

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

File No. 6-9(131)/89-E-III

OFFICE MEMORANDUM

Dated: 21.02.2020

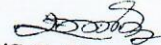
Sub: Three days ERP training during 24-26 February 2020 at CSIR-HQ Rafi Marg New Delhi

To review the progress of implementation of ERP Ver 2.0., ERP training will be conducted from Feb 24-26, 2020 at CSIR Headquarters from 10 A.M. onwards in parallel sessions as per **Training schedule enclosed.**

S.No	Resource Person	Module	Participants	Venue
1.	Sri Tab Mulla, NCL Sri Gajinder Kumar, IM Tech } for Feb25-26 Sri Harish Kumar, CSIO } for Feb25-26	HR Module	Staff of Cash Section	Room No 14
2.	Shri Abbani Rakesh, NAL	R & D Module	Staff of E-III Section Staff of Mission Directorate & RPPBDD Section	GJB 2 nd Floor Shanti Swaroop Sabhagar,
3.	Shri Sunder, CECRI	S & P Module	Staff of Store & Purchase Section	Rom No 101

All the nominated officials are requested to attend the ERP Training programme as per schedule enclosed.

Encl: As above


(S.S. Mandal)
Section Officer

Copy to :-

1. Head, IPU, TKDL, & HRDC Ghaziabad
2. Divisional head of Central Office, Cash Section, General Section, Mission Directorate, RPPBDD Section, Store & Purchase Section - for wide publicity among staff members
3. Shri G. Radha Krishnan, Chief Scientist & Project Leader, CSIR-Enterprise Transformation-ICT Initiative Project- CSIR- CECRI, College Rd, Kraikudi-630003 Tamil Nadu
4. Dr. Rakesh Sinha, In-charge, CSIR- HRDC, Sector-19, Kamla Nehru Nagar, Ghaziabad- UP - for information
5. PA to JS(A), CSIR-Hqrs
6. FAO (Cash & Audit), CSIR-Hqrs
7. DS(CO)
8. Canteen Manager, CSIR HQ- is requested to arrange special Lunch for 6 persons for 3 days and tea & Biscuits for participants
9. Office copy

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Training Schedule on ERP for CSIR HQ, TKDL, IPU, HRDC

24 Feb 2020 Sri.TAB MULLA, CSIR-NCL

Billing module (Multi Purpose Bill)

Contactor bills, supplier bills purchased without purchase indents, canteen bills, honorarium, TA/DA to experts, all payment bills to third party

24 Feb 2020 Resource Person : Sri.Abbani Rakesh NAL

Creation of notional projects for booking of salary, TA/DA, purchase of stationary and other materils

24 Feb 2020 Resource Person Sri. Sundar, CECRI

Stores and Purchase module

25 Feb 2020 Resource Person : Sri. Tab Mulla

Receipts through CVR (refund of advance, application fee, tender fee, EMD/SD, and all other types of receipts.

Finance Portal Configuration

25 Feb 2020 Resource Persons: Sri.Gajinder Kumar IMT & Sri.Harish Kumar, CSIO

Service Book updation and HR Process, Pay updation,

25 Feb 2020 Resource Person Sri.Abbani Rakesh

R&D Module admin configuration for CSIR HQ, Funds allocation for HQ operation

25 Feb 2020 Resource Person : Sri.Sundar, CECRI

Stores and Purchase Module

26 Feb 2020 Resource Persons :

Sri.Gajinder Kumar IMT & Sri.Harish Kumar, CSIO

HR Module : UID generation for new employee and other HR Process

26 Feb 2020 Resource person: Sri.Sundar, CECRI

Stores and Purchase

26 Feb 2020 Resource Person Sri.Tab Mulla, ncl

PAY BILL GENERATION and other bills and report generation in Finance module
