

कें रे बो - केन्द्रीय रेशम उत्पादन अनुसंधान एवं प्रशिक्षण संस्थान

CSB - Central Sericultural Research & Training Institute

[केन्द्रीय रेशम बोर्ड -
बन्धु मंत्रालय - भारत सरकार]
मानंदवाडी रोड, श्रीरामपुरा,
मैसूरु- 570 008



[Central Silk Board -
Ministry of Textiles - Govt. of India]
Manandavadi Road, Srirampura,
Mysuru - 570 008

No: CSB/RTI/ES/E-OFFICE/2024/ E 92443

Date: 28.09.2026

// CIRCULAR //

Sub: Strict and Immediate Implementation of e-Office - Reg.

- Ref:**
1. Central Office OM No. CSB-64(172)/2024-ES.II (e-office) dated 24.07.2024
 2. Minutes of the Central Office VC Meeting dated 24-07-2024.
 3. This Office Circular of even number dated 20.07.2024.

It is brought to the notice of all concerned that despite explicit, time-bound directives from the Central Office and the Member Secretary mandating a 100% transition to the e-Office system by 15th August, 2024, full implementation has not yet been realized at CSR&TI, Mysuru and its nested units. This continuing lapse has been viewed seriously by the Competent Authority.

To achieve immediate compliance, the following instructions are hereby issued for strict enforcement:

1. Complete Cessation of Physical Files:

With immediate effect, no physical files or paper-based notes shall be entertained or processed. All administrative, technical, and financial files must move strictly through the e-Office system.

2. Action on Heavy/Legacy Files:

For on-going, voluminous legacy matters, e-files must be generated immediately as "Part Files" to keep the workflow moving digitally. All inactive physical files must be officially closed and marked for priority weeding out to optimize our digitization footprint.

3. Connectivity Issues:

In-charges of nested units facing network constraints must immediately co-ordinate with the nearest District NIC/NKN field offices to finalize network linkage.

4. Mandatory Reporting:

All Divisional and Sectional Heads are directed to submit a compliance report detailed with the number of operational e-files and pending digital migrations to the undersigned every month positively.

Any further delay or negligence in the implementation of the e-Office system will be treated as official non-compliance with Government directives and will be reported directly to the Central Office for administrative action.

This is for strict and immediate compliance.

DIRECTOR



To:

1. All Divisional / Sectional Heads, CSR&TI, Mysuru.
2. All In-charges of Nested Units / Sub-stations under the control of CSR&TI, Mysuru.
3. All Scientists / Officers / Staff of CSR&TI, Mysuru.
4. **The Deputy Director, Computer Section, CSR&TI, Mysuru shall ensure that the following measures are implemented effectively and without delay:**

1. To actively support and facilitate the implementation of e-Governance initiatives in the Institute.
2. To take necessary steps to assist in the effective implementation of paperless office initiatives and promote the use of digital platforms for official work.
3. To ensure the timely installation, configuration, maintenance, and proper functioning of desktop computers, laptops, workstations, and servers.
4. To ensure the proper functioning and regular maintenance of Local Area Network (LAN), Wi-Fi, and Internet connectivity throughout the Institute.
5. To regularly monitor system performance, ensure the availability of IT resources, and promptly attend to and resolve connectivity-related and other IT issues.
6. To provide timely and effective technical support to all officers and employees for the smooth conduct of official work.

The Deputy Director, Computer Section, is hereby strictly advised to ensure that the above responsibilities are discharged promptly and efficiently, and that no avoidable delay or disruption in IT services occurs due to lack of monitoring, maintenance, or timely technical support.

5. Notice Boards/Computer Section to upload on the Institute's website.


DIRECTOR