



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई-मेल/e-mail:cda-guw@nic.in फैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.



No. CDAGUW/IT&SW/379/E-SUCHNA/2021

Dated:-26/07/2021

(Through Website)

To

All the Sub-Offices
Under CDA, Guwahati Organization

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

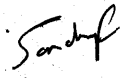
Reference: HQrs. Office letter No.IT-9560EOFF/3/2020-IT Dated-10/06/2021 and AN-Coord/3154/e-Office Dated-23/07/2021

Please refer to HQrs. letters cited above on the subject matter vide which it was conveyed that implementation of e-office in the department in a Centralized manner is under progress.

In view of the above, It is necessary to complete feeding of data of all employees under CDA, Guwahati in a time bound manner and daily progress report may also be forwarded to HQrs. Office.

In this context, the reports may be forwarded to this section through e-mail at cdaguwedp.dad@hub.nic.in latest by 29/07/2021 positively in annexure 'A'.

Encl: (As above)


Sandeep Kumar Yadav, IDAS
Dy. CDA

E-Office

Annexure-A

2. Employee Code/Account No *	
4. Employees Full Name Official Name *	Sex-(Male/Female)
5. Designation of Employee *	
7. Date of Birth *	
8. Date of Joining Organisation *	
9. NIC Email Id *	
10. Mobile No *	
11. Father Name	
13. Religion (Hindu/Muslim/Sikh/Christ)	
14. Category (Gen/SC/ST/OBC)	
17. Type Of Appointment (Direct/Adhoc/Commp)	
18. Appointment Order Date	
19. Designation Joining Date *	
20. Allotment Year	
Section Where Posted (Primary)	
27. Name of Reporting Officer *	
29. Identification Mark *	
30. Marital Status *	
31. LTC Home Town *	
32. Home Town State *	

Signature of Official

Name of the Office:-