



No. Admn.33-6/2025-Estt.I
भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

New Delhi, Dated 13.08.2026

OFFICE MEMORANDUM

Subject: Strict implementation of e-Office and discontinuance of Physical/hybrid file processing

The undersigned is directed to state that during the recent Zonal Meetings, the Competent Authority observed that some ICAR Institutes are still processing files physically or following a hybrid system involving both e-Office and physical files.

Such practices are not in line with the objective of paperless administration. It also results in duplication of work, avoidable delays and difficulty in fixing accountability for delays in disposal of cases.

It is, therefore, reiterated that all official file processing, note-sheets and drafting shall be carried out through e-Office only. Maintaining parallel physical and electronic files or moving files physically, where the matter can be processed through e-Office, shall not be permitted.

All active physical files should be scanned and migrated to e-Office. Physical files may be retained only in cases specifically classified as "Classified/Secret" or where a physical signature is mandatorily required under a specific statutory provision and processing through e-Office is not possible.

All Directors of ICAR Institutes are requested to kindly ensure strict compliance with these instructions and take immediate steps to discontinue any practice of hybrid or physical file processing.

This issues with the approval of the Competent Authority.

(Sandeep Singh Dudi)
Under Secretary (Admn.)

Distribution:

1. All the Directors of the ICAR Institutes.
2. All the officers of Administrative and Finance cadre of ICAR HQ/Institutes
3. Sr PPS to DG, ICAR/Sr. PPS to Secretary, ICAR/ PPS to FA, DARE/ICAR
4. Social Media & Website Management Unit, DKMA, ICAR for placing on ICAR website.
5. e-office Notice Board

(This document may be downloaded from e-office/website as per the need as it is not being distributed separately)