



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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No. CDAGUW/IT&SW/379/E-SUCHNA/2021

Dated:-28/07/2021

(Through Website)

To

All the Sub-Offices
Under CDA, Guwahati Organization

Subject: Implementation of E-Office in the Department: Feeding of data reg.

Reference: CDA, Guwahati letter of even No. dated-26/07/2021

Please refer to this section letter cited above on the subject matter vide which it was requested to furnish the desired report in prescribed format to complete feeding of data of all employees under CDA, Guwahati in a time bound manner.

It is stated that the offices having DAD WAN connection & the offices whose do not have WAN connection but within the close proximity of DAD WAN connected office, they have to prepare database of the employees posted in their offices. A utility has been developed for the purpose. The utility can be accessed in esuchna portal (under eoffice menu) available on DAD WAN. The data entry form is self explanatory. Following instructions may be followed to fill the data:

1. The form has been designed for single user entry by the user himself or for bulk data entry by the sys administrator especially the mobile number and email id.
2. The data should be filled in TOP down approach i.e details of the Head of the Office are to be filled first as the data entry requires the details of reporting officer for each user.
3. In case of officers holding dual charge, the section which is being dealt in with by the officer primarily, may be selected.
4. The appointment order date is date of the appointment letter.

5. The Marking abbreviation (Sr. No. 25) of the individual may be created in a logical manner as this will reflect at the time of assignment of section to the users and subsequent file movements. It may be advised to use the same as first letter of the name of the officer followed by surname, then underscore without space followed by DAD account no e.g Shivram Biswas , DAD A/C No.1234567 viz. **SBISWAS_1234567**.

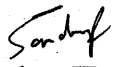
6. The PIMS data provided/filled by individual may be considered as final.

In case of other offices, far from WAN connected offices, they may send their employees data in prescribed format to this section on or before 30/07/2021 through e-mail at **cdaguwedp.dad@hub.nic.in**.

The files being maintained are to be converted into the file structure applicable in office application. The structure is attached as annexure 'A'.

In this regards, Daily progress report may also be submitted to this office w.e.f 29/07/2021 through e-mail in Annexure 'B' attached herewith.

Encl: (As above)


Sandeep Kumar Yadav, IDAS
Dy. CDA

Annexure 'A'

File number in manual system	Division of file as per Eoffice file headers								File name visible in Eoffice (The year and Section in the end are added by the eoffice application itself)
	Basic Head		Primary Head		Secondary Head		Tertiary Head		
	Head	Description	Head	Description	Head	Description	Head	Description	
Mech/EDP/e-payment/GePG/SBI CMP	IT	IT&S	EPAY	EPayment	GePG	GePG	CMP	CMP	IT-EPay0GePG(CMP)/1/2021-IT
Mech/IT&S/WEB SITE/148/PCDA-BLR	IT	IT&S	WBSE	Website	148	148	BLR	PCDA Bangalore	IT-WEBS0148(BLR)/2021-IT

* Head can be of four characters only. The description is for the user who creates the file and is not visible in the file number as shown above

Daily Progress Report

Feeding of data: employee details

NAME OF THE OFFICE :

Grades	Total no. of employees	No. of employees in respect of whom data fed	No. of employees in respect of whom data feeding still to be completed	Reason for delay in data feeding
IDAS				
SAO/AO				
AAO				
Sr.Aud/Aud/Clerk				
MTS				

Grades	Total no. of employees	No. of employees in respect of whom data fed	No. of employees in respect of whom data feeding still to be completed	Reason for delay in data feeding
AD(OL)				
SPS				
PS				
Steno/PA				
JTO/STO				
Others				