



भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर
ICAR RESEARCH COMPLEX FOR EASTERN REGION
(भारतीय कृषि अनुसंधान परिषद् INDIAN COUNCIL OF AGRICULTURAL RESEARCH)



आई.सी.ए.आर. परिसर, पोस्ट-बिहार वेटनरी कॉलेज, पटना-800014 (बिहार), भारत
ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA
फोन सं. Phone No. 2228805, फैक्स सं. Fax No. 2223956, Email: vipulraj@icar.gov.in

F. No. 1-108/Estt./e-Office/2019/432

Date: 08.06.2020

CIRCULAR

Sub: Implementation of e-Office in ICAR-RCER, Patna-reg.

The efficiency of an organization, to a large extent, depends on the evaluation of adequate processes and procedures and the ability of its employees to follow them. Accordingly, the efficiency of persons handling secretarial work in an organization can be judged by their ability to dispose of receipts with speed, duly following the procedure prescribed for the purpose. The ultimate object of all Government business is to meet the citizens' needs and to further their welfare, without undue delay. It is, therefore, necessary, in each case, to keep appropriate record not only of what has been done but also of why it was so done.

The procedures prescribed in e-office attempt to balance the considerations of speed and propriety. In a dynamic context, this balance cannot be rigidly or permanent fixed.

Accordingly, as per the Council's letter dated 01.06.2020, the e-office is to be implemented in all ICAR Institutes by the end of **July, 2020**.

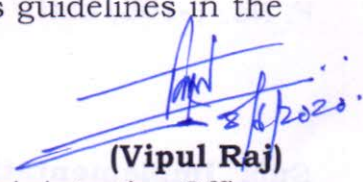
In view of the facts mentioned above, the Competent Authority, ICAR-RCER, Patna is pleased to decide that an Internal Training of e-office will be conducted, for the employees of this Complex including its RCs & KVKs and ICAR-MGIFRI, Motihari, as per the schedule and venue given below:-

S.No.	Category of employee/division(s)/Section(s)	Date	Time (Hrs.)	Venue
1.	All Administrative personnel (incl. RCs & KVKs)	09.06.2020	1100-1330	Seminar Hall, ICAR-RCER, Patna
2.	DCR (both Scientific and Technical personnel)	10.06.2020		
3.	DLWM (both Scientific and Technical personnel)	11.06.2020		
4.	DLFM (both Scientific and Technical personnel)	12.06.2020		
5.	DSEE (both Scientific and Technical personnel)	15.06.2020		
6.	All Scientific & Technical personnel working at RCs, KVKs & MGIFRI, Motihari	16.06.2020		Through Video-Conferencing


Cont'd....2

Accordingly, all the employees of ICAR-RCER, Patna are required to remain present, in order to attend the said training programme, as mentioned in the above-illustrated Table for successful implementation of e-office at this Institute. However, the officers/employees of RC(s)/KVK(s)/MGIFRI, Motihari may attend the same through video conference, for which the necessary link is being provided.

Training shall be organized following the social distancing and sanitization, etc., as per the MHA and MoH&FW, GoI/Council's guidelines in the matter.



(Vipul Raj)
Administrative Officer
& Nodal Officer/EMD Manager

Distribution:-

1. All the employees of ICAR-RCER, Patna (incl. its RCs & KVKs) and ICAR-MGIFRI, Motihari (by e-mail).
2. Dr. Anil Rai, Assistant Director General (ICT), Indian Council of Agricultural Research, Dr. Rajendra Prasad Road, Krishi Bhawan, New Delhi - 110 001.
3. Acting Head, ICAR-FSRCHPR, Plandu, Ranchi - 834010.
4. Scientist-in-charge, ICAR-RCER, Research Centre for Makhana, Basudeopur Farm, Near Delhi More, Darbhanga, Bihar - 846 005.
5. Scientist-in-charge, ICAR-MGIFRI, Motihari.
6. The Head(s), Divisions of CR/LWM/SEE/LFM, ICAR-RCER, Patna.
7. CAO/SAO/AAO, ICAR-RCER, Patna.
8. In-charge, Seminar Hall for ensuring availability of the Seminar Hall & other related arrangements.
9. In-charge, EMU for kind arrangement of sanitizer and cleanliness, etc., of Seminar Hall.
10. Notice Boards/website (www.icarrcer.in).
11. Guard file.

(Vipul Raj)