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No EDP/184/MiscDated 09/10/2018

To,

All section of Main Office

All sub offices under PCDA(CC)

Sub: Implementation of Project e-Suchna(paperless Reporting System)

Ref: Hqrs office letter no. AT-Coord/13002/Misc/e-Suchana dated 16.08.2018

The competent authority has directed to implement Project e-Suchna (paperless Reporting System) in all sub offices/sections of PCDA(CC) as per directions of HQrs office letter, mentioned under reference.

2. In this context, it is requested to go through user manual of Project e-Suchna, available at home page of CGDA website ([www.cgda.nic.in](http://www.cgda.nic.in)).The e-Suchna may be accessed using **Chrome Browser** over WAN through <http://10.48.152.77/suchna>. To access "e-suchna" please add preferred DNS Server IP as "10.48.153.39" and alternate DNS Server IP as "10.48.153.38".
3. The taksholder/AAO/AO/SAO/ACDA/DCDA responsible for preparation of any reports / returns or its checking or is final signatory, are requested to enrol themselves on e-Suchna portal as per user manual by 18/10/2018 positively and compliance report in this regard may be sent to this office over email id" [cda-luck@gov.in](mailto:cda-luck@gov.in)" for information and allocation of task/office/section.
4. Further, officer-in- charges (all offices & sections) are requested to furnish details of their reports/returns in enclosed proforma (Annexure A) along with its format by 18/10/2018 positively.

The matter may be given Top-Most priority.

(Shashi Mauli Chaubey)  
GO(IT&S)

Annexure A

SI NO	Name of Report	Periodicity (monthly/Qtly/ Half yearly/yearly /other)	To whom rendered (CGDA/MO PCDA CC/others)	Format to be Attached as (Appendix A, B, C..... etc)	Remarks if any

SAO/AO/HOO