



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

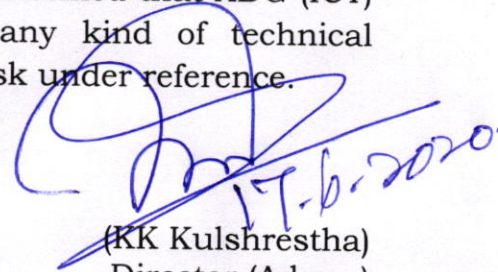
dated 17.06.2020

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 15<sup>th</sup> 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 16<sup>th</sup> 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.

  
(KK 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.