

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 :02<sup>nd</sup> Jan 2025

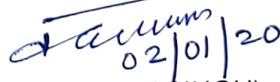
**ADDENDUM**

**Subject: Acceptance of proposals from CSIR labs/Instts relating to International Cooperation (IC)Activities coordinated by ISTAD on e-office.**

In continuation of this office OM of even number dated 17.12.2024 on the subject cited above, the undersigned is directed to further inform that all proposals relating to International Cooperation (IC)Activities coordinated by ISTAD should be sent by CSIR labs/Instts/Units on e-office as e-files by the Chairman ISTAG(International S&T Affairs Group) of the CSIR Lab/Instt to the Head ISTAD CSIR HQ(Dr Rama Swami Bansal).

It is reiterated as under:

- IC Activity proposals which are not received on e- office as e-files from CSIR labs/Instts after 31 Jan 2025, shall not be processed by ISTAD, CSIR HQ.
- IC activity proposals should be sent only as e files(not as e- receipts).
- IC activity proposals received through emails will be outrightly rejected.

  
(VANDANA DIGVIJAY SINGH)  
Under Secretary (ISTAD)

Copy to:

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

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Dated : 17.12.2024

File no 22/ISTAD/IC/US -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.

*Vandana Digvijay Singh*  
17/12/2024  
(VANDANA DIGVIJAY SINGH)  
Under Secretary (ISTAD)

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