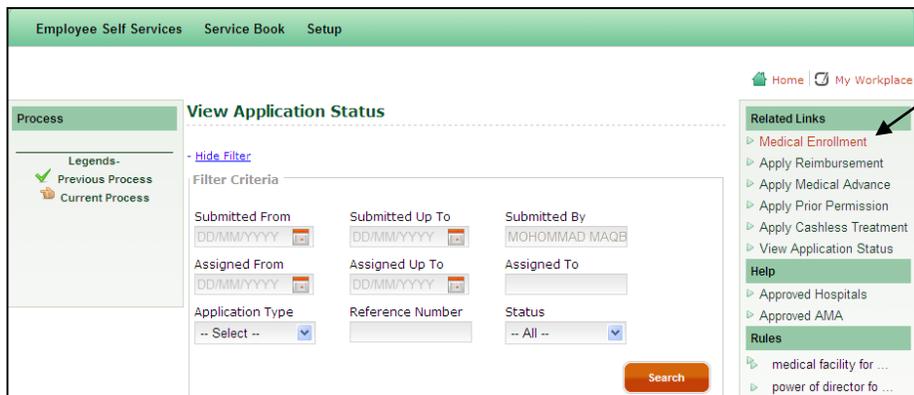
Home | My Workplace

My Profile

Employee Self Service

- Benevolent Fund
- Children Education
- GPF
- GPF/CPF Broadsheet
- Grievance
- Hindi Qualification
- House Building Advance
- House Rent Allowance
- Incentive for acquiring Higher education
- Leaves
- Loans & Advances
- LTC
- Medical Reimbursement
- Natural Calamity Advance
- NOC
- OutStanding Balance Detail
- Permanent Man Power Request
- PMS-Scientist
- Policy Clarification
- Prior Property Intimation
- Professional Update Allowance
- Property Return

1. Go to **Employee Self Services** and click on **Medical Reimbursement** from the list:



Employee Self Services | Service Book | Setup

Home | My Workplace

Process

Legends

- Previous Process
- Current Process

View Application Status

[Hide Filter](#)

Filter Criteria

Submitted From DD/MM/YYYY	Submitted Up To DD/MM/YYYY	Submitted By MOHOMMAD MAQE
Assigned From DD/MM/YYYY	Assigned Up To DD/MM/YYYY	Assigned To
Application Type -- Select --	Reference Number	Status -- All --

Search

Related Links

- Medical Enrollment
- Apply Reimbursement
- Apply Medical Advance
- Apply Prior Permission
- Apply Cashless Treatment
- View Application Status

Help

- Approved Hospitals
- Approved AMA

Rules

- medical facility for ...
- power of director for ...

2. Go to **Medical Enrolment** and Add Member

Click on "Add Member".

Medical Enrollment

Employee Information

Name: MOHOMMAD SHAIKH Designation: Sr. Technician (2) Place of posting: Pune

Pay In Pay Band: 17090 Grade Pay: 4600 Basic Pay: 21690

Lab: NCL Address: C-30 NCL Colony, Pune

Enrolled Members

Name of Member	Relationship	DOB	Blood Group	Enrollment Type	Action
Ms. Rukshananabi M. Shaikh	Spouse	10/06/1961		CGHS	 

Add Member

When click on **add member** button you can add your family member as follows:

How you Enrolled Family member name?

- First choose Member name.
- Select Enrollment type ,such as CGHS and AMA.
- Enter your medical CGHS Card Register Number ,which is give you DA for bill section.
- Select Validation Date.
- CGHS Health Center (Enter the hospital name where patient fell ill)

Save

Cancel

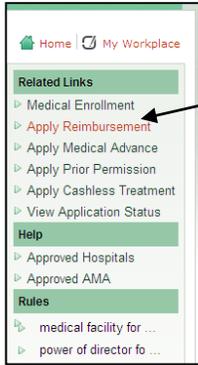
If you not upload document scan copy then member name is not Enrolled.

Message

Record successfully added.

OK

Click on "Save" button then dialog box shows "Record Successfully added."



Click on “Apply Reimbursement” Option.

A screenshot of a form for applying reimbursement. The 'Member Name' dropdown menu is open, showing 'Ms. Rukhshabi M. Sha' as the selected option. Other fields include 'Relationship with Employee', 'Blood Group', 'Enrollment Type', 'Estimated Amt. to be Reimbursed', 'Place at which the patient fell ill', and 'Claim Type'.

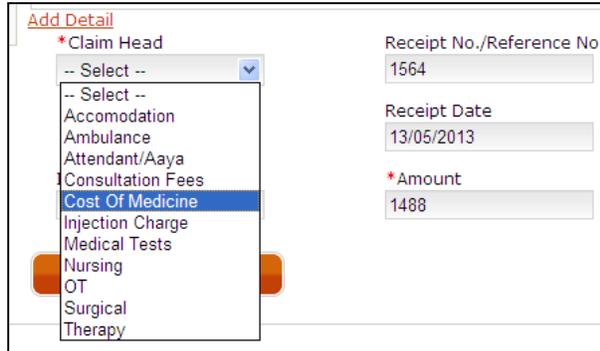
Click on **Name of Patient** and select the **name accordingly**

A screenshot of the same form with several input fields highlighted in blue. The fields and their values are: '*Estimated Amt. to be Reimbursed' (1538), '*Place at which the patient fell ill' (Pune), '*Claim Type' (Outdoor), '*Name of Hospital' (Lokmanya Hospital), '*Name of Doctor' (Dr Vinayak Kale), '*Treatment For' (DM 2 Lu Pain), and '*Date Of Consultation' (13/05/2013).

- Enter the total Reimbursed amount (total of all the receipts).
- Enter the City name where patient fell ill.
- Select the Claim type, such as Indoor(Admission), Outdoor(OPD) and the third option is Equipment.
- Enter other details in the form accordingly

Then Click on "Add Detail"

Enter The Receipt Detail and Click on Save.



Add Detail

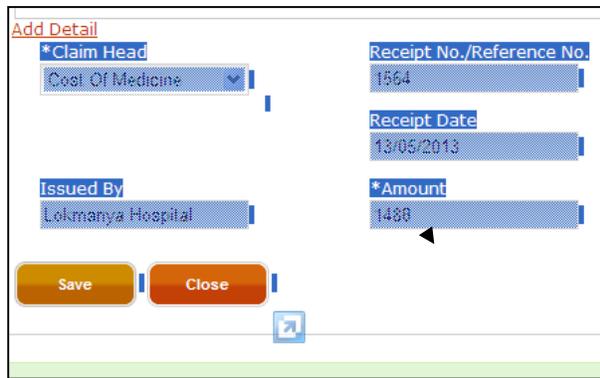
*Claim Head
-- Select --
-- Select --
Accommodation
Ambulance
Attendant/Aaya
Consultation Fees
Cost Of Medicine
Injection Charge
Medical Tests
Nursing
OT
Surgical
Therapy

Receipt No./Reference No.
1564

Receipt Date
13/05/2013

*Amount
1488

- Select the Claim accordingly.
- Enter the Receipt no, Receipt Date, Amount and Issued by (Hospital Name).
- Click on "Save" Button.



Add Detail

*Claim Head
Cost Of Medicine

Receipt No./Reference No.
1564

Receipt Date
13/05/2013

Issued By
Lokmanya Hospital

*Amount
1488

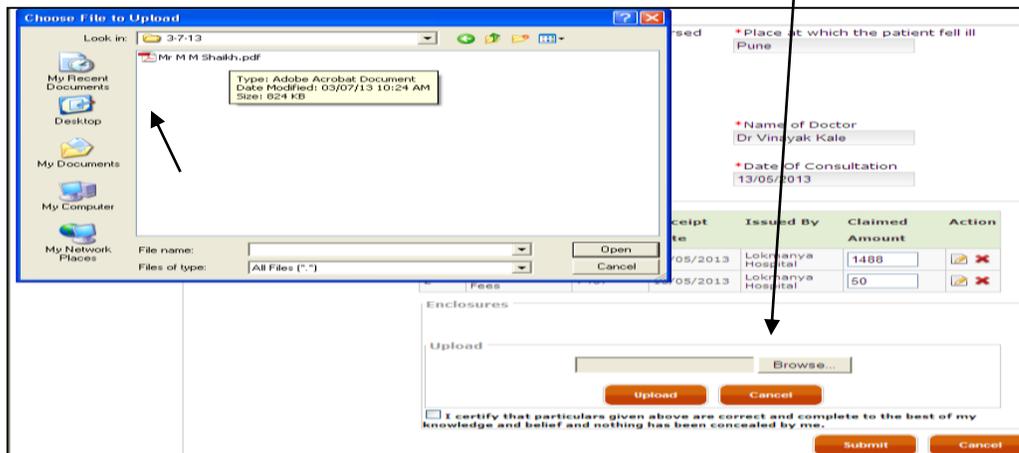
Save Close

After saving the receipt, the screen shown below appears:

Click on **Browse** and Upload the **Scan copy** for all medical receipts (**Create PDF file**).

Scan File uploading is mandatory.

"Upload" Scan Copy



Choose File to Upload

Look in: 3-7-13

Mr M M Shaikh.pdf
Type: Adobe Acrobat Document
Date Modified: 03/07/13 10:24 AM
Size: 624 KB

File name:

Files of type: All Files (*.*)

Open Cancel

Enclosures

Upload

I certify that particulars given above are correct and complete to the best of my knowledge and belief and nothing has been concealed by me.

Enclosures

Upload

C:\Documents and Settings\ Browse...

Upload Cancel

I certify that particulars given above are correct and complete to the best of my knowledge and belief and nothing has been concealed by me.

Submit Cancel

© Copyright 2012 CSIR. All Rights Reserved.

Click on **upload** button.

Enclosures

S.No.	Document Name	Action
1	Mr M M Shaikh.pdf	

Upload

Browse...

Upload Cancel

I certify that particulars given above are correct and complete to the best of my knowledge and belief and nothing has been concealed by me.

Submit Cancel

After **Upload The File**, The Screen shown below:
Click on **Check Box** Then Click on **submit** button submit the Application in Detail

Message

Record Saved successfully

OK

Click '**OK**' on dialogue box Showing the message **Record Saved Successfully**

Home | My Workplace

Related Links

- Medical Enrollment
- Apply Reimbursement
- Apply Medical Advance
- Apply Prior Permission
- Apply Cashless Treatment
- View Application Status

Help

- Approved Hospitals
- Approved AMA

Rules

- medical facility for ...
- power of director fo ...

Then Click on My Workplace to View Application Status

- List will display ESS bills submitted by you
- Select your bill
- Complete Details on action taken will be displayed here

Home | My Workplace

Select Application State

Assigned
 In Progress
 Archived

[Show Filter](#)

Applications

Application Type	Reference No.	Submitted By	Submitted On	Assigned To	Assigned On	Status	Action
Medical Reimbursement	NCL/Medical Reimbursement/2013/1676	MOHOMMAD MAQBUL SHAIKH	03/07/2013	Shiney John	03/07/2013	DA Verification	
Medical Reimbursement	NCL/Medical Reimbursement/2013/209	MOHOMMAD MAQBUL SHAIKH	15/04/2013	Finance Admin	13/05/2013	Accounts Payment	
GPF	NCL/GPF/2013/738	MOHOMMAD MAQBUL SHAIKH	10/04/2013	Finance Admin	12/04/2013	Accounts Payment	
Profiler		MOHOMMAD MAQBUL SHAIKH	01/01/0001	Isoncl	16/02/2011	Approved By Nodal Officer	

- In case of any doubt please contact the following:
Shiney John / JB Kulkarni/ Shailesh Kumar of Bills Section.

About Professional Update allowance (PUA):

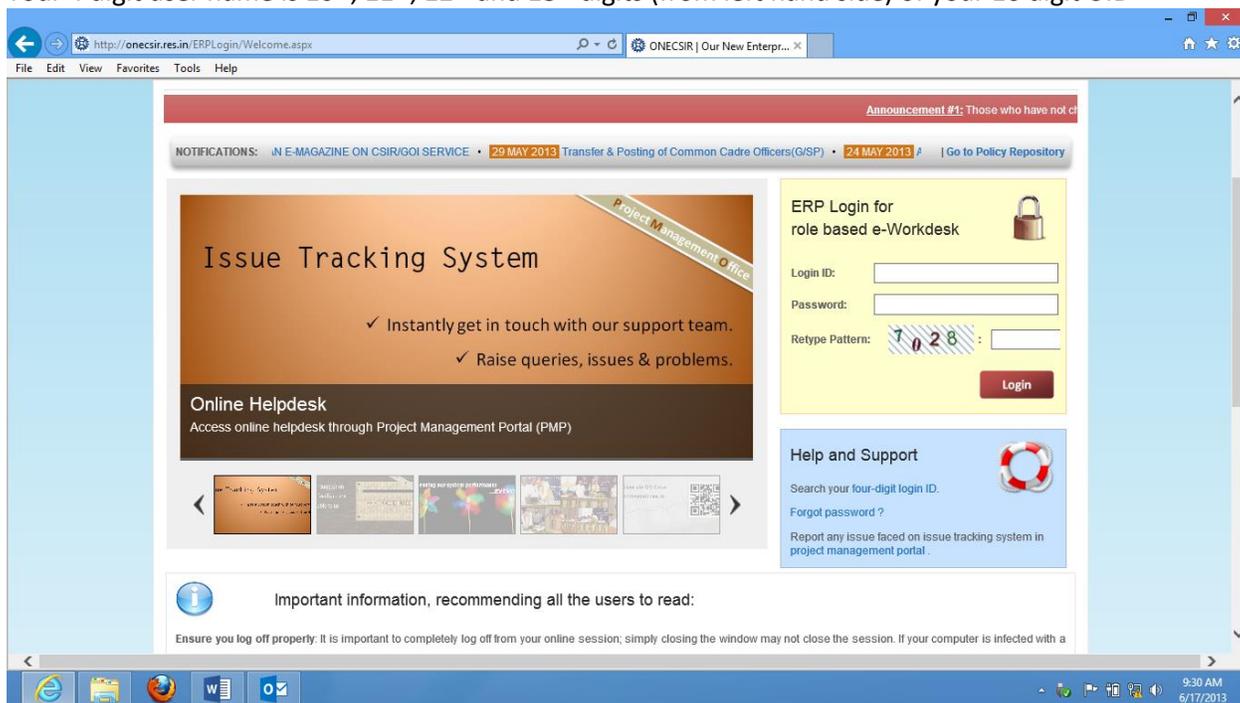
Professional update allowance is abbreviated as PUA is a Employee Self Service (ESS) process in the new ERP system being implemented under CSIR ICT project. PUA is paid as a supplementary bill after receiving your online request. Scientists can claim PUA anytime in the current financial for the previous financial year.

The ESS process has facility for uploading the document related to PUA if any. Currently it is not mandatory. The PUS process after submit button is clicked, takes you to a “Utilization report” for Income Tax rebate, which can be filled and printed for physically submitting to Bills section.

Please note the following points before you proceed:

HOW TO LOGIN:

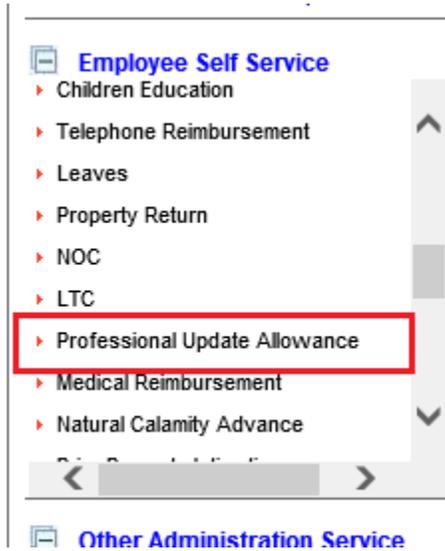
1. Please login to <http://onecsir.res.in> using your four digit user name and password
2. Your 4 digit user name is 10th, 11th, 12th and 13th digits (from left hand side) of your 16 digit UID



number.

3. You can also search your 4 digit user name by clicking on link “search user name” below the login box, by typing your name. A list will display all employees with same name from all CSIR, relate yourself with lab name (NCL).
 4. Type your password and complete the login process. If you have not changed the password, then the default password is (csir@1234). If this default password is not working, please **contact Agnel Fernandez OR Navin Pavithran (SO-Establishment) for resetting the password.**
 5. **Please do not click on forgot password**
-

HOW TO APPLY for PUA:



1. Go to Right side Panel, Under Employee Self Service, Click on Professional Update allowance.
2. If you are eligible scientist and system given this error "You are not eligible to apply", immediately contact [Agnel Fernandez](#) OR [Navin Pavithran \(SO-Establishment\)](#) for making changes in the E-service book.

The screenshot shows the 'Professional Update Allowance Claim Request' form. It includes a dropdown for 'Financial Year' set to '2012-2013'. A table displays claim details with columns for From Date, To Date, Days, Grade Pay, Allowance Rate, and Permissible Amount. The 'Maximum Permissible Amount' is 20000, and the 'Claimed Amount' is 15014.00. There is a section for 'Enclosures' with a note to upload scan copy of IT rebate declaration. An 'Upload' section contains a 'Browse...' button and 'Upload' and 'Cancel' buttons. At the bottom, there is a certification checkbox and 'Submit' and 'Cancel' buttons.

From Date	To Date	Days	Grade Pay	Allowance Rate	Permissible Amount
01/04/2012	30/06/2012	91	8900	20000	4986.00
01/07/2012	31/03/2013	274	8900	20000	15014.00

1. Select the year **2012-13** from the dropdown.
2. Enter the total claim amount
3. Scan and upload the documents if any
4. Certify the statement by clicking the checkbox and submit
5. Submit button will pop a message to print the utilization report
6. Click on the print button to take a print
7. Submit the signed copy of this print to bills section for further action.

HOW TO KNOW THE STATUS OF YOUR ESS PROCESS

1. Go to View Complete Profile (on right Panel) Under My Profile
2. Click My Workpage
3. List will display ESS bills submitted by you
4. Select your bill
5. Complete Details on action taken will be displayed here



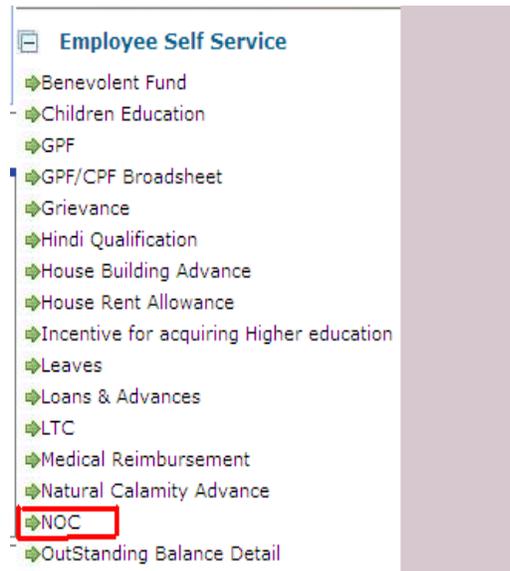
The screenshot displays a user interface with a 'Need Help' link at the top. On the left, the 'My Profile' section shows the following details:

- Name : GANAPATHY PRABHAKARAN
- Designation : Senior principal scientist
- Dept/Division: BUSINESS DEVELOPMENT DIVISION

A link 'View Complete Profile...' is located below the profile information. On the right, the 'My Workpage' section is visible, featuring a green header with the text 'Welcome GANAPATHY PRABHAKARAN 24/06/2013'. Below this, there are navigation icons for 'My Workpage', 'Home', and a house icon. At the bottom right, the text 'Status:' is partially visible.

NOC'S

1. Go to Right side Panel, Under Employee Self Service, Click on NOC.
2. Click on respective link from below to apply for the NOC.
 1. Click on **View Complete Profile**
 2. Following screen will open.
 3. Click on Changes in service book



Click Required Service

Click Required Service

[Application for NOC for passport](#)

[Permission for higher studies-Part time/Distant Learning course](#)

[Permission to visit abroad for personal reasons](#)

[Forwarding of application to external organizations through proper channel](#)

[Obtaining clearance through No Dues Certificate](#)

[Certificate for applying for telephone / mobile / internet connection](#)

CHANGES IN SERVICE BOOK

NOC'S

My Profile

- Emp ID :9810
- Name :Mr. Shailesh Kumar
- Lab :NCL
- Designation :Section Officer (General)
- Department :ADMINISTRATION

[View Complete Profile](#)

Employee Self Services Service Book HR Processes Setup Reports

Name: Mr. Shailesh Kumar **Changes in Service Book** General)

My Service Book

Service Book Label

Home | My Workplace

View Application Status - Changes In Service Book

[+ Show Filter](#)

Applications

No Record Found

Process

- Start
- Submit Application
- DA Verification
- SO Approval
- Completed

Legends-

- ✓ Previous Process
- 👤 Current Process

Related Links

- ▶ Change surname
- ▶ Change name
- ▶ Change salutation
- ▶ Change Hometown
- ▶ Change temporary address
- ▶ Change contact information
- ▶ Change emergency contact details
- ▶ Change permanent address
- ▶ Update family details
- ▶ Update photograph
- ▶ View Application Status

Rules

- ▶ OM No:12896/04/2010

1. On Click of the any of the changes in service book, Form will open for necessary inputs.

DIVISIONAL REPRESENTATIVES TRAINED ON ERP MODULES

Division/Section	Name of Divisional Staff
BDD	Shyamala Nambiar, Motilal Pardeshi
PSE	Uday Dhavale, Shripad Deshpande
Library	Shakoor M. Shaikh
Biochemical Sciences	Indira Mohandasan
CMC	A Gangopadhyay
Catalysis	P Purushothaman
Administration	SC Mishra, Surekha Deshpande, Nirmala Kshirsagar, Amruta Bhanage, Shiney John
Student Academy Office	Poornima Kolhe
Director's Secretariat	Dipak Jori, Asha Shinde
Physical Sciences	Akbar Maulavi
ESU	Pattabhiraman Iyer
CEPD	Hasso Raheja, Gautam Bhosale
Finance	Sharaque Inamdar
OCD	Pooja Kulkarni
Medical Centre	S B. Patel Sunil Shinkar
NCL Innovations	Chandana Roybardhan
Purchase	Mohan Gawali and Sachin Suryawanshi