



कार्यालयरक्षाखाप्रधाननियंत्रक (मध्यकमान), करियपामार्गलखनऊछावनी-226002
Office of the Principal Controller of Defence Accounts (Central Command)
CariappaRoad,LucknowCant. -226002
कार्यालयदूरभाषसं.0522-2451547 कार्यालयफैक्ससं. 0522-2451993
Office Phone NO. 0522-2451547 Office Fax NO. 0522-2451993



Important Circular

No. EDP/AN/174/e-Office

Date: 10.11.2022

To,

All Sub-Offices
(Under the jurisdiction of PCDA (CC) organisation)

Subject: Implementation of e-Office.

Reference: HQrs Office letter no. IT/956/e-office/3/2021 dated 27.08.2022.

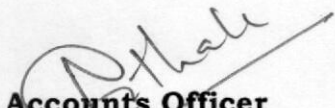
Please find enclosed a copy of HQrs letter mentioned under reference for information and strict compliance.

2. In this regard, please refer to this office circular of even no. Dated 30.08.2022 wherein all suboffices under the jurisdiction of PCDA (CC) organisation were requested to start correspondence through e-office application with immediate effect. However, progress in this regard is not satisfactory and the Competent Authority has shown serious concerns over the issue.

3. In view of above, Competent Authority has directed that all offices under the jurisdiction of PCDA (CC) must start correspondence through e-Office application immediately to achieve the target of 80% correspondence through e-office set by HQrs Office.

4. Further, a weekly report (as per annexure A) must be sent by the Officer-in-Charges of all the offices to EMD Manager of your jurisdiction which will further compile the reports on their end and forward to this office by Monday 11:00 AM every week.

This issues with the approval of JCDA.


Accounts Officer
(OA Cell)

Format of Weekly Report

E-office status report for the period (/ / 2022 to / / 2022)

Sr. 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 correspondence in e-office	File movements in e-office	On boarded employee %

Officer-in-Charge

Sr. No.	Offices	EMD Manager
1	PAO (ORs) AMC Lucknow and PAO (ORs) 11 C/RRC Lucknow	Mr. Sanjeev Kumar Sinha, AO, PAO (ORs) AMC Lucknow
2	All sub-offices at Lucknow Station, Jhansi and Etahina (except offices at Sr. No. 01)	Ms. Shubhangi Srivastava, AAO, Main Office, Lucknow
3	AAO (CC) Kanpur and other sub-offices at Kanpur Station	Shri Vinay Saxena, AO, Area Accounts Office, Kanpur
4	AAO (CC) Prayagraj and other sub-offices at Prayagraj Station	Shri Anurag Srivastava, AO, Area Accounts Office, Prayagraj
5	PAO (ORs) 39 GTC Varanasi and other sub-offices at Varanasi Station	Smt. Sunita Tiwari, AO, PAO (ORs) 39 GTC Varanasi
6	PAO (ORs) DRC Faizabad and other sub-offices at Faizabad and Gorakhpur Station	Shri Ravi Sharma, AO, PAO (ORs) DRC Faizabad
7	PAO (ORs) RRC Fatehgarh, PAO (ORs) SLI Fatehgarh and other sub-offices at Fatehgarh Station	Shri Binod Chaudhary, AO, PAO (ORs)