

**CSIR FOURTH PARADIGM INSTITUTE
BANGALORE – 560 037**

No.4PI/ERP/2013

Dated: 26-11-2013

CIRCULAR

Sub: Implementation of ERP in CSIR-4PI

As you all are aware that CSIR is in the process of implementing centralized ERP in all CSIR Labs/Instts under "One CSIR Transformation Process ". The Head, CSIR-4PI has been pleased to approve the implementation of CSIR ERP system in a phased manner in the institute. In the first phase, we have implemented the following modules on ERP.

1. Leave Modules comprising:
 - Casual Leave
 - Restricted Holiday
 - Earned Leave
 - Half Pay Leave
 - Commuted Leave
 - Child Care Leave
2. LTC

In addition to the above, the following modules are approved for implementation with immediate effect.

3. Telephone reimbursement
4. Prior Property Intimation
5. Property Return
6. Children Education Allowance
7. Hindi Qualification
8. Small Family
9. NOC for Passport
10. NOC for connections
11. NOC for higher studies
12. Change in Family details
13. Change in contact details
14. Change in address
15. Change of name
16. Change in salutation

Accordingly, all staff members are requested to submit their applications through ERP System and send a hard copy of the same to the office as the processing of applications will run in parallel, both manually as well as in ERP system.

In case of any problem, please contact Ms. Neethu, Executive Assistant or Sri Kiran Kumar Reddy, DEO, for guidance and help.


(P.K. Raman)

Administrative Officer

All Staff Members, CSIR-4PI

Copy to:

The Joint Secretary (Admn), CSIR New Delhi - for kind information
Dr. G. Radhakrishnan, CSIR, New Delhi – for kind information.