

**INSTITUTE OF MICROBIAL TECHNOLOGY**  
**CHANDIGARH**

No.1(242)/2011-E.I

October 3, 2013

**OFFICE MEMORANDUM**

**Sub: ERP Implementation.**

In pursuance of various directives for implementation of ERPS in CSIR Labs/Instt. w.e.f. 01.04.2013, as a step further, it has been decided by the Competent Authority, as under :-

1. All the FVC bills should be submitted simultaneously through ERP by Bill Section, Purchase Section, ESD, Accounts Section w.e.f. 4th October, 2013. In addition, the existing system of raising FVC on conventional method by sending original hard copy will continue to be operative.
2. Since the work of submission of Leaves, Medical Claim Bills, Children Education Allowance Claim, LTC, GPF etc. are being submitted through ERP, these employees self services are working without any problem through ERP. All the staff members especially Reporting Officers must invariably open their account through ERP by 10:00 A.M. and clear their account.
3. For any difficulty, on the matter of ERP, the Officers/staff members are advised to contact Sh. Inderjit Singh, SO (ERP) for resolution of the problem. His telephone no. is 125/142 (Ext.) and email-id is [inderjit@imtech.res.in](mailto:inderjit@imtech.res.in).

All the concerned Officers and Staff members are requested to kindly follow the above instructions scrupulously.



**(Jaswant Rai)**  
Administrative Officer

Copy To:

1. P.S. to Director .
2. F&AO, IMTECH.
3. SPO, IMTECH.
4. SO (E-II), SO (R&A) & SO (Bill).
5. IMTECH Staff Mail.
6. Head, PTM.
7. Head, ESD.
8. BIC.
9. All the Notice Boards.