



**भारतीय कृषि अनुसंधान परिषद**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
कृषि भवन, डा0 राजेंद्र प्रसाद मार्ग, नई दिल्ली 110 001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001

F.No. 1(1)/2013-DS(P)

Dated : 17<sup>th</sup> August, 2016

**Circular**

In continuation to circular no. F.No. 1(1)/2013-DS(P) dated 02<sup>nd</sup> August, 2016, wherein it was requested from all employees of ICAR Hqr at Krishi Bhawan, KAB-I/II and NASC, Pusa New Delhi to get their data updated in eOffice and remove pendency of receipts as well as files from their inbox as a compliance report has been desired by Competent Authority by 25<sup>th</sup> of Aug, 2016. It may be noted that request for updation will not be entertained after 24<sup>th</sup> Aug, 2016. All section Officers/ Branch Officers may confirm that section view of File Management System has updated data/ entry of men-in-position.

Reason for pendency (receipt/file) of more than 15 days has to be mentioned in the compliance report. Non-compliance of the above timeline shall be viewed seriously.

For updation of data please contact Ms. Renu Aggarwal, Assistant, eGovernance Division of ICAR in Room No. 210, (Extn.-201), KB, New Delhi.

*Namrta Sharma*

(Namrta Sharma)

Deputy Secretary (Admn.)

**Distribution:**

- (i) Sr. PPS to DG, ICAR/ PPS to Secretary, ICAR/ PPS to FA(DARE/ ICAR).
- (ii) All DDGs/ ADGs at ICAR Hqrs., New Delhi.
- (iii) All Officers/ Sections at ICAR Hqrs./ KAB-I, KAB-II/ NASC Complex.
- (iv) Information System Officer, DKMA, KAB-I for uploading a copy of this circular on ICAR website.
- (v) Guard Files/ Spare Copies.

*आवश्यक कार्यवाही हेतु*  
*निदेशित किया गया*  
*17/8/16*

*मनाज*