

CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY
Uppal Road, Hyderabad, Pin-500007

CCMB/ERP/5/2013

Date: 20 Dec 2013

OFFICE MEMORANDUM

1. In view of various Employees Self Services like Leave, Telephone Reimbursement, LTC, Children Education Allowances etc. now being available online at **CSIR ERP HR Portal**, a training-cum-workshop programme has been planned for all permanent staff of CCMB. This is aimed at enabling the staffs to utilize these online services optimally.

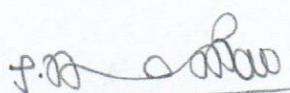
The Schedule and Participants Group is as below-

S.No.	Participant	Date	Time	Venue
1	GL/PL/Section Heads/HoDs/PME	27/12/2013	11AM-12:30PM	Lecture Hall
2	GROUP IV	27/12/2013	4:00PM-5.30 PM	Lecture Hall
3	GROUP III & V	30/12/2013	11AM-12:30PM	Lecture Hall
4	GROUP I & II	30/12/2013	4:00PM-5.30 PM	Lecture Hall
5	Staff not covered above/Misc.	02/01/2014	11AM-12:30PM	Lecture Hall

Topics to be broadly covered-

1. Overview of CSIR ERP Project
2. Accessibility of User ID and Password of staff and how to generate New Password
3. What are different "Roles" on ERP.
4. Introduction to E-Service Book- **By Shri DVS Sastry**
5. How to apply for EL,
6. How to see the status of leave approved
7. How to apply for extension of Leave
8. Leave Rejoining
9. How to apply for LTC
10. How to send Prior Property Intimation and how to send Property Return
11. Apply for No Objection Certificate
12. Apply for CEA
13. How to Viewing of PIR on ERP Portal
14. How to View GPF Sheet and how to apply for GPF advance on ERP Portal
15. Telephone Reimbursement (for eligible staff only)
16. General Discussion on ERP

2. All staff are requested to participate in the programme. Participants, having personal/official Laptops/Tabs, are requested to carry the same to the venue for hands-on training.


Controller of Administration

Copy to-

1. Director CCMB for kind information
2. Heat IT
3. All staff by email
4. All Main Notice Boards