No.4-8/23/2011(ERP)–E-II   October 24, 2013

Office Memorandum

Sub: Implementation of ERP in CSIR-CDRI

CSIR is going green with its new Enterprise Transformation Portal - *an online software system for all administrative processes including General Administration, Finance & Accounts, Stores & Purchase, Engineering Services and Project management activities* (please visit http://onecsir.res.in for further details). With the objective, The Director, CSIR-CDRI has been pleased to approve implementation of CSIR ERP system in phased manner in the Institute. In the first phase, **effective from 1st November 2013**, the following **Employee Self Service (ESS)** activities will be implemented and processing of applications manually as well as through ERPS will run parallel till further orders. Accordingly, application needs to be submitted through ERPS as well as in hard copy to the concerned section.

ESS processes effect from 1st November 2013:

I Leave Application

(1) Earned Leave,   (2) Half Pay Leave (3) Commuted Leave   (4) Extraordinary Leave (5) Maternity Leave   (6) Paternity Leave (7) Child Care Leave and (8) Casual Leave and Restricted Holiday

II Allowances

(1) Telephone Reimbursement   (2) Children Education Allowance

III Advances

(1) GPF Advance (2) Conveyance Advance (Cycle Advance/ motor car / Motor cycle/Scooter) (3) Personal Computer Advance   (4) Festival Advance
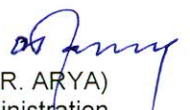
IV Medical Reimbursement

(1) Medical Claim   (2) Medical Advance

V TA Advance and Adjustment

VI Professional update allowance

All the Reporting, Reviewing officers and concerned administrative staff and officers are requested to Login in the ERPS portal (http://onecsir.res.in) and clear the applications. Web links for 'ERPS Login' as well as 'User Manuals' are provided in the CSIR-CDRI intranet. The identified nodal persons in Divisions/Sections, who have undergone ERPS training in Computer Division of this institute, are requested to assist all the staff members of their division/section for smooth implementation.

All the staff members may contact Nodal Persons of their Division, staff of Computer Division, Concerned Dealing Assistants and Section Officers as well as Division of S&T Management for assistance.

(L.R. ARYA)
Controller of Administration

Copy for information & necessary action to:
1. Heads of Divisions/Sections
2. Dr. A.P. Kulkarani, Scientist – for display on intranet