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INDIAN COUNCIL OF MEDICAL RESEARCH

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110 029.

No. Sr.DDG(A)/eGov/eOffice/2015

Date : 20/07/2022

Competent Authority of ICMR has desired to implement electronic File system of eOffice. All the employees of ICMR were given training to implement eOffice in the past. The refresher training for 2 hours for generating electronic file is fixed at NIMS Conference Hall for all the concerned employees, as per the schedule below:

- | | |
|-------------------------|-----------------------|
| (1) Admin and Accounts | 22-07-2022 at 11:00AM |
| (2) BMS+NCD+ECD | 22-07-2022 at 03:00PM |
| (3) All other Divisions | 25-07-2022 at 11:00AM |

All the Head of Divisions/ Administration/ Accounts are kindly requested to encourage their staff to participate in the above training. All the employees are directed to create **new files** as electronic file. ICMR is processing to procure required number of Scanners. In the meantime, the employees may use any other resource to scan the documents.

Dr. R. Lakshminarayanan
Deputy Director General (Admn.)

Copy to :-

1. All Heads of Divisions/ Sections
2. PS to DG/ Addl. DG/ Sr.DDG (A)/ Sr.FA
3. PA to DDG (A)/ ADG(A)/ ADG(F)