



No. 2/70/2009

Dated April 25, 2019

Office Memorandum

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DG, CSIR has been pleased to approve the implementation of CSIR ERP Ver 1.1 comprising of HR Module, R&D Module, Stores & Purchase Module and Finance Module in all CSIR Laboratories, Institutes, CSIR Head Quarters, Complex, Centres and Units from April, 2019 onwards.

All financial transactions (payments, receipts, transfer entries, etc) will have to be performed through CSIR ERP Ver 1.1. Original bills, duly signed by DDOs /authorized signatories, along with all supporting documents, ie. invoices, bills, receipts, sanction OMs etc., will continue to be submitted to the Finance & Accounts Section as per existing system. Leave transactions will continue to be in paperless mode in ERP along with Aadhar Bio-metric attendance system.

For smooth transition to the new system from the current Financial Year, it will be put under familiarization phase for six months (April 2019 - September 2019). During this period all labs will have to adopt the new system. IMPACT will run in parallel during this phase. Training, as per annexure, will be provided (Zone wise) to all stake holders.

The Tiger Team, along with the development and support team, will provide support, fix any bugs, resolve any issues and hand hold during this familiarization phase. Head, IT, CSIR HQ and all IT teams in Labs/Institutes will take over the implementation and support services thereafter.

From October, 2019 onwards all CSIR Laboratories, Institutes, CSIR Head Quarters, Complex, Centres and Units will completely switch over to the new CSIR ERP System.

(KR.Vaidheeswaran)
Joint Secretary(A)

सेवा में / To :

**The Directors of all National Labs./Instts. of CSIR /
Heads of CSIR Hqrs / Complex/Centres / Units**

प्रतिलिपि/Copy to:

1. Ms.Sumita Sarkar, Financial Advisor & JS, CSIR
2. Prof.Aswini Nangia, Chairman, PCTB & Director, NCL
3. Dr.Jitendra J Jadhav, Project Director & Director, NAL
4. Dr.G.Radhakrishnan, Chief Scientist & Project Leader, CECRI
5. Sri.Vinod Agarwal, Head, IT, CSIR & Project Manager
6. Sri.Sudeep Kumar, Head, RPPBDD, CSIR
7. Sri.R.K.Rao, Sr.COSP, CSIR
8. O/o DG, CSIR
9. Head, IT Division with the request to make this order available on the website & Policy Repository
10. Office Copy

HR Module (2 days)

(Zonal wise in 4 zones as given below)

Day 1:

Employee Registration, UID generation, e-Service Book updation, Activity allocation, Role mapping, Reporting hierarchy mapping,

Employee Self Service(ESS) : GPF, Telephone reimbursement, Medical reimbursement, Medical Advance, LTC Application, LTC Claim, LTC Adjustment, TA Application, TA Advance, TA Claim, TA adjustment, Children Education Allowance,

Day 2 :

Leave Module, Pay bill Module, Pay bill master data update, Posting & Closing of Paybill, Generation of Remittance Bills (Income Tax, LIC, PLI, Staff Club, Housing Society, Thrift Society, GPF Remittance/recoupment, Society, etc.

Target audience :

SO(Establishment), SO(bills)/DDO, 2 ASO from Establishment and 2 ASO from Bills (Total 6 from each laboratory)

Training Team :

Shri.Pradeep Kumar , COA, IITR, Luncknow

Shri.K.M.Sridhar, AO, SERC, Chennai

Shri.Anand Bharti, Section Officer, NML, Jamshedpur

Shri. Aditya Mainak, Section Officer, CGCRI

Shri.Arun Maniganda Barathi, Section Officer, CLRI

Ms. Neethu Induchoodan

Shri. Mohammad Rijwan, CDRI, Lucknow

Shri. Harish Kumar CSIO, Chandigarh

Shri. Ashok Kumar Swasani, NCL, Pune

Shri. Amol Angadrao Pathak, NCL, Pune

Ms.Geetha, CECRI, Karaikudi

Sri.Karthi, CECRI, Karaikudi

Dr.G.Radhakrishnan, PL

G. Manab

HR MODULE TRAINING

Zone 1 : Place of Training HRDC Ghaziabad

Labs: CSIR HQ, CEERI, IGIB, NISCAIR, NISTADS, NPL, CRRI, CBRI, CSIR Complex

Zone 2: Place of training : CDRI, Lucknow

Labs: CSIO, IMT, IHBT, IIIM, IIP, CDRI, IITR, CIMAP, NBRI

Zone 3: Place of Training CECRI, Karaikudi

Labs: CLRI, SERC, CMC, CFTRI, NIIST, IICT, CCMB, NGRI, NCL, NIO, NEERI, NAL

Zone 4: Place of Training : CGCRI, Kolkatta

Labs: CGCRI, IICB, NML, CIMFR, CMERI, NEIIST, CSMCRI,IMMT



Training Schedule on ERP Ver 1.0

May - June 2019

(Exact dates will be notified in consultation with host lab)

R&D Module (1 day) :

Day 1 :

R&D Admin Module, Creation of Proposal, Project approval workflow, Client Master, Project Costing, Receipt from externally funded projects (Centralized Valuable Register-CVR), Payment Bill preparation through Multi Purpose Bill (MPB), Project cost re-appropriation, Team member addition/deletion, Project Extension, R&D Output Module – Publications, Patent & Technology

Target Audience : PME & BD Heads of all Labs

Venue : CSIR Science Centre, New Delhi

Resource Persons:

1. Dr.G.Radhakrishnan, CECRI, PL
2. Mr.Abbani Rakesh, NAL, Tiger Team Leader
3. Dr.S.Sathyanarayanan, CECRI
4. Mr.David Livingston, CECRI
5. Dr. Aparna Maitra Pati, IHBT
6. Dr.G.Shanmugasundaram, CLRI



FINANCE MODULE TRAINING

Zone 1 : Place of Training HRDC Ghaziabad

Labs: CSIR HQ, CEERI, IGIB, NISCAIR, NISTADS, NPL, CRRI, CBRI, CSIR Complex

Zone 2: Place of training : IMT, Chandigarh

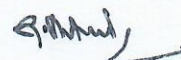
Labs: CSIO, IMT, IHBT, IIIM, IIP, CDRI, IITR, CIMAP, NBRI

Zone 3: Place of Training CLRI, Chennai

Labs: CLRI, SERC, CMC, CFTRI, NIIST, IICT, CCMB, NGRI, NCL, NIO, NEERI, NAL

Zone 4: Place of Training : CGCRI, Kolkatta

Labs: CGCRI, IICB, NML, CIMFR, CMERI, NEIST, CSMCRI, IMMT



Finance Module (2 days)

(Zonal wise in 4 zones as given below)

Day 1:

General Ledger/ Sub Ledger System, Fund Code, Work flow of bills from Bill Dairy to Cheque Writer. Passing various bill types like Vendor bills, advance bills, adjustment bills, employee bills, salary bills, Journal Voucher Concept,

Day 2 :

Master data entry (GPF, long term advances, Objection Book, EMD/SD, etc).GL Wise opening balance entry.

Various reports like Bank Book, Trial Balance, Balance Sheet and other records.

Resource Persons :

1. Shri.V.Palaniappan, COFA, CLRI
2. Shri.TK Bhattacharya (Former COFA, CGCRI)
3. Shri SrinivasaRaghavan (Former COFA, Madras complex)
4. Shri. Anujmohan Pradhan, FAO, NML, Jamshedpur
5. Mr.Ishwaradas, FAO, IMT
6. Mr.Roshan Singh, FAO, NEERI
7. Mr.Dipanjan Moitra, FAO, CSIR
8. Mr.S.Raju, FAO, CECRI
9. Mr.A.Dheenadayalan, SO, CECRI
10. Mr.V.Rajesh, SO, CFTRI
11. Mr.Abimanyu Kumar Tiwary, SO, CIMFR
12. Mr.Ankur Jain, SO, NISTADS
13. Mr.TAB Mulla, NCL, Tiger Team Leader
14. Dr.G.Radhakrishnan, PL

S. Mulla

Store and Purchase Module (3 days)

(Zonal wise in 4 zones as given below)

Day 1 :

Admin Module, Item Master, Vendor Master, Indenting

Day 2 :

Purchase Workflows and reports like Indent register, bill register, PO register, etc. Procurement through GEM, E-Tender, LC, GST & TDS on GST

Day 3 :

Stores Module and reports and various mandatory registers like DRR, CPR, PIR, etc

Target Audience :

From each lab COSP/SPO (1), SO(Stores)(1) Dealing Assistants (2)

Total 4 staff from each lab.

Resource Persons :

1. Mr.Suresh Pant, COSP, IHBT
2. Mr.S.G.Prakasam, COSP, NGRI
3. Mr.Thomas Kuriakose, COSP, NIIST
4. Mr.Ganapathy, SPO, CECRI
5. Mr.Devasis, SPO, CLRI
6. Mr.Satish Chandra, SPO, CSMCRI
7. Mr.Anjani Kumar Pandey, SPO, IICB
8. Mr.L.Sunder, CECRI
9. R.Rajagopal, CECRI
10. Dr.Thirumalai Parthiban, CECRI, Tiger Team Leader
11. Dr.Satyajit Rath, IMMT, Tiger Team
12. Mrs.Kowsalya, NAL, Tiger Team



STORES & PURCHASE MODULE TRAINING

Zone 1 : Place of Training HRDC Ghaziabad

Labs: CSIR HQ, CEERI, IGIB, NISCAIR, NISTADS, NPL, CRRI, CBRI, CSIR Complex

Zone 2: Place of training : CDRI, Lucknow

Labs: CSIO, IMT, IHBT, IIIM, IIP, CDRI, IITR, CIMAP, NBRI

Zone 3: Place of Training CECRI, Karaikudi

Labs: CLRI, SERC, CMC, CFTRI, NIIST, IICT, CCMB, NGRI, NCL, NIO, NEERI, NAL

Zone 4: Place of Training : CGCRI, Kolkatta

Labs: CGCRI, IICB, NML, CIMFR, CMERI, NEIST, CSMCRI, IMMT

