

C I R C U L A R

Sub: Movement of Officers of CSB on tours to attend
Various meetings - streamlining of meetings – reg.

It has been observed that the Directors of Research Institutes, , Incharge Officers of Regional Offices, Officers from CSB H.Q. etc. are proceeding on tours quite frequently for attending various meetings convened either by the CSB Offices or external agencies viz. DOSs etc. While the idea of Officers attending various meetings is appreciated, the concerned Officers may also give a serious thought to the idea of sending the inputs for the meetings by email / hard copy and impress upon the conveners of the meetings to have deliberation on the details submitted by them. If at all there is an absolute need for some officer to be physically present in the meeting/s, the senior and responsible officer/s from the nearest CSB unit may be advised to attend the meeting with all relevant details. The Regional Offices of Central Silk Board are expected to play this role effectively and represent the CSB in various meetings. By following this practice, the Officers of CSB Institutes / CSB H.Q. will be able to utilize their time effectively for constructive purposes and bringing down expenditure on travel. In the age of Technology, the use of Video Conferencing facility should be explored wherever possible.

Officers need to travel in those circumstances where physical presence is mandatory like attending meetings convened at Ministry, RCC, and RAC etc.

In light of the above and with a view to save valuable time & reduce expenditure on travel, TA/DA etc. , all the Directors of the Research Institutes / Officers of Regional Offices / RSRs / RTRSs / RMRSs are hereby requested to take note of the following guidelines:

1. The Research Institutes / Regional Offices / Nested units should schedule their usual meetings in such a way which will avert repeated travel.
2. The Officers of the Regional Offices or senior officer/s nearby CSB units where ROs are not located may be requested to attend the meetings convened in their zone by providing all the required inputs to them.

3. The facilities of Video Conferencing shall be used for effective interaction wherever possible.
4. Travel of Officers from CSB H.Q. to attend meetings may also be reduced by making use of Video Conferencing and by requesting RO's to represent CSB, unless otherwise their personal participation is highly essential.
5. Calling meeting for petty issues may be avoided.

All the Directors of CSB Research Institutes / Incharge Officers of Regional Offices of CSB, Incharge Officers of RSRS / RTRS / RMRS / Officers of CSB H.Q. are requested to offer their suggestions on this issue so that our quality time can be used for better purposes.

This may please be noted for strict compliance.


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