
	<p>रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी 78117-1 Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati-781171 Fax: 0361-2640204, Phone: 0361-2640394, 2641142 e-mail: Cdaguadmin1a.dad@hub.nic.in</p>	 <p>75 आज़ादी का अमृत महोत्सव</p>
---	---	--

AN/1A/01/CIRCULAR/Vol-XI

Date: 30/08/2022

IMPORTANT CIRCULAR No. 81

Subject: Implementation of e-office

Please refer to HQrs. Office letter No. IT/956/E-Office/3/2021 dated 27/08/2022 (copy enclosed), which is self explanatory. Desired report may please be forwarded to AN-IA fortnightly in respect of your section by 15th and last working day of the month by 12: 00 noon positively as per proforma attached.

The contents of the circular may strictly be adhered to avoid any adverse remarks from Higher Authority.

GO (AN) has seen.

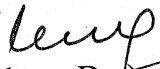
Enclosure: As stated above.

Copy to:

✓ The Officer In-Charge,
IT & SW (local)

.... For uploading the same on CDA
Guwahati official website .

Sd-
(Debabrata Das)
Accounts Officer (AN)


(Debabrata Das)
Accounts Officer (AN)

Format for Fortnightly reports of e-office implementation

E-office status report for the period (dd/mm/yyyy to dd/mm/yyyy) in respect of
(Name of Section)

Sl No	No. of Files created in e- office	Total files created	% of files in e- office	No of receipts created in e- office	Total letter received	% of correspond ence in e-office	File movements e- office

Signature SAO/AO
Name of the section



“हर काम देश के नाम”

रक्षा लेखा विभाग र.ले.वि (.मुख्यालय)

उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665761-63 Fax: 011-25675030 email: cgdanewdelhi@nic.in



E-mail

No: IT/956/E-Office/3/2021

Dated: 27/08/2022

To,

All the PCsDA/CsDA

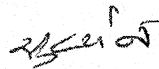
Sub: Implementation of e-office.

Ref: This office letter No AN-Coord/3154/e-Office dated 12.11.2021

E-office application has been implemented in DAD and all the Controllers are now working on e-office. The CGDA has directed that at least 80% of files/correspondence is to be done through e-office application w.e f. 01.09.2022.

2 To monitor the status, a fortnightly report is being introduced. The report duly seen by the respective Controller should reach to this office by 15th and last working day of the month through email only. In case, the working on e-office application is less than 80%, the reason for the same may please also be stated in the report. The format of the report is attached.

3 The content of the circular may be brought to the notice of all concerned and ensure strict compliance.


(Sudershan Dhingra)
AO(IT&S)