



INDIAN COUNCIL OF AGRICULTURAL RESEARCH

KRISHI BHAVAN: NEW DELHI

F.No. 12-3/2020-CDN

dated the 25th 11.2020

ENDORSEMENT

Cabinet Secretariat, Rashtrapati Bhawan, New Delhi has issued letter No. 331/1/5/2020-TS dated 12th November, 2020 along with a copy of Minutes of the Meeting of Group of Officers (GoO) held under the Chairmanship of Secretary (Coordination), Cabinet Secretariat (Copy enclosed) regarding Review of implementation of instructions on non-printing of diaries and calendar of GoI in Ministers/ Departments and progress of development of electronic application of GoI Calendars & Diaries. The same has been uploaded on the ICAR Website www.icar.org.in and e-office for necessary action. An action plan may be sent to ICAR Hqrs. through **email only** (sumitrawat.icar@gov.in)

Ajai Verma
23/11/20
(Ajai Verma)

Under Secretary (GAC)

Distribution:

1. Directors/ Project Directors of all ICAR Institutes/ National Research Centres/ Project Directorate/ Bureaux with the request to confirm in writing that these instructions are strictly adhered to.
2. All Officers/ Sections at ICAR Krishi Bhawan/ KAB-I&II/ NASC.
3. PD, DKMA for placing on the ICAR website.
4. PSO to DG, ICAR/ PPS to Secretary, ICAR/ PPS to FA, DARE& ICAR.
5. Guard file.

No. 331/1/5/2020-TS

भारत सरकार Government of India
मंत्रिमंडल सचिवालय Cabinet Secretariat
राष्ट्रपति भवन Rashtrapati Bhavan.

.....
New Delhi, Dated the 12th November, 2020

Subject: Review of implementation of instructions on non-printing of diaries and calendars of Gol in Ministries/Departments and progress of development of electronic applications of Gol calendars & diaries-reg.

Kindly find enclosed a copy of Minutes of the Meeting of Group of Officers (GoO) held under the Chairmanship of Secretary (Coordination), Cabinet Secretariat at 11:45 A.M. on 10th November, 2020 and at 12:00 PM on 11th November, 2020 on the above mentioned subject, for appropriate action on the recommendations of the meeting.

2. It is requested that an action taken report may be sent to this Secretariat in pursuance of the decisions of the GoO, at the earliest.

Tina Soni
12-11-20 20
(Dr. Tina Soni)
Deputy Secretary to the Government of India
Tel: 23792357

To
(i) Secretary, D/o Military Affairs and Chief of Defence Staff;
(ii) Chairman Railway Board, M/o Railways;
(iii) Secretaries to all Ministries/Departments of Government of India

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CABINET SECRETARIAT
RASHTRAPATI BHAWAN

Doc. No. CD (TS) - 83/2020

Copy No. _____

Minutes of the meeting of Group of Officers

Venue : Conference Room, Cabinet Secretariat,
Rashtrapati Bhavan, New Delhi.

Date and time : 10.11.2020 at 11:45 A.M. and 11.11.2020 at 12:00 P.M.

P R E S E N T

Dr. V.P. Joy, Secretary (Coord), Cabinet Secretariat.
Shri Sandeep Sarkar, Joint Secretary, Cabinet Secretariat.
Dr. Tina Soni, Deputy Secretary, Cabinet Secretariat.

Through Video Conferencing

Representatives from all Ministries/Departments of Government of India (List attached)

Subject: Review of implementation of instructions on non-printing of diaries and calendars of Gol in Ministries/Departments and progress of development of electronic applications of Gol calendars & diaries-reg.

[F. No. 331/1/5/2020-TS]

Meetings over video conferences were held under the Chairmanship of Secretary (Co-ordination), Cabinet Secretariat, on 10.11.2020 at 11.45 A.M. and 11.11.2020 at 12.00 P.M. respectively, on the above subject.

2. Secretary (Coordination) informed the participants that the directions issued by D/o Expenditure, M/o Finance on 02.09.2020 on no further printing of wall calendars, desktop calendars, dairies, festival greeting cards and similar materials by all Ministries/ Departments/ Autonomous bodies and other organs of the Government, were to be fully complied. No expenditure was also to be incurred on the purchase of the above from market. Bureau of Communication (BoC), M/o Information & Broadcasting, was also instructed to make available electronic apps of Gol calendars and diaries to Ministries/ Departments which can be used on computers, mobiles etc.

3. DG, BoC informed that work on developing the digital version of calendars/ diaries is underway and electronic applications will be made available to all the Ministries/ Departments by December 2020. The application can be customized by Ministries/Departments, if necessary, to include features specific to them. Such apps may be shared by Ministries/Departments with their subordinate/Attached offices/ CPSEs/Autonomous Bodies etc for their use.

4. After detailed deliberations, following decisions were taken: -

- i. All the Ministries/Departments, including their subordinate/attached offices, CPSEs/ Autonomous bodies etc, to strictly adhere to the instructions regarding non-printing and non-purchase of dairies and calendars etc
 - ii. Use of physical diaries/ calendars to be stopped and all GoI Ministries/ Departments to switch over to digital mode of calendars and diaries;
 - iii. BOC to develop and make available electronic applications of Government of India Calendars/Diaries to Ministries/ Departments by 24.12.2020 which can be used on computers, mobiles etc.;
 - iv. Ministries/Departments in coordination with M/o I&B may customise the digital app developed by BoC according to their specific needs and circulate among the different organisations as per their requirement.
 - v. A confirmation, in writing, of the above action may be provided at the earliest.
- The meeting ended with a vote of thanks to all the participants.

Annexure-I

1. Secretary, M/o Information and Broadcasting
2. Secretary, M/o Labour and Employment
3. Secretary, D/o Legal Affairs
4. Secretary, Legislative Department
5. Secretary, D/o Justice
6. Secretary, M/o Jal Shakti
7. Secretary, M/o Micro, Small and Medium Enterprises
8. Secretary, M/o Mines
9. Secretary, M/o Minority Affairs
10. Chief of Defence Staff, D/o Military Affairs
11. Secretary, M/o New & Renewable Energy
12. Secretary, M/o Panchayati Raj
13. Secretary, D/o Personnel and Training
14. Secretary, D/o Administrative Reforms and Public Grievances
15. Secretary, D/o Pensions and Pensioners Welfare
16. Secretary, M/o Petroleum and Natural Gas
17. Secretary, M/o Power
18. Chairman, M/o Railways
19. Secretary, M/o Road Transport and Highways
20. Secretary, D/o Rural Development
21. Secretary, D/o Land Resources
22. Secretary, D/o Science and Technology
23. Secretary, D/o Scientific and Industrial Research
24. Secretary, D/o Bio-Technology
25. Secretary, M/o Shipping
26. Secretary, M/o Skill Development and Entrepreneurship
27. Secretary, D/o Social Justice and Empowerment
28. Secretary, D/o Empowerment of Persons with Disabilities(Divyangjan)
29. Secretary, M/o Statistics and Programme Implementation
30. Secretary, M/o Steel
31. Secretary, M/o Textiles
32. Secretary, M/o Tourism
33. Secretary, M/o Tribal Affairs
34. Secretary, M/o Housing and Urban Affairs
35. Secretary, M/o Women and Child Development
36. Secretary, D/o Youth Affairs
37. Secretary, D/o Sports
38. Secretary, D/o Atomic Energy
39. Secretary, D/o Space
40. Secretary, D/o Agricultural Research and Education
41. Secretary, M/o AYUSH
42. Secretary, D/o Chemicals and Petro-Chemicals
43. Secretary, D/o Pharmaceuticals

44. Secretary, M/o Civil Aviation
45. Secretary, M/o Coal
46. Secretary, D/o Commerce
47. Secretary, Department for Promotion Of Industry And Internal Trade
48. Secretary, D/o Telecommunications
49. Secretary, D/o Consumer Affairs
50. Secretary, D/o Food and Public Distribution
51. Secretary, D/o Fertilizers
52. Secretary, M/o Food Processing Industries
53. Secretary, M/o Corporate Affairs
54. Secretary, M/o Culture
55. Secretary, D/o Defence
56. Secretary, D/o Defence Research and Development
57. Secretary, D/o Ex-Servicemen Welfare
58. Secretary, M/o Development of North Eastern Region
59. Secretary, M/o Earth Sciences
60. Secretary, M/o Electronics and Information Technology
61. Secretary, M/o Environment, Forest and Climate Change
62. Secretary, M/o External Affairs
63. Secretary, D/o Economic Affairs
64. Secretary, D/o Expenditure
65. Secretary, D/o Revenue
66. Secretary, D/o Financial Services
67. Secretary, D/o Fisheries
68. Secretary, D/o Animal Husbandry and Dairying
69. Secretary, D/o Health & Family Welfare
70. Secretary, D/o Heavy Industry
71. Secretary, D/o Public Enterprises
72. Secretary, D/o Internal Security
73. Secretary, D/o States
74. Secretary, D/o Official Language
75. Secretary, D/o Home
76. Secretary, D/o Jammu, Kashmir and Ladakh Affairs
77. Secretary, D/o Border Management
78. Secretary, D/o School Education and Literacy
79. Secretary, D/o Higher Education
80. DDG, Bureau of Outreach and Communication(BOC)