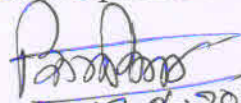


**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR**

F.No.6(86)Adm.I/e-office/2017/1519 Dated:-18-06-2020

Endorsement

Received a copy of letter F.No. 33-5/2020 Estt.-I dated 17.06.2020 from Director (Admn.), Indian Council of Agricultural Research, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi-110012 regarding implement e-office in ICAR system is forwarded for information and necessary action please.


(Shivji Ram Jat)
18.06.2020

Asstt.Administrative Officer

Distribupion-

1. Shri Suresh Kumar, CAO & Nodal Officer e-office
2. Shri Niraj Tanwar, AO & Master Trainer e-office
3. Shri Sunil Saini, Technical th: I/C, AKMU
4. All Heads of Division/Section in Charges at Main Institute.
5. Sub-Stations (ARC, Bikaner/NTRS Garsa/SRRC Mannavanur).
6. In-Chrg AKMU for uploading on Institutes website.



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110 001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001

Admn.F.No.33-5/2020-Estt.I/1519

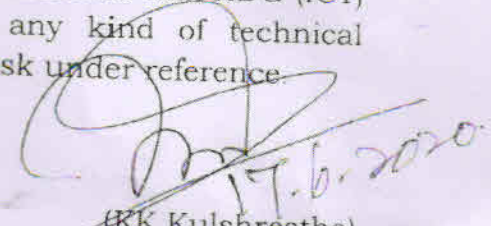
dated 17.06.2020

To

All Directors of the ICAR Institutes/NRCs/Bureaux/PDs/ATARIs etc.

Sir/Madam

The Council has issued instructions from time to time to implement *e-office* in ICAR system. There has been special emphasis on the fact that the Council makes this endeavour a top priority in order to make the system updated with the times, efficient and transparent. Its importance and utility is being felt more than ever before in the current scenario when all offices have been forced to work from home due to COVID 19 pandemic. Since the year 2017 when *eoffice* was first implemented at the ICAR Hqrs., much progress has been made in its implementation in the entire ICAR system. This technological advancement is the need of the hour and an indispensable utility to keep the system functional and alive. Therefore, all the Institutions in ICAR system are hereby advised to implement *e-office* in their respective institutes etc. so that the ICAR system is seamlessly integrated on this platform by 15th July, 2020. For the purpose all the Directors/PDs may personally ensure that all required infrastructure e.g. hardware/software/networking etc. are arranged and put in place within the prescribed time-line so that it is a fitting system upgrade on the occasion of ICAR Foundation day to be celebrated on 16th July, 2020. It will also be appreciated that officers/staff are simultaneously encouraged to work on the *eoffice* using the official language (*Rajbhasha*). The detailed requirements for implementing the *eoffice* at the Institutes has also been conveyed by ADG (ICT) in his email dated 01.06.2020 and letter dated 12.06.2020. It also informed that ADG (ICT) and his team will be happy to promptly provide any kind of technical input/advice/guidance to facilitate completion of the task under reference.


(RK Kulshrestha)
Director (Admn.)

Copy for information to :-

1. Dr. Anil Rai, ADG (ICT), ICAR Hqrs., Krishi Bhawan, New Delhi.
2. All DDGs, ICAR with the request to coordinate in the above matter.
3. PSO to DG, ICAR / PPS to Secretary, ICAR / PPS to FA, DARE/ICAR
4. Media Unit for uploading on website.
5. Eoffice Notice Board.