वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

F.No. 2/70/2009-ERP-Gen Section   Dated   22nd July, 2020

Office Memorandum

DG, CSIR has been pleased to approve the implementation of CSIR ERP Ver 2.1 in all CSIR Laboratories, Institutes, CSIR Head Quarters, Complex, Centres and Units from 1st August, 2020.

Following Process / Transactions are mandatory to be performed in CSIR ERP Ver 2.1:

1. Paybill generation, processing and posting before last working day of every month, from 1 August 2020.

2. All Remittance bill generation through the system and posting in Finance.

3. All Employee Self Service like GPF (advance & withdrawal), GPF Change Subscription, Children Education Allowance, Telephone Reimbursement, Medical Claim, Medical Advance, News Paper Allowance, TA (official tour, medical, transfer) and Leave Travel Concession are to be applied by employee and bills to be posted in Finance before making the payment.

4. All other payments pertaining to temporary staff, project staff, works bills, etc., should be processed through Multi Purpose Bill and posted in Finance on the day of payment.

5. All receipts pertaining to externally funded projects, testing charges, refund of unspent balance in advances, Guest House Receipts, student fee, sale proceeds, etc., need to be entered through Centralized Valuable Register.

6. All payments in Works contracts should be entered through Multi Purpose Bill, while EMD/SD receipts through CVR and posted in Finance.

7. Pension related payments and receipts need to be processed through Pension Module.

8. All ongoing /new projects, both externally funded and CSIR funded projects should be created in the system using the configurable Lab level Work flow.

9. Original bills duly signed by DDOs /authorized signatories, along with all original vouchers, bills, receipts, auditable documents, etc are to be submitted to the office. Finance & Accounts will be the custodian of such instruments.

10. Leave applications will continue to be in paperless mode in ERP

11. From October 2020 all CSIR Laboratories, Institutes, CSIR Head Quarters, Complex, Centres and Units will completely switch over to CSIR ERP system.

12. Module wise training webinar is available in the OneCSIR site.

K. R. Vaidheesh
22|7|20
(KR.Vaidheeswaran)
Joint Secretary(A)

**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

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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. Dr.G.N.Dayananda, Head, TMD-Industry Interface
7. Dr.Vibha Malhotra, Head, TMD-Socio-Economic Ministry Interface
8. Dr.K.Venkata Subramanian, Head, Central Planning Directorate
9. Dr.R.P.Singh, Head, Innovation Management Directorate
10. Dr.Geetha Vani Rayasam, Head, Science Communication and Dissemination Directorate
11. Sri.R.K.Rao, Sr.COSP, CSIR
12. O/o DG, CSIR
13. Head, IT Division with the request to make this order available on the website
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