

**Council of Scientific and Industrial Research  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001**

**No. JS-CSIR/1/2025-JS-A-CSIR HQ**

**Dated: 11.05.2026**

**OFFICE MEMORANDUM**

**Sub: Guidelines regarding Departmental Sender-Receiver Roles and Prevention of Misuse of the 'Downloader' Role in e-Office.**

In continuation of previous instructions regarding the implementation of e-Office in CSIR, the following guidelines are hereby issued with the approval of the Competent Authority for strict compliance:

**1. Management of Departmental Sender-Receiver Roles:**

It is clarified that the "Departmental Sender" and "Departmental Receiver" roles, is essential only for the inter-lab transfer of e-files and e-receipts. These roles are **not required** for dispatching a letter from an e-file. A draft which is approved and signed can be dispatched as e-Letter by any officers/staff having that e-file.

Lab-level Nodal Officers are empowered to assign the **Departmental Sender-Receiver Roles** based on functional requirements. These roles are not monitored or approved by CSIR Headquarters. Labs are advised to exercise internal discretion while giving these roles.

**2. Restrictions on the Use of 'Downloader' Role and Unverified Printouts:**

It has been observed that the 'Downloader' role is frequently being misused. Unsigned printouts or PDFs are being submitted for formal approvals to Accounts, Admin, and Purchase sections. Digital files and scanned images are susceptible to manipulation, thus to ensure the integrity of the administrative process, the following instructions may be followed:

- **Downloader role:** The downloader role must only be provided with approval of the Competent Authority of the lab. While giving the downloader role, the Nodal officer must mention in the remarks, the name of the Competent authority approving the downloader role.
- **Digital First Approach:** The download feature should be used sparingly. All official business should, as far as possible, be transacted within the e-file/e-receipt module itself.
- **Mandatory Certification:** If for any valid and genuine reason, any e-Office document (file or receipt) is converted to a hard copy or PDF for official submission, then it must be manually signed and certified by the submitting official as a **"True Copy of the e-Office Original."**
- **Verification:** Receiving authorities (Accounts/DDO/S&P/Admin) are advised not to process any unsigned e-Office extracts or printouts.

- **Physical Signatures:** No processing should be done based on printouts claiming to be from e-office, unless they bear original physical signatures.
- **Audit Logging:** All officers and staff are reminded that every download action in e-Office is logged with a permanent timestamp and is subject to audit.

This issues in consultation with IT division of CSIR Hqrs.

Digitally signed by  
Abhishek Chandra  
Date: 11-05-2026  
12:03:23

(Abhishek Chandra)  
Under Secretary

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