

सीएसआईआर-कोशिकीय एवं आण्विक जीव-विज्ञान केंद्र  
**CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY**  
उप्पल रोड, हैदराबाद, Uppal Road, Hyderabad, पिन/Pin-500007

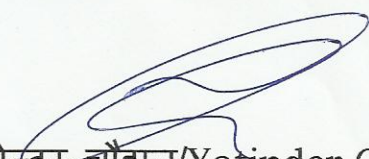
**CCMB/S&P/ERP/2013**

**Date: 15 Oct 2013**

**OFFICE MEMORANDUM**

In view of the ongoing implementation of CSIR ERP Project in CSIR-CCMB, the following actions are required to be undertaken by all the staffs of Stores and Purchase:-

1. To obtain ERP Login ID (four letter alpha-numerical) and Password **(By 21 Oct 2013)**.
2. All EL, Extension of EL, Leave Re-Joining Report, Prior Property Intimation are to be given **ONLY** through ERP mode.
3. Each and every staff has to login **Daily** on ERP Portal to familiarize himself/herself from different aspects Employee Self Services and functional aspects of Material Management Module.
4. Every S&P staff has to enter his PIR details on ERP Material Management Portal himself/herself. Since this PIR Data entry requires training/assistance, therefore necessary assistance may be obtained from Data Entry Operators **(By 31 Oct 2013)**.

  
यतीन्दर चौहान/Yatinder Chauhan  
भं. एवं क्रय अधिकारी /SPO

**Copy to-**

1. Director CCMB for kind information
2. All S&P Staff (to receive with sign)
3. CoA/Head IT