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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

स. /No.SP-13030/6/2023-S and P-CSIR HQ (E 9429)
दिनांक/Date: October 1, 2024

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख
The Directors/ Heads of all CSIR Laboratories/Institutes/Units

विषय/Sub: **Roll out of ACCESS (Application for Comprehensive CSIR Enterprise for Stores & Supplies) across CSIR.**

महोदया/ महोदय/Madam / Sir,

As you are aware that an initiative had been taken, jointly by CSIR Hqrs and NAL's IT team, to develop an end-to-end comprehensive software solution called ACCESS for Stores and Purchase functions in CSIR. After successful trial in as many as eleven pilot labs, besides Hqrs, it has finally been launched by the DG, CSIR, on 27th September 2024 for use across CSIR.

2. The following modules are fully functional in ACCESS:

- i. Indent raising for all modes of procurement.
- ii. Creation of all types of Purchase Orders (Indigenous as well as Foreign PO)
- iii. Creation of Daily Receipts
- iv. Creation / Generation of Inspection Report
- v. Stock Entry
- vi. Issue of material from Stores (Available for Stores personnel for updating)

3. As the application is used, more and more features and functionalities will be added on to it. I would, therefore, request you all to encourage all stakeholders to switch over to ACCESS portal for Stores and Purchase needs. Printed hard copy of the documents generated through ACCESS Portal need to be kept for Audit and other purposes for the time being till e-signing feature is introduced.

4. For effective transition to ACCESS, it would be advisable to constitute an implementation team in your lab consisting of members drawn from S&P, F&A, PME, and IT. It may preferably be chaired by the Head IT to oversee the trial.

5. A suitable **Help Desk** may also be created to help resolve teething issues.

6. The software would be further firmed up based on the inputs of your feedbacks/suggestions. if any, regarding flow changes and rectification of bugs. Accordingly, inputs and suggestions are welcome for further improving the software and making it more robust through e-mail at access.helpdesk@csir.res.in.

7. I look forward to your personal involvement, encouragement and guidance in this endeavour.

With regards,

Yours sincerely

(Mahendra Kumar Gupta)