

# CSIR-Central Glass & Ceramic Research Institute

196, Raja S C Mullick Road  
Kolkata – 700 032

No.GC/AO/ERP/2011

Dated:The 8<sup>th</sup> October, 2013

## OFFICE MEMORANDUM

As all of you are aware of the fact that CSIR is going to implement online system in respect of all the activities of our day-to-day work under various ERP modules. Out of different ERP modules, one of the part is "Employees' Self Service (**ESS**)" by which an employee can send his/her requirements through online to the various Sections/Divisions for doing the needful.

In the last two years or so, like other CSIR Labs./Instts. this Institute has also done a sustainable work on different modules to make the entire ERP system operative. As a part of this process, the Competent Authority has now decided to run the '**ESS**' partially at the first instance by disposing Telephone Bills, Children Educational Allowance (CEA), TA/LTC, Medical Reimbursement, NOC & NOC for foreign visit on personal ground, Property Return, through ERP module.

In the context of above, all the employees are now requested henceforth to send their applications through online on the aforesaid matter. Those who are not conversant with the system yet and will not be able to send the aforesaid applications online can approach to the helpdesk consisting of Shri Souvik Dey and Ms. Shanta Halder, DEOs posted in Establishment Section under the total supervision of Section Officer (Estt.) as a Nodal Officer. It is also to be noted besides sending the applications online, hard copies of the applications are also to be sent simultaneously to the respective Sections for releasing the claims, where necessary. It is presumed that all of our employees will extend their full cooperation to run the system effectively.

It is also further informed that in near future other options under the **ESS** will be implemented step-by-step to make the '**ESS**' activities fully operative under the ERP system.

This issues with the approval of the Director, CSIR-CGCRI.

  
(T K Chakraborty)  
Administrative Officer

### Copy to :

1. PA to Director
2. Head, HRG, CSIR-CGCRI
3. All the Divisional / Sectional Heads – through Intranet / LAN
4. PA to AO(I) / AO(II)
5. CoFA
6. S&PO
7. SIC, CGCRI Khurja & Naroda Centres
8. Intranet – for wide circulation

  
Administrative Officer  
(Hindi version Follows)