

Council of Scientific & Industrial Research
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

File No.6-20(1)/2013-E-III

Dated 19.01.2016

Office Memorandum

Sub: Implementation of ERP in CSIR Hqrs- reg.

Council of Scientific and Industrial Research is in process of implementing centralized ERP in CSIR Hqrs and its Labs/Instt. under "One CSIR Transformation Process" to simplify workforce administration, business processes and improve work efficiency across CSIR and its Institutes.

It has been decided that all the employees of CSIR Hqrs will henceforth apply for the ESS (Employee Self Service) online via ERP Module (One CSIR Portal) with effect from 20.01.2016. Hence, all the Divisional Heads, CSIR Hqrs. are requested to ensure the following:

1. Diarization of Dak/Files of the division through ERP only.
2. Submission of the following personal claims etc through ERP w.e.f. 20.01.2016 only:-
 - a) All kinds of leave applications
 - b) GPF
 - c) Tuition fee claim
 - d) Medical reimbursement
 - e) Telephone reimbursement
 - f) NOC for passport/visa etc
 - g) HBA Loan
 - h) TA etc
 - i) All kinds of Advances
3. It shall also be ensured that hard copy of applied claim reach the Concerned Division for record till everyone is comfortable using ESS (Employee Self Service).
4. No manual applications/ claims except the hard copies of the applied claims to be entertained after issue of this Office Memorandum.
5. For any assistance /queries, Central Office may be contacted.

Compliance of above instructions is solicited.


(Ram Sarup)
Deputy Secretary (CO)

Copy to:

1. All Divisional/Sectional Heads(As per circulation list)
2. Office Copy

pls. put on website.

H/IT

19.1.16.