



सा. /No. : ERP / 2/2016

दिनांक /Dated: 29.09.2017

OFFICE MEMORANDUM

Sub: **ERP (Beta Release) Implementation (end-to-end) in seven pilot labs**

DG, CSIR has been pleased to approve implementation of “**Beta Version**” of the ERP system (**End to end from User level to Finance**) in the following seven CSIR Labs/Institutes from October 1, 2017 and subsequently in all CSIR Labs after the final version roll out in Dec 2017.

- | | |
|--------------------------|---------------------------|
| 4. CSIR-CECRI, Karaikudi | 1. CSIR-IMMT, Bhubaneswar |
| 5. CSIR-NML, Jamshedpur | 2. CSIR-SERC, Chennai |
| 6. CSIR-IHBT, Palampur | 3. CSIR-NCL, Pune |
| 7. CSIR-IMT, Chandigarh | |

The Standard Operating Procedure published vide CSIR OM No. ERP/2/106 dated Sep 14, 2016 is to be adhered in strict compliance for smooth implementation of the ERP system. The procedural instructions detailing the nuances and micro details pertaining to R&D, S&P and Finance portals will be issued separately to the respective officers by the concerned authorities.

(G.Radhakrishnan)
Project Leader

To

The Directors, CSIR-CECRI, CSIR-NML, CSIR-IHBT, CSIR-IMT, CSIR-IMMT, CSIR-SERC, CSIR-NCL

Copy for information and compliance to:-

1. Directors of all CSIR Labs/Instts
2. Heads — HRDC, HRDG, IPU, 4PI, URDIP
3. DS to DG, CSIR
4. US to JS (Admn.), CSIR
5. PS to FA, CSIR
6. PS to CVO, CSIR
7. Sr. DS (HR/Policy)
8. DS (CO)
9. Legal Advisor
10. Head, IT Division — with the request to upload this OM on CSIR website



सा. /No. : ERP / 2/2016

दिनांक /Dated: 14.09.2016

OFFICE MEMORANDUM

Sub: Standard Operating Procedure to be followed in ERP Implementation

Joint Secretary, CSIR has been pleased to approve the following Standard Operating Procedure (SOP) with immediate effect

A. E-Service Book Update :

- Group, Grade, designations, cadre and Pay details of all employees should be kept upto date in the e-Service book and will be used by CSIR HQ for analysis of stagnation, postings and for all reporting purpose.
- UID of newly joined employees should be generated within five working days and staff count in ERP should be verified at all times and kept intact with manual records.
- Family details should be kept up to date.

B. Transfer / Superannuation / Status change of an employee:

Before issuing NDC, the following actions should be ensured by the respective stake holders and certified in the NDC. :

1. Remove Notional Project Mapping or modify the end date(reliving date) and toggle ESS flag to others
2. Change the Reporting officer and Reviewing officer of the staff and also update the RO of all other staff who are reporting to him/her.
3. Complete all pending ESS tasks (transfer the pending tasks to other staff using activity re-allocation (COA level)
4. Transfer e-file & e-dak by Transferring Ownership.
(Action: COA/SPO/FAO/Head PME/BD Head level)
5. Un assign all activities (if the incumbent is Admin/S&P/F&A staff)
6. Lab specific role need to be removed.
(Basic roles like Employee, scientific function, technical staff need not to be removed)

7. Update the History of Posting in the Service book (reliving date and likely joining date in the new place of posting). Fill up the current place of posting. Action 7 will transfer the service book automatically.

C. ERP System should be adopted end to end from User level to Finance.


(R N Shukla)
Sr. Scientist

Copy for information and compliance to:-

- 1.Directors of all CSIR Labs/Instts
- 2.Heads — HRDC, HRDG, IPU, 4PI, URDIP
- 3.DS to DG, CSIR
- 4.US to JS (Admn.), CSIR
- 5.PS to FA, CSIR
- 6.PS to CVO, CSIR
- 7.Sr. DS (HR/Policy)
- 8.DS (CO)
- 9.Legal Advisor
- 10.Head, IT Division — with the request to upload this OM on CSIR website