

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

No. 2/70/2009

Date: Aug 14, 2017

To

**The Directors / Head
CSIR Labs / Institutes
CSIR-HRDC, CSIR-4PI, CSIR-URDIP, CSIR HQ, CSIR HRDG**

Sir/Madam,

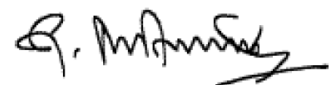
During the review meeting chaired by DG,CSIR on Aug 8, 2017, it was decided to carry out the peak load test on ERP system in order to asses the performance and speed of operations. All labs/Institutes and units need to participate in this test. The procedure was explained to all Lab level coordinators during the meeting held on Aug 11, 2017. The detailed SOP for carrying out the transaction is provided below. Central team will be monitoring and assessing the performance of the system. This test is extremely important in view of live transactions to be implemented in all labs in the coming months.

The Lab Level coordinators may be given the responsibility of leading the team in carrying out this test with perfection and send Lab level assessment report to onecsir@gmail.com for taking any corrective step as deemed fit.

Cooperation of all concerned is requested.

Thanking You.

Yours Sincerely,



(G.Radhakrishnan)
Project Leader

Copy to :

1. Office of DG, CSIR
2. Chairman, PCTB
3. Head, DGTC
4. ERP File

PEAK LOAD TEST ON ERP SYSTEM TO BE CONDUCTED ON 17th Aug 2017

Date : 17.8.2017

Time: 9 am to 5.30 pm

HR PORTAL

1. Issue instructions to all staff to login and verify their e-Service book. (Basic details, family details, leave records, Home Town declarations, Certificates / declarations uploaded, Educational qualifications, Foreign visits, etc)
2. Establishment section need to update the deficiency / omissions / error
Responsibility: SO(E) / AO / COA
3. Selected staff may be asked to do ESS transactions (minimum: 10) (not applicable to labs which are already online). The created dummy transaction IDs need to be sent for deletion / the staff may be asked to terminate the transaction)

R&D Portal

1. Selected scientists may be asked to create minimum five R&D proposals (plan and BD proposals). The approval may be taken to BD/PME level. *Pre-requisites: R&D Admin need to create Organization Master, lab level workflow, area and sub-area master, division head mapping)*
2. System generated draft ID need to be sent by mail for deletion from back end.
Responsibility : Head, PME/BD

Stores & Purchase Proposal :

1. Selected scientists may be asked to create minimum 10 purchase requests from MLP/OLP/STS projects. The workflow may be taken upto Project Leader / SPO level. The indent number may be sent to us for deletion from back end.
Responsibility : Coordinators, SPO & S&P team

Finance Portal:

1. Minimum of 10 bills need to be take from Diary to Cheque writer level. (not to be posted at cheque writer level). Select bills only from current financial year.
2. BR numbers may be send to us for deletion.
Responsibility: FAO / COFA

All the above transaction need to be executed on the same day by all labs (except CSIR-CECRI & CSIR-NML).

Verification of e-service book need to be executed by all labs irrespective of any status.

Labs adopted live HR transactions need not do dummy transactions and can do the normal transactions.

Labs which are live in S&P module need NOT do dummy transactions and can carry out normal transactions. (CSIR-IMT, CSIR-CLRI, CSIR-CECRI, CSIR-NML, CSIR-CEERI, CSIR-IHBT & CSIR-SERC)

CSIR-CECRI & CSIR-NML need not do dummy transaction in Finance Portal and can do normal transactions.

PROJECT LEADER