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IMPORTANT CIRCULAR NO. 42

Subject: Communication through e Office:-Reg

Kindly refer to the DAD HQrs letter No. IT-9560EOFF/3/2020-IT, Dated 28/03/2022, wherein it is stated that the process for implementation of communication through eOffice is under progress in Controller's Offices. In this context, it is informed that besides file work, other features of eoffice includes paperless communication, email diarisation, single point entry/dispatch etc.

In this connection, it has been decided that one day workshop on the above subject will be organized on **13/04/2022 at 10:30 hrs at Community Hall of CDA Guwahati** so that the eoffice can be smoothly implemented in MO CDA Guwahati.

In view of the above, all SAOs/AOs and AAOs of MO CDA Guwahati are requested to attend the ibid training without fail.

(Gautam Doley)

~~Asstt. Controller~~

Distribution:

1. All Group Officers
2. All SAOs/AOs and AAOs of MO CDA Guwahati
3. The IT & SW: With a request to upload the same on the CDA Guwahati website.
4. PS to CDA

Sd/-
(Abhijit Chakraborty)
Sr. Accounts Officer (O&M)