

कयर बोर्ड / COIR BOARD

भारत सरकार / Government of India

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय / Ministry of MSME,

एम जी रोड .., कोच्ची / M.G. Road, Kochi – 682016.

14.02.2018

परिपत्र / CIRCULAR**Sub: Digital Transactions by Coir Board – reg.**

The promotion of digital transaction is being accorded highest priority by the Government of India. Head Office has to report the expeditious reports with strict timeline to the Ministry on the part of implementation of digitalization and digitalized transactions at regular intervals. For compilation of the digitalized transaction reports the following action has to be initiated with immediate effect. All the Regional Offices, Sub- Regional Offices, Showrooms and Research Institutes have to furnish the details to their controlling sections in HO as detailed below.

S.L. No	Name of the Offices from where the details to be collected	Sections to which the details are to be furnished
1.	Regional Offices and Sub Regional Offices	Industrial Development Section
2.	All Showrooms & Sales Depot	Marketing Section
3.	R& D institutes –CCRI & CICT	Science & Technology section
4	Head Office	Accounts Cash Section

It is the responsibility of the above sections to collect the details from the Offices/Sub-Offices in the prescribed format, and to passed on to ERS for compilation and consolidation of data for onward submission of same to the Ministry.

The data from the above offices should be passed on to ERS within third working day of each month. The timeline indicated should be strictly adhered to.

For strict compliances.



के. आनंद बाबू / K. Ananda Babu
संयुक्त निदेशक / Joint Director (plg).

To

1. All Offices and Sections, Coir Board.

