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Circular

File Tracking System (FTS)/eOffice is an initiative introduced by the ICAR Hqrs in its offices at Krishi Bhawan, KAB-I/II and NASC, Pusa New Delhi for efficient, effective and transparent functioning of the department. A series of training programmes on FTS has also been organized for all employees of ICAR/ DARE.

The Competent Authority has decided that all receipt/file movement in ICAR Hqrs. (KB, KAB-I/II) will be done henceforth through the FTS module in eOffice. A monthly report is submitted to Cabinet Secretary for which all divisions are requested to submit the compliance report by 25th day of every month and reason for pendency (receipt/file) of more than 15 days has to be mentioned in the compliance report. Non-compliance of the above timeline shall be viewed seriously.

In case if data of any employee is not updated in eOffice, please contact Ms. Renu Aggarwal, Assistant, eGovernance Division of ICAR in Room No. 210, KB, New Delhi.

(Namrta Sharma)
Deputy Secretary (Admn.)

Distribution:

(i)   Sr. PPS to DG, ICAR/ PPS to Secretary, ICAR/ PPS to FA(DARE/ ICAR).
(ii)   All DDGs/ ADGs at ICAR Hqrs., New Delhi.
(iii)   All Officers/ Sections at ICAR Hqrs./ KAB-I, KAB-II/ NASC Complex.
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