



महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA
संयुक्त सचिव
Joint Secretary

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

No. SP-13030/25/2023-S and P-CSIR HQ(E-53700)

Date: 27/08/2026

Dear *Directors/Heads*

We are happy to inform you that CSIR has successfully registered itself on ICEGATE 2.0 portal as a parent user. The portal can be used for managing and monitoring of various import/export activities, including Paperless Electronic Filing (e-Sanchit & EDI), Integrated Online Duty Payment (ECL / e-Payment), payment of Custom Duty, tracking of Bill of Entries for import/export, Real-Time Document & Consignment Tracking etc.

2. Since the Import/Export is actually done by the Labs/Instts/Units, 2-3 Officers each from Finance & Accounts and Stores & Purchase Division of Labs/Instts/Units need to be on-boarded on the Portal as Child user to avail the benefits of this Portal.

3. Accordingly, you are requested to nominate three officers each from Finance & Accounts as well as Stores & Purchase Department for onboarding on the Portal. Besides the Sr. Most Officer of the two Divisions, two officers at the level of ASO/SO from S&P Division and two officers from Finance & Accounts Division who are authorised to do online/ electronic fund transfers may be considered for the purpose. The names, designations, email IDs and mobile numbers of nominated officers may be emailed to the Nodal Officer at Headquarters (Sh Satish Chandra, SPO Policy) with the approval of Director/Head.

4. Upon receipt of the names, the Nodal Officer at Headquarters will send each one an invite / link for registration and creating login credentials. It may be noted that the invite will remain active only for 15 days and will expire thereafter. Therefore, the process needs to be completed within the active period. Further, the nominated officers may be instructed to keep their Digital Signature Certificate (DSC) Class 3 with signing and encryption capabilities ready.

5. The nominations with the requisite information, as requested above, may be furnished to NO/ SPO (Policy), Hqrs (Email ID spo.policy@csir.res.in) so as to complete operationalization of the functionality at the earliest.

Looking forward to your personal monitoring and supervision,

With regards

Yours sincerely,

(Mahendra Kumar Gupta)

27/8/26

To

The Directors/Heads of all the CSIR labs/Instts/Units