

**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE  
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN-304501**

File No.6(75)Adm./IT Policy/2016 / 5449

Dated: 12.04.2017

**OFFICE ORDER**

In continuation of Circular of even number 14.06.2016 & 26.07.2016 regarding Implementation of Email solution and Unified Communications Solutions and use of Email with ICAR domain for official communication. the email-ids' of the Employees/Divisions/Sections/Sub Stations have already been created and all necessary guidelines/instructions required for the usage of the above system has been provided, still it has been observed that the usage of this system did not come in effect.


This has been viewed very seriously by the competent authority, and it is reiterated to the Head(s)/Section In charges at the Main Institute and Head(s)/OIC of Sub Stations shall ensure the further official communication by the Email-ids' already provided, with effect from 25.04.2017, positively.

For further strengthening electronic mode of official communication the Head(s)/Section In charges at the Main Institute and Head(s)/OIC of Sub Stations are hereby requested to provide the undersigned with their respective operational alternate Email Address (other than the one with icar domain), within two days of receiving this order.

In order to avoid the sudden and abrupt change in the mode of official communication from this section, it is to inform that the official communication will be issued both in hard and soft, till 20.04.2017. Afterwards, all official communication from this section will be done through Email (on both official as well as, alternate one), only. You are hereby requested to keep in sync with this by checking the email address provided to this office, regularly.

Sh. ML Jangid, CTO & Nodal Officer for Unified Communication may be contacted for provision of any technical assistance in this regard. Sh. Asrar Hussain, Young Professional-I shall be assisting Sh. ML Jangid, as and when required, in this regard.

This is issued with the approval of the Director.

  
(Harshit Agarwal)  
Administrative Officer  
(harshit.agarwal@icar.gov.in)

**Distribution:**

1. All Head of Division(s)/Section Incharge(s) at Main Institute
2. Head(s) Sub-stations (ARC, Bikaner/ NTRS, Garsa & SRRC, Mannavanur).
3. The Incharge AKM Unit : for uploading this order on Institute's website
4. Sh. ML Jangid, CTO & Nodal Officer for Unified Communication for compliance.
5. Dr AK Choubey, Head, Division of Computer Applications, ICAR-IASRI, New Delhi-12  
(Email: [ak.choubey@icar.gov.in](mailto:ak.choubey@icar.gov.in), [akc@iasri.res.in](mailto:akc@iasri.res.in) ).
6. Sh. Asrar Hussain, Young Professional-I Th. The I/C Adm.I Section
7. PS to the Director.
8. Guard File.