



No.F.1-2/2024/Secy. Office /26.
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI - 110016
(SECRETARY OFFICE)

Dated: 2nd January, 2024

CIRCULAR

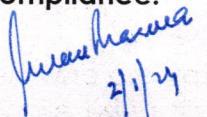
Sub: Execution of 100% file work through E-Office in NCERT & its Constituent Units w.e.f. 15.01.2024 regarding.

In pursuance of the Council's Order No.F.No. S-14011/1/2020-O/o Head ESD dated 24.07.2020 and Director's Office Letter No.PS(D)/6-1/2020 September 3rd, 2020 (copies enclosed) on the subject cited above, it is hereby directed that all the files should be moved through E-Office only **w.e.f. 15.01.2024**. All new files are to be opened in e-office only with immediate effect.

The officers/employees/staff members may utilize their respective government (gov.in) User ID and Password provided to them by the Council's for login to e-Parichay for use of e-office. The training program on the application was already carried by the CRC/e-Office team.

For smooth functioning on the portal, those officers/employees/staff members who are yet to obtain their government (gov.in) User ID/Password or facing any difficulty while using file management system through e-office may contact Mr.N.L. Shrinivas, SSA (Mobile -9650218899, 011-26592153) & Md. Aarif, Programmer (Mobile-9625327362, 011-26592709) of CRC/E-Office, NIE, NCERT.

Therefore, it is reiterated that all the officers/officials/employees/staff members must strictly adhere instructions, guidelines, procedure and submit all day to day work files only on e-office File Management System instead of physical mode. All the Heads of the Departments, Deputy Secretary's, Under Secretary's, Division/Sections Incharge of the Council are requested to convey these instructions to all the officials working under their control **for strict compliance**.


2/1/24
(Aman Sharma)
Secretary

Copy to:

1. Joint Director, CIET.
2. Joint Director, PSSCIVE, Bhopal.
3. Dean (A), NCERT.
4. Heads of the Departments/Units/Cells of NIE.
5. All Principals of RIE's-Ajmer, Bhopal, Bhuneshwar, Mysore & Shillong
6. All Deputy/Under Secretaries including CIET/VSO, NCERT.
7. Administrative Officer, Publication Department, NCERT.
8. All Branch officers/ Sections in the Council Hqs.
9. Mr. N.L. Shrinivas (SSA) & Md. Aarif (Programmer), CRC/E-Office, NIE, NCERT- with instructions to monitoring progress of e-files & migration of files on weekly basis, resolving doubts & queries related to e-Office functioning.
10. Deputy Secretary (Services) & Sr. Store Officer, NCERT - with Instructions to check total numbers of scanner & photo copy machines are available in each department/divisions/sections etc. and their working for proper use of file management system of e-office and resolving any issues/queries related to scanner/photocopier machines.

Copy for information to:

1. P.S. to Director, NCERT.
2. P.S. to Joint Director, NCERT.
3. P.S. to Secretary, NCERT.
4. Notice Boards.
5. Head, DICT for uploading it on the website of the Council.

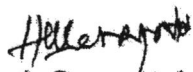
**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG, NEW DELHI 110016**

DIRECTOR'S OFFICE

PS(D)/6-1/2020
September 3, 2020

E-Office system has been introduced in the Council for the last more than one year but all the files are physically being forwarded to Director's Office.

After 15th September, 2020 Director's Office will not receive any physical file and all the files should be forwarded through E-Office only.


(Hrushikesh Senapaty)
Director

JD
All Heads of the Departments/Divisions at NIE
Secretary

1.2.2017 - MHRD

National Council of Educational Research and Training

Sri Aurobindo Marg, New Delhi – 110016.

Date: 24.07.2020

ORDER

Subject: Implementation of eOffice in the National Council of Educational Research and Training.

This has reference to the Circular F. No. 6-2/2017-SS dated 01-02-2017 issued from Department of School Education & Literacy, Ministry of Human Resource Development (MHRD) Government of India. Through this circular, decision taken by secretary (SE&L) has been communicated to all the subordinate organizations under the department of SE&L that with effect from 01/04/2017 the department of SE&L will not accept any circular, noting etc. in physical form.

In order to adhere the guidelines of MHRD, NCERT has implemented eOffice in NCERT as on 16.07.2018 in phased manner.

In the present COVID-19 pandemic scenario, maintaining social distancing in office is advisable and, therefore, it has been decided that the following guidelines may strictly be adhered:

- All receipts/dak should be registered and submitted in eOffice only.
- All files/notes should be moved in eOffice only.
- No Physical files will be accepted until it is very urgent in nature from 17th August 2020.
- With Regards to existing physical voluminous files, e-files may be generated providing the reference no. of the previous physical files.
- All receipts/VIP communications received in Hindi, e-files may be generated in Hindi only.
- All Circulars, Notices, Office orders etc. should be circulated through **Knowledge Management System**.
- All leaves should be applied through **Leave Management System**.
- For Any Assistance, you may contact eOffice team on EPABX No.594.

This issue with the approval of the Competent Authority.

Signature Not Verified
Digitally signed by RANJAN KUMAR
NAYAK
Date: 2020.07.29 15:37:11 IST

I/C Secretary