

**ICAR – Central Sheep and Wool Research Institute**  
**Avikanagar, Rajasthan**  
**Swachcha Bharat Mission (SBM)**

**Daily Report on Swachhta Pakhwada – Day 2 – 17.12.2019**

On this day of fortnight programme of Swachhta, all the staff participated in cleanliness drive of office, every employee cleaned their working equipment, table and surrounding and took a pledge to maintain this cleanness in the office. Further, the employees were introduced to the e-office concept and various benefit of e office were told to them e.g. paperless work, quick file processing, monitoring of file movement, intimation by message to employees. All the employees appreciated the e-office and are eager to work on this platform. Employee Master Database(EMD) required for the implementation of e-office has already been prepared in this Institute. It is also to mention that E-Procurement, GeM, PFMS, ERP-FMS are fully functional at this institute.

Dr. N. Shanmugam  
PS & Chairman, SBM









