No. NIO/COA/ERP/2013.   October 10, 2013
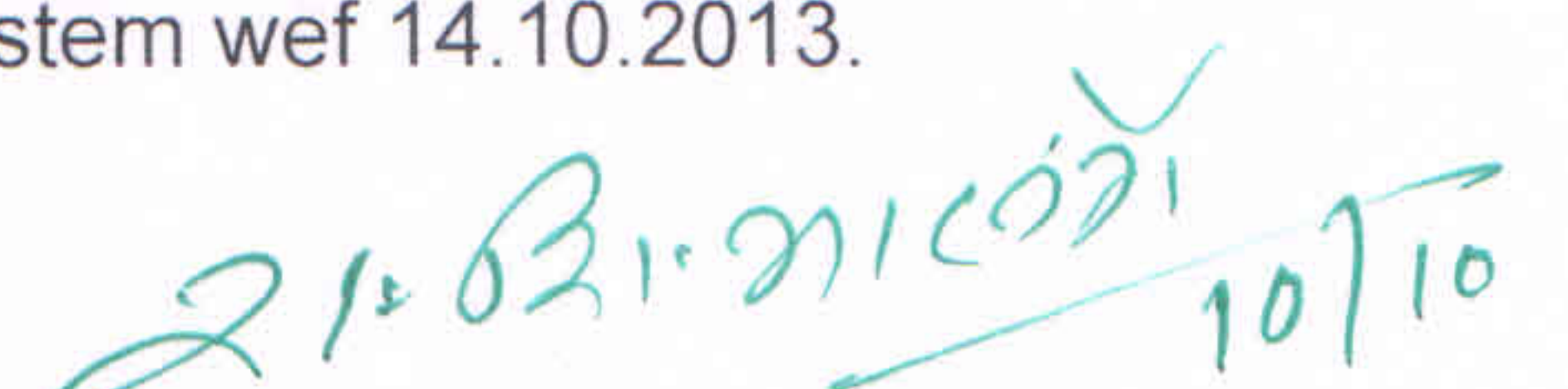
C I R C U L A R

Sub : Implementation of ERP in CSIR-NIO – re.

As you all are aware that CSIR is in the process of implementing centralized ERP in all CSIR Labs./Instts. under "One CSIR Transformation Process". This ERP process covers Administration, Finance & Accounts, Stores & Purchase, Engineering Services and R&D activities. The Director, CSIR-NIO has approved to implement the CSIR ERP system in phased manner and as a first phase the following Employee Self Service (ESS) online processes will be implemented with effect from 14th October 2013 and to be used by all regular employees:

1. Telephone Reimbursement
2. Children Education Allowance
3. Loans & Advances
   a) Festival Advance/Loan
   b) Warm Clothing Loan/Advance
   c) Cycle Advance/Loan
   d) Conveyance Advance/Loan
   e) PC Advance/Loan
4. Medical Reimbursement
   a) Apply Reimbursement
   b) Medical Advance
   c) Medical Prior Permission
   d) Medical Cashless Treatment
5. Professional Update Allowance

All the above listed packages are available in website http://onecsir.res.in and user need to login with their four digits UID and password to use the desired process. ITG staff will provide a detailed user manual for each process and also could be contacted over intercom numbers 632, 633, 211 & 263 for further help. For any Administrative queries, respective Dealing Assistants may be contacted. In view of the above, all the listed process will be withdrawn from the Lotus Notes System wef 14.10.2013.

(राजशेखर एस. मालगे / R.S. Malge)
प्रशासनिक अधिकारी/Administrative Officer

सभी सदस्य डीयू / प्रभाग/ / अनुभाग अध्यक्षों ।
All the DU / Sectional/ Divisional Head.

प्रतिलिपि :
1) SIC, RCM, RCV & RCK.   2) Consultant to Director.   3) PA to CoA.
4) CSIR Website Portal.