



भारतीय पशु-चिकित्सा अनुसंधान संस्थान
इज्जतनगर-243122 (उ०प०) भारत

Indian Veterinary Research Institute
Izatnagar – 243122 (U.P.) India



File No. 1-6/2019-U-II (eOffice)

Dated: 24.08.2020

CIRCULAR

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

Training Schedule from 25.08.2020 to 28.08.2020 is as below:

S.N.	Date	Time	Participants
1.	25.08.2020*	11:00 to 11:45 AM	Annexure -2,3,4,5,6
		12:00 to 12:45 PM	
		03:00 to 03:45 PM	
2.	26.08.2020	11:00 to 11:45 AM 12:00 to 12:45 PM	Annexure-2
3.	26.08.2020	03:00 to 03:45 PM 04:00 to 04:45 PM	Annexure-3
4.	27.08.2020	11:00 to 11:45 AM 12:00 to 12:45 PM	Annexure-4
5.	27.08.2020	03:00 to 03:45 PM 04:00 to 04:45 PM	Annexure-5
6.	28.08.2020	11:00 to 11:45 AM 12:00 to 12:45 PM	Annexure-6

For simplify implementation of eOffice at ICAR-IVRI, eOffice Cell has developed customized video modules along with all training material and manuals which may be obtained from eOffice tab of IVRI website and accessed at following address and may be followed for smooth learning experience:

Password Setup	https://www.youtube.com/watch?v=0kAtf_X0-SE
Training Videos	https://www.youtube.com/channel/UCs4G1IWqxEZYNRdu5AaehNg

* On 25.08.2020, the 3 sessions of Video Conferencing have been scheduled only for setting up of ICAR email and eOffice ID and other related issues, link of which is being provided on eOffice tab of IVRI website as well as Annexure 1, so that the training schedules from 26.08.2020 to 28.08.2020 may be completed well in the given time frame. Therefore, all the JDs/HoDs/ Incharges and participants are requested to clarify any such issues on the same day i.e. 25.08.2020.

The names & eOffice IDs of officials have been mentioned in the Annexures. The password of respective eOffice ID is same as of ICAR Email ID. If any issue is faced regarding password or if it is forgotten, it may be retrieved from below link (<http://ivri.nic.in/otherpages/GeMTraining.aspx>)

The link for ICAR mail is <https://mail.icar.gov.in> .These links are also available on eOffice tab of IVRI website. Further, if any problem arises, regarding opening of ICAR mail/eOffice ID, along with other related matters, the videos compiled by eOffice Cell may be referred.

The training as per schedule above, will be imparted through Video Conferencing, link of which, will be sent to participants on their ICAR email IDs who have setup their eOffice IDs on 25.08.2020. In this regard ARIS Cell may be reached for any issues related to setup of Video Conferencing.

If the JDs/HDs/SICs/Incharges in Annexures 2-6 wishes to extend the training to other Govt. Staff (Scientific/PI/Admin/Technical), in their Regional Station/Division/Section, they may send the details of the concerned official, in enclosed format at Annexure-6 to Asstt. Adm. Officer (eOffice) at vishwadeep@icar.gov.in .

All further correspondences may be made through ICAR email IDs only.

This issues with approval of the Competent Authority.

s/d

(VISHWADEEP)
Asstt. Adm. Officer

Encl: Annexure 1 to 6 & 7

Distribution:

1. PS to the Director.
2. JD (Admin) for necessary information.
3. All JDs/HDs/SICs/Incharges for necessary & needful information and with the request to kindly bring the circular in the notice of all concerned staff members mentioned in the annexures of their respective Regional Station/Division/Section, for necessary action, please.
4. Nodal Officer (eOffice) with the request to kindly upload the circular on eOffice Notice Board.
5. Incharge, ARIS Cell with the request:
 - a. To kindly upload the circular on Institute website and make necessary arrangements for video conferencing of the participants, at IVRI, Izatnagar, if required.
 - b. To kindly upload the videos, tutorial and NIC eOffice Manual on eOffice tab of Institute website.
6. Guard File.

eOffice ICAR Mail Setup on 25.08.2020

Session 1 @ 11:00 AM

<https://us04web.zoom.us/j/79122555023?pwd=eENKRWduWER5c1IEZFpjSC9nS3RaQT09>

Meeting ID: 791 2255 5023

Passcode: 0ba0sX

Session 2 @ 12:00 PM

<https://us04web.zoom.us/j/71317456365?pwd=aFIMUGINbnZRQnpaVXBsZjdkUXUwUT09>

Meeting ID: 713 1745 6365

Passcode: 1CwVjT

Session 3 @ 3:00 PM

<https://us04web.zoom.us/j/75418529516?pwd=Y0s4dFloOTdhL000NXUzSFZ4N2pnQT09>

Meeting ID: 754 1852 9516

Passcode: 1aS4bA

ICAR Email Password Setup

https://www.youtube.com/watch?v=0kAtf_X0-SE

Youtube Training Videos:

<https://www.youtube.com/channel/UCs4G1IWqxEZYNRdu5AaehNg>

eOffice Training Schedule 26.08.2020 at 11:00 AM

S.N.	Section	Name	ICAR Email ID	eOffice User ID
1	Engg. Section	RAJEEV KUMAR BALI RAM ISRAR BEG	rajeev.kumar1@icar.gov.in bali.ram1@icar.gov.in israr.beg@icar.gov.in	rajeev.kumar1 bali.ram1 israr.beg
2	Comm. Centre	B.K. PANWAR VIPUL VARSHNEY	brijendra.panwar@icar.gov.in vipul.varshney@icar.gov.in	brijendra.panwar vipul.varshney
3	NLVS	S.S. RAWAT	surendra.rawat@icar.gov.in	surendra.rawat
4	KVK	Dr. RAJ KARAN SINGH RATAN KAUR	rk.singh01@icar.gov.in ratan.kaur@icar.gov.in	rk.singh01 ratan.kaur
5	Farm	R.L. SAGAR SANJAY AGARWAL	ram.sagar@icar.gov.in sanjay.agarwal@icar.gov.in	ram.sagar sanjay.agarwal
6	ATIC	DR. RUPASI TIWARI	rupasi.tiwari@icar.gov.in	rupasi.tiwari
7	Security	SANJAY	sanjay.sharma3@icar.gov.in	sanjay.sharma3
8	IVRI RS Kolkata	Dr. P.S. BANERJEE SUBHASH CHATERJEE NIVEDITA DUBEY SUPRIYA VERMA	partha.banerjee@icar.gov.in subhash.chaterjee@icar.gov.in nivedita.dubey@icar.gov.in supriya.verma@icar.gov.in	partha.banerjee subhash.chaterjee nivedita.dubey supriya.verma

eOffice Training Schedule 26.08.2020 at 3:00 PM

S.N.	Section	Name	ICAR Email ID	eOffice User ID
	Human Hospital	DR. NEERAV KOHARWAL	neerav.koherwal@icar.gov.in	neerav.koherwal
		AVINASH KUMAR	avinash.kumar@icar.gov.in	avinash.kumar
	FT Unit	H.C. Yadav	harish.yadav@icar.gov.in	harish.yadav
	FMP	R.J. PATRICK	ravindra.patrick@icar.gov.in	ravindra.patrick
	Rajbhasha Cell	SUJATA JETHI	sujata.jethi@icar.gov.in	sujata.jethi
		BADRI PRASAD	badri.prasad@icar.gov.in	badri.prasad
	ARIS Cell	DR. SANJAY KUMAR	sanjay.kumar7@icar.gov.in	sanjay.kumar7
		HIMANSHU AGARWAL	himanshu.agarwal@icar.gov.in	himanshu.agarwal
	Horticulture	HARKESH MEENA	harkesh.meena@icar.gov.in	harkesh.meena

eOffice Training Schedule 27.08.2020 at 11:00 AM

S.N.	Section	Name	ICAR Email ID	eOffice User ID
1	Veterinary Biotechnology	DR. P.K. GUPTA SUSHIL GIRI	praveen.gupta@icar.gov.in sushil.giri@icar.gov.in	praveen.gupta sushil.giri
2	Bacteriology & Mycology	DR. PALLAB CHAUDHURI	pallab.chaudhuri@icar.gov.in	pallab.chaudhuri
3	Biological Product	DR. R.P. SINGH BHAGWAN SWAROOP	Rabindra.Singh@icar.gov.in bhagwan.swaroop@icar.gov.in	Rabindra.Singh bhagwan.swaroop
4	Epidemiology	DR. BHOJ RAJ SINGH LAXMI PRASAD	br.singh@icar.gov.in laxmi.prasad@icar.gov.in	br.singh laxmi.prasad
5	Immunology	DR. ALKA TOMAR	alka.tomar@icar.gov.in	alka.tomar
6	Veterinary Medicine	DR. SAHADEB DEY KAPIL KHER	sahadeb.dey@icar.gov.in kapil.kher@icar.gov.in	sahadeb.dey kapil.kher
7	Parasitology	DR.S. GHOSH ADARSH KUMAR	srikanta.ghosh@icar.gov.in adarsh.kumar@icar.gov.in	srikanta.ghosh adarsh.kumar
8	Pathology	DR. K.P. SINGH M.K. RAHI	karam.singh1@icar.gov.in mahesh.rahi@icar.gov.in	karam.singh1 mahesh.rahi
9	Pharmacology & Toxicology	DR. DINESH KUMAR VINOD KUMAR	dinesh.kumar4@icar.gov.in vinod.kumar13@icar.gov.in	dinesh.kumar4 vinod.kumar13
10	Biological Standardization	DR. A.K. TIWARI DEEPAK SAXENA	ashok.tiwari1@icar.gov.in deepak.saxena@icar.gov.in	ashok.tiwari1 deepak.saxena
11	Surgery	DR. AMAR PAL	amar.pall@icar.gov.in	amar.pall
12	VPH	DR. SVS MALIK	satyaveer.malik@icar.gov.in	satyaveer.malik

eOffice Training Schedule 27.08.2020 at 3:00 PM

S.N.	Section	Name	ICAR Email ID	eOffice User ID
1	Animal Nutrition	DR. A.K. VERMA DESH RAJ ANAND INTIKHAB ALAM	ashok.verma@icar.gov.in desh.anand@icar.gov.in intikhab.alam@icar.gov.in	ashok.verma desh.anand intikhab.alam
2	Animal Reproduction	DR. HARENDRA KUMAR RAJENDRA KUMAR	harendra.kumar@icar.gov.in rajendra.kumar6@icar.gov.in	harendra.kumar rajendra.kumar6
3	Animal Genetics	DR. PUSHPENDRA KUMAR M.C. SHARMA	pushpendra.kumar@icar.gov.in mahesh.sharma@icar.gov.in	pushpendra.kumar mahesh.sharma
4	LPM	DR. G.K. GAUR	gyanendra.gaur@icar.gov.in	gyanendra.gaur
5	Physiology & Climatology	DR. G TARU SHARMA MOHD RAIS R.V. FREDRICK	gt.sharma@icar.gov.in mohammad.rais@icar.gov.in ruby.fredrick@icar.gov.in	gt.sharma mohammad.rais ruby.fredrick
6	Biochemistry	DR. MOHINI SAINI	mohini.saini@icar.gov.in	mohini.saini
7	Extension Education	DR. MAHESH CHANDER JITENDRA KHARE GAURAV AGARWAL	mahesh.chander@icar.gov.in jitendra.khare@icar.gov.in gaurav.agarwal@icar.gov.in	mahesh.chander jitendra.khare gaurav.agarwal
8	LES	DR. SANJAY KUMAR	sanjay.kumar7@icar.gov.in	sanjay.kumar7
9	LPT	DR. S.K. MENDIRATTA U.V.S. CHAUHAN	sanjod.mendiratta@icar.gov.in uday.chauhan@icar.gov.in	sanjod.mendiratta uday.chauhan
10	CADRAD	DR. V.K. GUPTA KISHAN RAM DAYA RAM RAM AUTAR MAURYA	vivek.gupta@icar.gov.in kishan.ram@icar.gov.in daya.ram@icar.gov.in ram.maurya@icar.gov.in	vivek.gupta kishan.ram daya.ram ram.maurya
11	JDR	ANURAG SHARMA SUMIT KUMAR	anurag.sharma@icar.gov.in sumit.kumar@icar.gov.in	anurag.sharma sumit.kumar

eOffice Training Schedule 28.08.2020 at 11:00 PM

S.N.	Section	Name	ICAR Email ID	eOffice User ID
1	IVRI Mukteswar	DR. PUTAN SINGH Omveer Singh SUNNY Sanjay Kumar Tewari Ganga Singh Danu GOPINATH BANERJEE Akash Kumar Meena Raj Bahadur Chandan Singh Deolia Tara Singh Mehta Manju Negi	putan.singh@icar.gov.in omveer.singh@icar.gov.in sunny@icar.gov.in sanjay.tewari@icar.gov.in ganga.danu@icar.gov.in gopinath.banerjee@icar.gov.in akash.meena@icar.gov.in raj.bahadur@icar.gov.in chandan.deolia@icar.gov.in tara.mehta@icar.gov.in manju.negi@icar.gov.in	putan.singh omveer.singh sunny sanjay.tewari ganga.danu gopinath.banerjee akash.meena raj.bahadur chandan.deolia tara.mehta manju.negi
2	IVRI Palampur	PRAVEEN KUMAR SAXENA DESH RAJ SANDEEP KAUR SANJEEV KUMAR VIJAY LAXMI	praveen.saxena@icar.gov.in desh.raj1@icar.gov.in sandeep.kaur@icar.gov.in sanjeev.kumar14@icar.gov.in vijay.laxmi1@icar.gov.in	praveen.saxena desh.raj1 sandeep.kaur sanjeev.kumar14 vijay.laxmi1
3	IVRI Bangluru	Dr. ANIKET SANYAL Dakshayani B Hema B Menon Neeraj Tiwari P R Nair PRATIBHA KATIYAR Sunita A Doddamani	aniket.sanyal@icar.gov.in Dakshayani.B@icar.gov.in hb.menon@icar.gov.in Neeraj.Tiwari@icar.gov.in nair.pr@icar.gov.in pratibha.katiyar@icar.gov.in sunitha.a@icar.gov.in	aniket.sanyal Dakshayani.B hb.menon Neeraj.Tiwari nair.pr pratibha.katiyar sunitha.a
4	IVRI Pune	DR. K.N. BHILEGAONKAR	kiran.bhilegaonkar@icar.gov.in	kiran.bhilegaonkar
5	IVRI Kolkata	Dr. P.S. BANERJEE SUBHASH CHATERJEE NIVEDITA DUBEY SUPRIYA VERMA	partha.banerjee@icar.gov.in subhash.chaterjee@icar.gov.in nivedita.dubey@icar.gov.in supriya.verma@icar.gov.in	partha.banerjee subhash.chaterjee nivedita.dubey supriya.verma

Annexure -7

S.N.	Name	FMS ID	ICAR Email	Designation	Reporting Office	DOB	Regional Station/ Office