

**CSIR-INSTITUTE OF HIMALYAN BIORESOURCE TECHNOLOGY
PALAMPUR (H.P.)**

No.. IHBT/ERP101/Acctts./2013-14

Dated 30th October, 2013

CIRCULAR

In pursuance of various aspects & directives of CSIR Hqrs. for implementation of ERP in CSIR Labs/Instts. w.e.f. 01.04.2013, the Director, CSIR-Institute of Himalayan Bioresource Technology, Palampur has been pleased to approve the following, to avoid accumulation of legacy data (FVC Bill Entry) etc., w.e.f. 1st November 2013 in the CSIR-IHBT Palampur:-

- Processing and passing of current bills through ERP module (FVC bill) along with existing manual system, no payments bills pertaining to all budget sub-heads will be accepted by Finance & Accounts Division without routing /passing through ERP Programme.
- Processing and passing the salary bills through ERP Module along with existing IMPACT/IMPRESS manual systems.
- Processing & passing of Receipts/Valuables (CVR) through ERP module alongwith existing manual system.
- In order to ensure that the bills are routed through ERP system, the concerned Official/Officers are required to record a reference on the bill stating that **"Bills routed through ERP SYSTEMS vide No. _____ dated....."**

During operation of ERP module, if any difficulty faced by the users may be reported directly to ERP Project Team of IHBT, AO and F&AO.

All the concerned are requested to kindly co-operate and send the bills (payments/receipts) to Finance & Accounts Division after passing through ERP programme.

Your co-operation is highly appreciated please.



(Ishwar Das)

Finance & Accounts Officer

Copy to:

- 1) PS, to Director for information
- 2) Administrative Officer
- 3) Stores & Purchase Officer
- 4) Head ESU
- 5) In-charge Library
- 6) Head PPME for information and with the request to kindly upload this circular on our intra-website for the information to all the staff members.
- 7) ☒ Dr. G. Radhakrishnan, Project Leader, ERP