



निस्केयर
NISCAIR



राष्ट्रीय विज्ञान संचार एवं सूचना स्रोत संस्थान
NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES

(वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्)

(Council of Scientific and Industrial Research)

14, सत्संग विहार मार्ग, नई दिल्ली 110 067

14, SATSANG VIHAR MARG, NEW DELHI 110 067 &

डा. के. एस. कृष्णन् मार्ग, नई दिल्ली - 110 012

Dr. K. S. KRISHNAN MARG (Near Pusa Gate), NEW DELHI 110 012

No. ERP/Bill/2012-13

Dated 13.10.2014

To,
Dr G Radhakrishnan,
Council of Scientific & Industrial Research
Anusandhan Bhawan, Rafi Marg,
New Delhi – 110 001

Sub: Extension of services of Data Entry Operators – regarding

Sir,

We have been striving hard for full implementation of ERP in NISCAIR and have been processing E Service books locking, EL, HPL and Medical Leave application. Telephone reimbursement, Salary processing and FVC. In continuation of our efforts for implementation of ERP in NISCAIR we plan to process the applications such as GPF, Loans and Advances, Medical Reimbursement, Children Education Allowance, HBA and EDak online.

Thus, in order to implement the above processes online and maintain support for existing ones it is imperative to provide extension of services to existing data entry operators and recruit a fresh. It may kindly be confirmed whether DEOs are to be continued/freshly recruited to continue the ongoing process and also budget head from where the expenditure is to be met as the institute is facing financial crisis due to depleting Lab Reserve.

Further more than 2000 bills are pending at the Finance and Accounts Section; for successful implementation such stalemate needs to be resolved. We once again request for hands on training in NISCAIR by your ERP team of CSIR for providing clarity on the online applications.

An early reply in the matter is solicited.

Yours Faithfully

(Simesh Verma)

Controller of Administration

Copy to: JS (A), CSIR

दूरभाष/Phone: सत्संग विहार मार्ग/Satsang Vihar Marg: 91-11-26560141, 26560143, 26560165 फैक्स/Fax: 91-11-26862228

भाष/Phone: डा. के. एस. कृष्णन् मार्ग/Dr. K. S. Krishnan Marg: 91-11-25846301, 25842303, 25846304-07, 25842990, 25840602, 25865131-32 फैक्स/Fax: 91-11-25847062, 25849949

ई-मेल/E-mail: coa@niscair.res.in naresh@niscair.res.in वेबसाइट/Website: www.niscair.res.in

H/ITD may
K. S. Krishnan
27/10/14