

PRIORITY

**REGIONAL INSTITUTE OF EDUCATION, MYSURU - 570 006**

No.F. RIEM/Estt/e-Office/2021

Dated: 15<sup>th</sup> February, 2021

**C I R C U L A R**

**Subject: Installation of e-Office System for office use at RIE, Mysuru.**

It is proposed by the Council to implement e-Office System in the entire administrative function of the Institute in due course of time. Therefore, in order to streamline the new system a certain required information is very much essential in order to update data to be completed in all respect.

1. **Residential Address of both Permanent & Present along with a photocopies of the Aadhaar Card.**

Therefore, it is requested for all the staff members of both academic & non-academic to furnish the said information urgently in the proforma placed at the Establishment Section of the Institute latest by **19.02.2021** itself, so as to take further necessary action by the Institute for onward transmission to Council.

**This may kindly be treated as URGENT.**

This issues with the approval of the Principal.

*20/02/2021*  
**I/c Administrative Officer**



Copy to:

1. Heads & I/c of the Sections with a request to bring it to the notice of the staff members who are working under their control to comply accordingly.
2. PA to Principal, RIE, Mysuru for information.
- ① 3. Shri. S T Singh, Assistant Headmaster, DM School, RIE, Mysuru for information.

REGIONAL INSTITUTE OF EDUCATION (NCERT), MYSURU - 570 006

No.F. RIEM/Estt/e-Office/2021

Dated: 30<sup>th</sup> July, 2021

CIRCULAR

Subject: Request for providing data in respect of e-Office.

Council vide e-mail letter dated: 28<sup>th</sup> July, 2021 seeking information pertains to Leave Data till 1<sup>st</sup> July, 2021 (2020-21) in order to update information for the implementation of e-Office at RIE, Mysuru.

Therefore, it is requested that the enclosed information may kindly be furnished urgently to the Establishment Section since certain kinds of leave are maintained only in the respective Departments itself.

This issues with the approval of the Principal.

*[Signature]*  
20/7/2021  
Administrative Officer

Copy to:

1. All the Heads/In-charge of the Departments/Sections for necessary action please.
2. Shri. S T Singh, AHM, DM School, RIE, Mysuru.
3. Mr. Mohd. Arif Sadiq, Programme Co-ordinator of e-Office, NCERT, Sri Aurobindo Marg, New Delhi - 110 016.

*[Signature]*  
02/08/2021  
SLR/CA

Please Comply the Same.

*[Signature]*  
02/08/2021  
Smt. A

REGIONAL INSTITUTE OF EDUCATION (NCERT), MYSURU - 570 006

(AO's Office)

No.F.RIEM/Estt/TRG/2021

Dated: 25<sup>th</sup> January 2022

C I R C U L A R

Subject: Training Programme in connection with e-Office.

As per the official communication (Circular) issued by the Council dated 04.01.2022 with regard to Training Programme in connection with e-Office to be held on 27.01.2022 through online mode at 03.00.p.m. to 05.00.p.m. by the Council, it is requested for the Officers who are interested may kindly send an email to [eoffice.ncert@gmail.com](mailto:eoffice.ncert@gmail.com) by mentioning the following details which will help officials who are facing difficulties while discharging their duties by using e-Office.

The details as mentioned below may kindly be noted while sending e-mail.

1. Name of the Official:
2. Designation:
3. Department/Division/Cells/Section:
4. Mobile Number:
5. Date of attending Training Programme:

This issues with the approval of the principal.

*Impressed M*  
I/c Administrative Officer

Copy to:

1. All Heads/In-charge of Sections with a request to bring it to the notice of such Officers working under their control for necessary compliance.
2. The Office Coordinator, CRC, NCERT, New Delhi
3. Shri S T Singh, AHM & Nodal Officer, DMS, RIEM
4. The Accounts Officer
5. Concerned file.

PRIORITY

REGIONAL INSTITUTE OF EDUCATION, MYSURU - 570 006

No.F.RIEM/Estt/Misc/2021

Dated: 19.07.2022

**CIRCULAR**

**Subject: Two days Training Programme on Functionality of e-Office-reg.**

In response to Council's Communication dt. 18.07.2022 the Institute is going to organize the said Training Programme to facilitate the staff members acquaint about functionality of e-Office likely to be implemented at the Institute.

Therefore, there will be a Two-day Training Programme w.e.f 21.07.2022 to 22.07.2022 in the AV Hall of the Technology Block of the Institute.

All the staff members of both **Academic and Non Academic which includes Contractual and Outsourcing (Ministerial)** are hereby requested to attend the same without fail.

The Programme will commence at 9.AM on 21<sup>st</sup> July, 2022.

This issues with the approval of the Principal.

*21/07/2022*  
I/c Administrative Officer

**Copy to:**

1. All Heads of the Departments with a request to bring into the notice of such staff members working under their control.
2. The Accounts Officer, RIE, Mysuru
3. I/c AV Studio, RIE, Mysuru.
4. Medical Officer, RIE Dispensary, Mysuru.
5. Headmaster, DMS, RIE, Mysuru.
6. Mr.Mohd. Arif Sadiq, Programmer, NCERT, New Delhi-19.
7. PA(P).

PRIORITY

REGIONAL INSTITUTE OF EDUCATION, MYSURU - 570 006

No.F.RIEM/Estt/e-Office/2021

Dated: 27.07.2022

CIRCULAR

Subject: Digitalization of Institute Administration through mode of e-Office  
Procedures-reg.

Consequent on training programme organized by the Institute on 21<sup>st</sup> and 22<sup>nd</sup> July 2022 through technical support extended by the Council, it has been decided to digitalize the administrative procedures in the Institute and implement the same in a phased manner.

As an initial step, it has been decided that all the staff members have to avail leave only by submitting their applications through e-office from 10<sup>th</sup> August 2022 and any other mode of applying for leave will not be considered.

In order to upload the balance of leave, the Heads of Departments/Sections are requested to submit the leave balance of the staff members working in their departments (with regard to Casual Leave and Restricted Holiday) to the undersigned on or before 29<sup>th</sup> July 2022.

The above system will be implemented strictly as per the norms adopted in the e-Office system.

This issues with the approval of the Principal.

*xmp rascelw*  
I/c Administrative Officer

Copy to:

1. Dean of Instruction
2. Heads of Depts - DE / DEE / DESM / DESSH
3. I/c Sections - Phy/Chem/Maths/Bot/Zoo/ET Cell/CAL
4. I/c Academic Section.
5. Dr. S Nagaraja, Deputy Librarian and Nodal Officer e-Office.
6. HM, DMS/ Primary Section In charge
7. Accounts Officer, RIEM
8. Section Officers - C&W / Estt, RIEM
9. AO's Office
10. Dispensary / Guest House
11. Personal Section
12. Mr. Mohd. Arif Sadiq, Programme Co-ordinator of e-Office, NCERT, Sri Aurobindo Marg, New Delhi- 110 016 - for his kind information

REGIONAL INSTITUTE OF EDUCATION (NCERT), MYSURU – 570 006

No.F.1-19/e-Office/2022-23/Estt/RIEM

Dated: 27-07-2022

**CIRCULAR**

In order to facilitate implementation of E-office Leave Module, data on leave are to be updated. In view of this, all Heads of departments/sections are requested to provide data on balance of CL and RH in respect of their staff in the format attached to the undersigned urgently.

This circular is issued with the approval of Principal.

*zimpascdm*  
I/C Administrative Officer

**Encl.: As stated.**

Copy to: All Heads of Departments/Section

C I R C U L A R

The RIE, Mysuru as per the directions of the Council taken-up the task of implementation of e-Office mode of programme in the entire administration of RIE, Mysuru.

The process has already begun in all respect. However, in order to update records for quick processing the information pertaining to mobile numbers, address of the staff members etc., requires urgently.

Hence, it is requested for all the staff members to kindly intimate to the undersigned if there is any change in the mobile number and residential address if any latest by 09<sup>th</sup> September, 2022 without fail so as to augment the needs of updating e-Office system for smooth functioning.

This issues with the approval of the Principal.

*Sampasohn*  
I/c Administrative Officer

Copy to:

1. All Heads of the Departments - with a request to bring this information to the notice of staff members working under their control for necessary compliance.
2. Mr. Mohd. Arif Sadiq, Programme Co-ordinator of e-Office, NCERT, Sri Aurobindo Marg, New Delhi - 110 016.
3. Dr. S Nagaraja, Nodal Officer for e-Office, RIE, Mysuru.
4. Mr. P K Raman - working in NAAC will support and co-ordinator in all Administrative aspects of e-Office.
5. The Headmaster, DM School, RIE, Mysuru.
6. Concerned File.