वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली - 110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

File no 22/ISTAD/IC/US -2024

Dated :17.12.2024

OFFICE MEMORANDUM

Subject: Acceptance of proposals from CSIR labs/Instts relating to International Cooperation(IC) activities coordinated by ISTAD on E-office as E-file.

The undersigned is directed to state that the e-office system has been implemented by the Government of India in the various Govt offices/organisations of India and the same is being implemented across all CSIR labs/Instts requiring all the CSIR staff to digitize all file management activities under e-office. In this regard, a task force was also constituted for monitoring /supervising the hundred-day challenge for implementing e-office in all CSIR labs/units vide CSIR OM no 6-9(131)/89-EIII dated 03.05.2023 (**copy enclosed**).

Keeping in view the aforesaid CSIR instructions (CSIR OM no 6-9(131)/89-EIII dated 03.05.2023) and with the objective of improvising the functioning and streamlining the file/record management at CSIR-ISTAD, it has been decided by the competent authority that the proposals pertaining to all International Cooperation activities (viz deputation proposals for visit abroad; proposals for organising International Conferences/Workshop/Symposia/training etc.; proposals for MoUs/Agreements/MTAs etc.; proposals for foreigners visit to CSIR Labs/Instts; proposals seeking grant of security/sensitivity clearance for international/joint research projects.) received from the CSIR labs/Instts shall be received by ISTAD only on e-office. **No IC activity proposal shall be processed by ISTAD if the same is not received on e-office as e-file from CSIR labs/Instts. Proposals will not be accepted for processing at CSIR-ISTAD through emails at all and will be summarily rejected.** Deputation OM's on all visits abroad and Reports after completion of deputation abroad may be sent as **e-office receipts.**

Given the timeline mentioned in **CSIR OM dated 03.05.2023**, it is understood that all CSIR labs /Instts are already working and handling day to day routine work on e-office. However, if there are still some gaps and problems in proper functioning of e-office, the same may be expeditiously sorted out and necessary arrangements for smooth functioning/handling of **e-files of e-office** may be made by the CSIR Labs/Instts so that the proposals pertaining to all International Cooperation(IC) activities emanating from CSIR labs/Instts **are sent to ISTAD only through e-office as e-files.**

These orders will come into **effect from 31 Jan 2025**. Hindi version enclosed.

17/12/2024

(VANDANA DIGVIJAY SINGH)
Under Secretary (ISTAD)

Copy to:

1. Directors of all National Labs/Instts of CSIR/Heads of CSIR HQ/complex/Centres/Units
2. IT Division-with the request to host his OM on the CSIR Website
3. Notice Boards
4. Office Copy

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI-01

F.No.6-9(131)/89-E.III

Dated: 03.05.2023

OFFICE MEMORANDUM

Sub.: Composition of the Task Force for E-Office implementation.

It is to inform that e-office is being implemented across all CSIR labs/units for all the CSIR staff to digitize all file management activities. To ensure smooth implementation of e-office, Competent Authority is pleased to constitute a Task Force for monitoring/supervising the hundred-day challenge for implementing e-office in all CSIR labs/units as per following composition:

1)	Prof. R. Pradeep Kumar, Director, CSIR-CBRI	- Chairman
2)	Dr. D. Srinivasa Reddy, Director, CSIR-IICT	- Member
3)	Prof. Manoranjan Parida, Director, CSIR-CRRI	- Member
4)	Dr. A. Ramachandara Murthy, Sr. Principal Scientist, CSIR-SERC	- Member
5)	Ms. Dolly Chaudhary, Head IT, CSIR HQ	- Member
6)	Dr. A. Saurikhia, Sr. Pr. Scientist, CSIR HQ	- Convener

Terms of reference of the Committee shall be:

a) To monitor the progress of migration to e-office by each lab.
b) To review the progress made by the labs. in this regard.
c) To ensure the complete implementation of e-Office in all CSIR labs before 15 Aug 2023.

(Ram Kumar Singh)
Under Secretary (CO)

Copy to :
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