

	कार्यालय, रक्षा लेखा नियंत्रक उदयान विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI-781171 Tel No. 0361-2640394, 2641142 Fax No .0361-2640204 Email-cdaguwomcell.dad@hub.nic.in	
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No. O&M/TRG/203/In House/Vol-XIX

Dated: 08/09/2022

IMPORTANT CIRCULAR NO.- 85
(Through CDA Guwahati website)

Subject:- Implementation of e-Office Communication.

As per DAD HQrs letter No. IT/956/E-Office/3/2021 dated 27/08/2022, it is stated that at least 80 % of files/correspondence is to be done through e-office application w.e.f. 01/09/2022.

Further, a fortnightly report on e- office implementation has been introduced by the DAD HQrs, office to monitor the status.

In view of the above, it has been decided that one day workshop on the above subject will be organized on **20/09/2022 at 11:00 hrs at Community Hall of MO CDA Guwahati**, so that working on e-office can be smoothly implemented in all the sections of MO CDA Guwahati as per DAD HQrs. Office direction. Training Details are enclosed as per Annexure "A".

Hence, all AAOs and one SA/Auditor of each Section of MO CDA Guwahati are requested to attend the ibid training without fail.


Dy. Controller

Copy to: -

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| 1. All Group Officers | : For information please. |
| 2. Faculty members | : For information please. You are requested to prepare handouts/lecture notes and PPTs for the training. |
| 3. All Section in Charge of MO CDA Guwahati | : For compliance of all concerned please. |
| 4. The Officer-in-Charge AN-IV (Local) | : For necessary seating arrangement in the Community Hall of MO CDA Guwahati on 15/09/2022. |
| 5. The Officer-in-Charge IT&SW (Local) | : With a request to provide logistic support for the above training and to upload this circular on the Website of CDA Guwahati please. |
| 6. PS to CDA | : For information please. |

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(Ranadhir Seal)
Sr. Accounts Officer (O&M)

Subject: Implementation of e-Office Communication.

Venue : Community Hall, CDA Guwahati.

Timing : 11:00 am.

Faculty :

1. Shri Debapriya Das, AO/8335362
2. Shri Sanatan Ghanti, AAO/8344004
3. Shri Rupam Das, AAO/8347403
4. Shri Ankur Kumar Jain, Aud/8348737

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Annexure "A"
Ranadhir Seal
Sr. Accounts Officer (O&M)

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