



कार्यालय रक्षा लेखा प्रधान नियंत्रक(मध्य कमान)
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Important Circular

EDP/AN/174/e-Office/2021-22

Dated 11/04/2022

To
All Sections of Main Office
(Local)

Sub: Implementation of e-Office in the Main Office , PCDA (CC) Lucknow
Reference: HQRS Letter no. AN-Coord/3154/e-Office dated 12-11-2021

This is for information of all officers and employees of Main Office , O/o The PCDA (CC) Lucknow that as per HQrs vide their Letter no. AN-Coord/3154/e-Office dated 12-11-2021 has directed to start use of e-Office application wef 15-11-2021. Accordingly all officers and employees of Main office have been onboarded in eOffice portal with required roles. Officers and employees of Main office can now work in eOffice after login on eOffice portal (<https://cgda.eoffice.gov.in>) which is accessible over internet and DAD WAN with their NIC Email id and password.

2. The e-Office application's main module, eFile, enables to carry out on-line file related work, starting from receiving and marking dak, opening a file, putting dak in file, preparing a draft letter, its approval/signature and dispatch of the signed letter. The application is designed to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability and to give better services to the services.

3. As would be evident, the use of the e-Office application in our day-to-day office work would benefit in many ways including speedier decision making, transparency, accountability, and positive impact on the environment by cutting down the use of paper and printing. Importantly, it would help us to avoid contact with physical files

thereby preventing possible transmission of any virus, which is the need of the hour in the present times of Covid-19. While there are obvious benefits, the eOffice application majorly transforms the present manual internal office processes.

4. In view of above following directions are issued with approval of competent authority:

- The office of PCDA CC Lucknow shall move to eOffice application with immediate effect. New files shall be opened on eOffice application. Physical files shall not be opened without the concurrence of PCDA(CC)/undersigned. Till stabilization of the system, legacy/physical files may move parallelly along with the eOffice file for past references. Once system is stabilized, the legacy file may be archived and all file related work will be done electronically through e-Office.
- Training material is available on this office Query Management System for the benefit of the users which can be accessed on IP-10.48.49.101. Learning resources including videos are also available on the Hqs office video portal-<http://videportal.dad> accessible over DAD WAN. Officers and staff are requested to refer these training materials in case of any difficulties.
- Issues related to e-Office may be referred to OA-Cell using Query Management System as a Tulip Issue for its quick resolution.
- Training on e-Office will also be organized in this office.
- The physical Dak received from the Dak Section which is required to be put in file, require reply to sender, office note or other file related action etc will be scanned by the concerned task holder or task holder earmarked by the section in-charge and will be uploaded in eOffice system. The unique document generated by eOffice will be marked on physical copy of the Dak. Thereafter, further processing of dak will be done electronically in eOffice.
- As per HQs letter number Pers3/1/2021-ADMIN dated 03-01-2022 all the dak addressed to the Officers will be diarized electronically in eOffice by their respective SPS/PS/Pas in their login and will sent to their respective Officer. Similarly, all the individuals who diarise the dak in their respective section, will diarise the dak (as receipt) in eOffice and will then send the same to the

- concerned Officers of the section. This will replace the dak pads being used currently.
- Dak received through e-mail and requiring action will also be diarized by the respective section in similar way.
- A Central Record Unit (CRU) i.e. Record Section will be created in eOffice system for receiving and dispatching of dak centrally once the system is stabilized in the office.



(Pankaj Upadhyay)

Jt. CDA