

No. 42-4(4)/ERP/Accts/2021

11.04.2023

Dated \_\_\_\_\_

From: Joint Secretary & Financial Adviser, CSIR

To: Directors/Heads of all National Laboratories/Institutes/Units

Sub: Onboarding of Employees/Pensioners/Family Pensioners/Project Staff on AMS Portal

Sir/Madam,

In continuation to the earlier communications on implementation of Accounts Manager Software (AMS), I am directed to request that the following steps may be taken for onboarding of Employees/Pensioners/Project Staff on the AMS portal: -

1. The email IDs of Employees/ Pensioners/ Family Pensioners/ Project Staff may be obtained & fed in the respective Employee Masters/Pensioners Master/Family Pensioners Master and Project Staff Master by the concerned Sections which have created the Masters.
2. The unique ID nos. of the Employees/ Pensioners/ Family Pensioners/ Project Staff generated through AMS may be informed to them. This would facilitate their registration on AMS portal.
3. All the above-mentioned stakeholders may be encouraged to get themselves registered on AMS through the weblink <https://ams.csir.res.in>
4. The onboarding of all the above mentioned is necessary to enable them to access the AMS portal providing live access to various information and reports like Salary slip/GPF Balance/Project Expenditure Reports etc. Further, all in senior management such as Director, Head PME, Project Leaders, etc. may be given due roles in AMS to access requisite information on AMS Portal. This would also enable the Directors/ Heads/ CoFAs/ Head, PME etc. to view the various expenditure reports in a live mode thereby facilitating the decision making and expenditure monitoring/control.

भवदीय/Yours faithfully,

(मनीष कुमार शर्मा/Manish Kumar Sharma)  
उप वित्तीय सलाहकार/Dy. Financial Adviser

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