

CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY
[Council of Scientific & Industrial Research]
HYDERABAD 500 007

No.CCMB/COA/ERP/2013

Dated: 4th November, 2013

OFFICE MEMORANDUM

The Competent Authority has been pleased to approve for the following Employee' Self Services under ERP System (in addition to the leave applications already introduced) with immediate effect:

1. NOC for Passport
2. Residential Proof Certificate
3. Conveyance Loan
4. LTC Application
5. Prior Property Intimation
6. Property Returns
7. NOC for Higher Studies
8. Festival Advance
9. Telephone Reimbursement
10. NOC for No Dues
11. NOC for External Organizations through proper channel
12. NOC for Permission of visit Abroad
13. Change of Home Town
14. Change of Permanent Address
15. Change of Contact Information
16. Change of Emergency Contact
17. Change of Family Details
18. Transfer on Personal Request
19. Change of Nominee
20. NOC for Connections

All the employees are, therefore, requested to submit the above applications online through ERP, without fail.

All the Dealing Assistants concerned are requested to assist the employees to submit online wherever they are not familiar with the ERP system.

[J Shankar Rao]

Controller of Administration

Copy to:

1. All regular employees ... By email
2. All Notice Boards
3. Dr G Radhakrishnan (onecsir@gmail.com)
4. The Joint Secretary (Admn), CSIR Hq., New Delhi
5. Director, CCMB ... for kind information
6. Dr Rakesh K Mishra, Head-IT, CCMB