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23/9/14

फ़ैक्स संदेश संख्या.....6661...../भा.कृ.अ.प. मुख्या.
दिनांक.....22/9/2014.....
पृष्ठों की संख्या.....02.....



Sl. No. 7

Indian Council of Agricultural Research
Krishi Bhavan, New Delhi

No. ADMN/11-10/2014-WS

Dated 29 September, 2014

Subject: Economy in use of paper-Regarding

Sir/Madam,

The Council has been emphasizing from time to time the need to exercise economy in use of paper in day to day work. In this context necessary instructions issued by the Govt. of India, Ministry of Finance vide their O. M. No. 25(6)/E.Coord.-2014 dated 22nd August, 2014 have also been circulated by this office on 2nd September, 2014.

In order to ensure economy in use of paper the following points may please be kept in mind:-

- (i) Circulars for inviting the nominations for various training programmes which were hitherto being circulated by the Work Study Unit from amongst the officers/divisions/section in ICAR Hqrs as well as the institutes will now be available only on the ICAR website under the column Circular/Work study. The officials may check the website regularly to keep themselves apprised of the training programmes. The duly filled nomination forms of the eligible officials for various training programmes may be e-mailed to (soworkstudy.icar@nic.in) Or (rajashreesunil.icar@nic.in) ICAR Hqrs. Hard copy of nomination need not be sent unless specifically asked for. Once the training is over scanned copy of participation certificates and duly filled post-course feed back forms may be mailed to Work Study Section.
- (ii) Circulars being issued by Coordination Section and Coordination (A&A) Section endorsing various orders/instructions of Ministry of Finance, DOP&T etc. will be placed on the ICAR website. Hard copies of these circulars may not be circulated.
- (iii) As far as possible, information for various returns, proceedings of various meetings, budget related statements/returns etc. may be sought for and provided online (if such a provision exists) or through e-mail. For this the concerned SMDs/Sections/institutes may ensure that all the concerned officials have appropriate email IDs.
- (iv) Proceedings of the meeting of Governing Body, Standing Finance Committee and other meetings may be sent on the e-mail address of the concerned officers.

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Pl. inform all
23 SEP 2014

Endf. no. 9(7)(2014) Estt. Dt. 30.09.2014

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P.T.O.

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All officers/officials of ICAR Hqrs./Institutes may kindly ensure compliance of these instructions.



(K. K. Kulshreshtha)

Deputy Secretary (Work Study & Cash)

1. All SMDs/Sections at ICAR hqrs., KB/KAB-I & II/NASC
2. All Directors of ICAR Institutes/NRCs/PDs/Bureaux/ZPDs
3. ISO, DKMA for uploading the same on ICAR website.