वैज्ञानिक तथा औद्योगिक अनुसन्धान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसन्धान भवन , २, रफ़ी मार्ग , नई दिल्ली - ११०००१
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

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:-

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