

**CSIR-NATIONAL INSTT. OF SCIENCE COMMUNICATION AND POLICY RESEARCH  
Dr. K.S. KRISHNAN MARG, PUSA GATE, NEW DELHI – 110 012.**

No. 19(Trg.)/G/2020

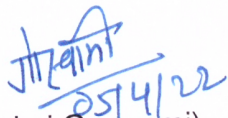
Dated 05.04.2022

**OFFICE MEMORANDUM**

**Subject: ERP Training Schedule for April and May, 2022 – In compliance to Assurance given to Lok Sabha .**

CSIR vide their e-mail dated 05.04.2022 has introduced a training programme on the new release of CSIR ERP Ver 3.0 through MS-Teams as per training schedule attached.

All Officers/ staff members are requested to attend the said training online as per schedule.

  
(Pankaj Goswami)  
Administrative Officer

Copy to:

1. Nodal Officer, ERP
2. Head, IT Division
3. Head IT- Please uploading the OM & training schedule in NIScPR website
4. Office Copy



## CSIR ERP Ver 3.0 Training Schedule

### HR Module : (all CSIR Labs)

**April 6, 2022**      **Time 10 am - 1 pm and 2 pm – 5 pm**

UID Generation,  
Creation of Labs specific Functional users  
E-Service book features

**April 7, 2022**

**10 am – 1 pm and 2 pm – 5 pm**

Role mapping, Reporting hierarchy mapping, populating master data like holidays list, declaring holidays as working day, HR Admin features

HR Reports

Workflow management

**April 8, 2022**

**10 am – 1 pm and 2 pm – 5 pm**

Employee Self Service

GPF, TA, LTC, Telephone claim, Annual Property Return, Children Education Allowance, News Paper Allowance, Medical Reimbursement, Leave Module

ESS Reports and Ledgers

Cancellation of ESS applications

**April 18 & April 19, 2022**

**10 am – 1 pm**

Paybill Generation – Master data updation –

Service book dependency – Remittance Bill Generation

## **R&D Module : (all CSIR Labs)**

**April 18, 2022 & April 19, 2022**

- Creation of CSIR Funded Projects
- Creation of Externally funded projects
- R&D admin functions
- Roles and responsibilities of PME & BD Heads
- Taking Project Receipts
- Monitoring expenditure

## **S&P Module Level 2 Training**

**21 April 2022 and , 22 April 2022 10 am to 1 pm**

Labs : CECRI, IHBT, IMT, CSIO, NEIST, CLRI, NAL, CEERI, IMMT,  
NCL, IGIB, CGCRI, CIMFR, IIP, NIO, CDRI

**25 April 2022 to 28 April 2022 Level 1 Training**

Rest of the Labs

## **Finance Module Training**

**May 3, 2022 to May 6, 2022 10 am to 1 pm**

- Audit of payment and receipts and admitting bills
- Editing Bills
- Tracking bill pendency
- Master Records management : ECF Project balance, Opening balance entry, GPF fund entry, Loan Master, Admin Configuration
- Various reports generation : Bank book, trial balance, pay audit register, Receipt and Payment, Progressive expenditure, Balance Sheet