



No.F. 1-6/2019/U-II(e-office)

Date: 07th July, 2020

CIRCULAR

The matter relates to implementation of e-office. As per council's directions vide Admn. F. No. 33-5/2020-Estt.I dated 17-06-2020 all institutions have to implement the e-office in their respective institutes so that the ICAR system seamlessly integrate on this platform by 15th July, 2020.

The implementation of this time-bound mission has been divided into three phases in our institute for which creation of e-office IDs and basic training is essential for all employees.

For the **next phases**, the schedule of training for e-office is mentioned below:-

S. No.	Date	Session	Time
1.	09-07-2020	Morning	10.30 -12.30 am
		Evening	2.30 – 4.30 pm
2.	10-07-2020	Morning	10.30 -12.30 am
		Evening	2.30 – 4.30 pm

Venue: ONLINE EXAMINATION HALL


The names and e-office IDs of AAOs included for 09-07-2020 have been mentioned in attached **Annexure I** and for 10-07-2020 attached as **Annexure II**. It is further requested to all the AAOs that kindly send the name of one staff member from their section to the nodal officer (neha.chaudhary@icar.gov.in) by 5.00 pm tomorrow i.e. 08-07-2020. Further it is also intimated that the password of the respective e-office ID is same as of ICAR mail IDs. Moreover if any problem is faced regarding the password or if it is forgotten then it may be retrieved through below mentioned link:

<https://selfad.icar.gov.in/MSelfHelp/AccountUnlockAndPassReset.aspx>

The link for ICAR mail is mentioned below:

<https://mail.icar.gov.in/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.icar.gov.in%2fowa%2f%23authRedirect%3dtrue>

This is issued with the approval of the competent Authority.


(VISHWADEEP)
AAO e-Office

Enclosure:

1. List of officials along with their ICAR mail ID and e-Office ID.

Copy to:

1. All concerned as per Annexure-I attached.
2. PS to the Director, ICAR-IVRI.
3. Incharge ARIS Cell with the request to kindly upload the circular on institute website and make necessary arrangements for availability of Online Examination Hall on above mentioned dates.
4. Nodal Officer- e-Office.
5. Guard file.

Annexure I

S. No	Name	ICAR Email ID	eOfficeUser ID
1	KARUNESH SHUKLA	karunesh.shukla@icar.gov.in	karunesh.shukla
2	SARWAR ALI	sarwar.ali@icar.gov.in	sarwar.ali
3	MEENA RANI AGARWAL	meena.agarwal@icar.gov.in	meena.agarwal
4	ALKA RANI	alka.rani@icar.gov.in	alka.rani
5	LAL BAHADUR GUJAR	lalbhadur.gujar@icar.gov.in	lalbhadur.gujar
6	AVINASH KUMAR	avinash.kumar@icar.gov.in	avinash.kumar
7	JITENDRA SINGH	jitendra.nayal@icar.gov.in	jitendra.nayal
8	ARVIND MOHAN KHARE	arvind.khare@icar.gov.in	arvind.khare
9	BHAIRAV DUTT TEWARI	bhairav.tiwari@icar.gov.in	bhairav.tiwari

*Only
07/07/2020*

Annexure II

S. No.	Name	ICAR Email ID	eOfficeUser ID
1	RAJEEV KUMAR SAXENA	rajeev.saxena@icar.gov.in	rajeev.saxena
2	MOHAN SINGH LAWAL	mohan.lawal@icar.gov.in	mohan.lawal
3	SURENDRA SINGH RAWAT	surendra.rawat1@icar.gov.in	surendra.rawat1
4	SURESH PAL SINGH	suresh.singh1@icar.gov.in	suresh.singh1
5	ALOK KUMAR SINGH	alok.singh@icar.gov.in	alok.singh
6	SHYAM SUNDER	shyam.sunder@icar.gov.in	shyam.sunder
7	MANISH SRIVASTAVA	manish.srivastava@icar.gov.in	manish.srivastava
8	SHAILENDRA KUMAR SAXENA	shailendra.saxena1@icar.gov.in	shailendra.saxena1
9	KISHAN RAM	kishan.ram@icar.gov.in	kishan.ram

*Only
07/07/2020*