

ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(Indian Council of Agricultural Research)  
NILGANJ : BARRACKPORE: KOLKATA-700120 : WEST BENGAL

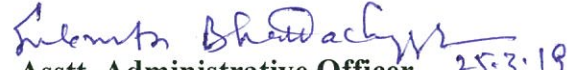
F. No. :FMS-MIS/Adm./2018-19/ 14112

Dated : 27 March, 2019

**ENDORSEMENT**

Enclosed please find herewith a letter dated 22.03.2019 received from Dr. Asim Kumar Chakraborty, Scientist and Nodal Officer, ERP, ICAR-CRIJAF regarding implementation of ICAR-ERP at this Institute, which is self-explanatory. This is for kind information and necessary compliance please.

Encls.: As above.

  
Asstt. Administrative Officer 25.3.19  
Admn.I

Distribution :-

1. All Head of Divisions/Sections/KVK, ICAR-CRIJAF.
2. All the Incharges of Sub-Stations, ICAR-CRIJAF.
3. The Incharge, AKMU, ICAR-CRIJAF, with a request to upload in the Institute's website.
4. PS to Director, ICAR-CRIJAF.
5. PA to CAO, ICAR-CRIJAF.

Date : 22/03/2019

To  
The Director  
ICAR-CRIJAF  
Barrackpore, Kolkata

Sub : Regarding implementation of ICAR-ERP at ICAR-CRIJAF.

Sir,

A number of letters and instructions came to this office on the above subject to ensure implementation of all the modules by 30<sup>th</sup> April, 2019.

We are lagging particularly in SCM and (Institute) project management part. Other modules are implemented somewhat satisfactorily at this office.

One circular may kindly be issued mentioning (i) the issue of SCM module implementation so that for all purchases, indent is placed in ERP and supervisors / concerned officers process these in tandem on regular basis, (ii) Scientists are also required to fill up RPP-I, II & III for their institute projects. Similar information are already in ERP for externally funded projects. All may contact Nodal Officer / YP-II for necessary help.

With regards,

Yours faithfully,

*Ab*  
22/03/2019.

[ Asim Kumar Chakraborty ]  
Scientists and Nodal Officer ERP

*AO*  
*Am*  
23/3/19

*AO, CA/MA*  
*AO*  
AAO *Adm-I*  
*YS* 23/3/19  
*YS* 25/3/19  
*AO* 23/3/19

Director mailed  
today, 26-Mar-2019

Subject: Regarding implementation of ICAR-ERP in Institutes

Dear Sir,

In reference to the recently concluded Director's conference held on 11 Feb. 2019, it was agreed that ICAR-ERP has to be implemented across all ICAR institutions and Director of the Institutes should ensure the implementation is completed by April 2019. Further, the ICAR-ERP system is being monitored on weekly basis by the DG ICAR. It is requested to send the status progress of the below mentioned ICAR-ERP modules in email to [icar@icar.gov.in](mailto:icar@icar.gov.in). We are sending sanction order to the respective ICAR institutions on

S.No.	Modules	Implementation Status (Yes/No)
1	HRMS (Core & Employee Self Service) Payroll	
2	Finance (Accounts, Budgets and Receivables) Receivable	
3	Supply Chain Management Procure	

For any difficulty, you may help contact of the respective module in the form of chat agents, user manuals and CRIs may be referred. In case of specific queries, the ICAR-ERP desk in IT Dr. Sudeep Khosla (sudeep.khosla@icar.gov.in) can also be contacted to arrange the sessions. You may also depute your staff with prior intimation to resolve the issues.

Yours regards

Yours sincerely

(Dr. Mohan Bhatt)

To

All Directors of ICAR Institutes