



सा. /No. : ERP / 1/2016

दिनांक /Dated: 04.08.2016

OFFICE MEMORANDUM


Sub : Manpower Data – Update to be sent to office of Hon. Minister of S&T

CSIR will be submitting Manpower Data – **Filled up strength** before 5th of every month to the Office of the Hon. Minister for Science & Technology. In this regard, the data available in CSIR ERP Portal 'OneCSIR' will be taken as the updated data.

Lab Administration may ensure accuracy of data available in the ERP system.

SOP:

1. UID of all new employee need to be generated within five working days.
2. UID of all retired/deceased employee need to be deactivated on the same day after un-assigning all activities, roles and pending jobs.
3. Pay in History of Service in e-Service Book should be kept updated and reflecting the current position.


(G.Radhakrishnan)
Project Leader, ERP

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