

All regular staff, CCMB

As a part of implementation of ERP, all regular staff of CCMB are requested to apply online for all kinds of leave including EL, HPL, EOL, CL, RH, Maternity & Paternity leave and Child care leave etc.,

The online application procedure is as follows:

- 1) Login to <http://onecsir.res.in> using your four digit user name and password IN THE ROLE BASED e-WORKDESK
- 2) Your 4 digit user name is 10th, 11th, 12th and 13th digits (from left hand side) of your 16 digit UID number
- 3) Go to EMPLOYEE SELF SERVICE and CLICK 'Leaves'
- 4) Select type of leave to be applied
- 5) Click 'Apply for Leave' and fill in the details and click "Submit"

On submission of leave application by the employee, the next level is approval of Reporting Officer.

Online Procedure for first level approval of Reporting Officer is as follows:-

- 1) Login to <http://onecsir.res.in> using your four digit user name and password IN THE ROLE BASED e-WORKDESK
- 2) Check the INTRAY and accord approval for the leave

On approval of the Reporting Officer the leave applications will be processed at Establishment Section, Administration.

The employee on rejoining duty after availing has to submit joining report using the link " Apply for rejoining".

Similarly for extension/cancellation of leave, use the link "Apply for Leave Extension".

For any kind of queries, the following may be consulted:-

1. Shri D V S Sastry, Administrative Officer ao@ccmb.res.in Extn:2578
- 2.Gr.IV Scientists - S Kanchanamala, kanchana@ccmb.res.in Extn: 2913
2. Gr.III & Admn/F&A/S&P staff - R Gopal, dangwalg@ccmb.res.in Extn: 2905
3. Gr.II - Sarala S Menon - menon_s@ccmb.res.in Extn: 2757
4. Gr.I - Ch Sridevi - sridevi@ccmb.res.in Extn: 2913

All the regular staff are requested to follow the above online procedure for leaves, with immediate effect.

Shri J Shankar Rao
Controller of Administration