

CSIR – Indian Institute of Chemical Biology  
4, Raja S. C. Mullick Road, Jadavpur  
Kolkata – 700032  
West Bengal

No: Admn.6(38)/ERP/13

Date: 23.10.2013

C I R C U L A R

Sub: Implementation of ERP in CSIR-IICB

It is brought to the notice of all the staff-members of CSIR-IICB that CSIR-Hqrs is in the process of implementing Enterprise Resource Planning i.e. ERP modules in all CSIR Institutes / Labs under 'One CSIR-Our New Enterprise' portal. The ERP modules cover Administration, Finance & Accounts, Stores & Purchase, Engineering Services, Facility management and R&D Activities.

The Director, CSIR-IICB has been pleased to approve phasewise implementation of ERP modules in IICB . As the first phase, the following Employee Self Service (E.S.S) online processes will be implemented w.e.f. 01.11.2013:

1. Leave Application
2. Festival Advance
3. Conveyance Advance
4. House Building Advance
5. Children Educational Allowances
6. LTC
7. Various 'No Objection Certificates' & 'No Due Certificates'
8. Professional Update Allowance
9. Property Return & Prior Property Information

The manual billing process will also continue alongwith the online process till further orders in this regard. All other E.S.S. modules like GPF, TA and Medical Reimbursements will be implemented in due course. Besides the above E.S.S. modules, the pay modules of ERP are accessible online and the employees may view their salary records and pay slips for the current month w.e.f. 01.11.2013.

As a helpline , the ERP Facilitation Team constituted vide OM of even no: dated 22/10/13 will be of assistance to all those staff-members who are unfamiliar with the ERP modules on all working days w.ef. 01.11.13.

  
(K. Bhattacharya)  
Administrative Officer

To: All the staff members

Copy to:

1. Joint Secretary (Admn)  
Council of Scientific & Industrial Research, Anusandhan Bhawan, 2, Rafi Ahmed Kidwai Marg,  
New Delhi – 110001
2. Dr. G. Radhakrishnan, Scientist & CSIR Enterprise Transformation Project
3. Dr. A. Dasgupta, In-Charge, Computer Divn. – With request to circulate this through intranet
4. PA to Director
5. Notice Board