



रक्षालेखानियंत्रककाकार्यालय, गुवाहाटीउदयनविहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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No. CDAGUW/IT&SW/1309/e-Office/2026

Dated: - 25 -05-2026

**IMPORTANT CIRCULAR NO. 67**

To,

The Officer-in-charge,  
All Sections of Main Office, CDA Guwahati  
AAO Shillong, AAO Jorhat, PAO(Ors) 58GTC, PAO(Ors) ARC

**Subject: Mandatory Implementation of e-Office**

**Reference: 1. HQrs Letter No. Mech/IT&S/95602/e-Office dated 05/05/2026**  
**2. This Section Letter No. CDAGUW/IT&SW/1301/e-Office dated 08/05/2026**

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Please refer to the letter cited above regarding Strengthening of Usage of e-Office(e-File) Application.

In this regard, an internal Review meeting was held dated 08/05/2026 under the Chairmanship of the CDA and the following instructions are issued for immediate and strict compliance.

- i. All receipts from HQrs Office, Sub-Offices and Special Letters are to be mandatorily diarized through e-office by Record Section, Main Office and forwarded to the O/iC of Concerned Section through the module.
- ii. All Audit Section must ensure on-boarding of all Staff and Officers dealing with File Works on the e-Office Platform. The role of Organisation/Org Unit modification, creation of new profile and transfer-in and out of officials within Organisation will be dealt by Admin Wing and further Section mapping of users and file/receipt transfer within sections will be dealt by IT Wing of M.O CDA Guwahati.
- iii. All Office Notes must be processed through e-Office with effect from 11/05/2026.
- iv. All Physical Files currently in use, to be migrated to Digital Platform along with the scanned copy of the relevant documents and Office Notes by 31/05/2026.
- v. A Compliance report in this regard may be furnished to IT&S Wing mandatorily by 25/06/2026 in the format enclosed as Annexure A.
- vi. Disposal of all pending files and receipts which are currently not active.
- vii. Review of all file headers for non-SFS and submit the details to IT&SW in prescribed format Annexure B.

**S Prashanth Kumar**  
**Asst. Controller (IT&SW)**

Approved through e-File No. CDAGUW-IT01301(EOFF)/1/2026-ITnS

**Annexure A**

**Name of the Section:** \_\_\_\_\_

**Report for the month of:** \_\_\_\_\_

**Number of Officials Posted who are dealing with correspondence task:** \_\_\_\_\_

**Number of on boarded officials in e-Office:** \_\_\_\_\_

<b>Description in e-Office</b>	<b>Total Created (Processed/Available in the section)</b>	<b>Created in e-Office</b>	<b>% of Achievement</b>
<b>Number of Files</b>			
<b>Number of Receipts</b>			
<b>Total File movement</b>			

\*\* The number of files created should be cumulative up to the month

**Annexure B**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>BASIC HEAD</b>	<b>PRIMARY HEAD</b>	<b>SECONDARY HEAD</b>	<b>TERTIARY HEAD</b>	<b>SUBJECT</b>
CDAGUW	IT&SW	384	Procurement	<b>Correspondence related to procurement related to IT Consumbales</b>

Note: An example of IT & SW procurement file is given above for guidance

**Signature of Officer-In-Charge**