



1, करिअप्पा रोड , लखनऊ - 226002
Principal Controller of Defence Accounts (Central Command)
1, Cariappa Road, Lucknow - 226002 कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान)
Ph: 0522 - 2453038 Fax: 0522 - 2451547
email: cda-luck@nic.in
website: pcdacc.gov.in



Important Circular

No. EDP/AN/174/e-Office/2021-22

Dated: 30/08/2022

To,

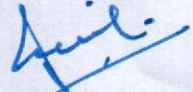
All Sections of Main Office
All Sub-Offices

Subject- Implementation of e-Office in the Main Office, PCDA (CC) Lucknow

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 letter no. of even no. dated 11/04/2022 (available on PCDA (CC) website: <https://pcdacc.gov.in>) wherein all sections of Main Office were requested to start using e-office application with immediate effect. However, even after a lapse of more than 4 months, progress in this regard is not satisfactory. Competent Authority has shown serious concerns over the issue.
3. In view of above, competent authority has directed that all sections of Main Office and Sub-Offices must start using e-Office application immediately. As per the directions of HQrs. office, **at least 80% of files/correspondence is to be done through e-office application w.e.f 01/09/2022.**
4. E-Office Application can be accessed by using URL <https://eoffice.cgda.gov.in> over WAN/Internet.
5. A Fortnightly report (on 15th and last working day of the month) as per the format prescribed by HQrs. letter no. IT/956/E-Office/3/2021 dated 27/08/2022, may be sent through e-mail address: cda-luck@nic.in for compilation and onward transmission of same to HQrs. office.
6. For any query related to e-Office, Shri Akash Kumar/Auditor/8354803 (OA-Cell) may be contacted on his mobile no.- 07903298879 on working days during office hours.


(Pankaj Upadhyay)
Jt.CDA



“हर काम देश के नाम”

रक्षा लेखा विभाग र.ले.वि (.मुख्यालय)



उलान बटार रोड, पालम, दिल्ली छावनी 1-10010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665761-63 Fax: 011-25675030 email: cgdanewdelhi@nic.in

E-mail

No: IT/956/E-Office/3/2021

Dated: 27/08/2022

To,

All the PCsDA/CsDA

Sub: Implementation of e-office.

Ref: This office letter No AN-Coord/3154/e-Office dated 12.11.2021

E-office application has been implemented in DAD and all the Controllers are now working on e-office. The CGDA has directed that at least 80% of files/correspondence is to be done through e-office application w.e f. 01.09.2022.

2 To monitor the status, a fortnightly report is being introduced. The report duly seen by the respective Controller should reach to this office by 15th and last working day of the month through email only. In case, the working on e-office application is less than 80%, the reason for the same may please also be stated in the report. The format of the report is attached.

3 The content of the circular may be brought to the notice of all concerned and ensure strict compliance.

(Sudershan Dhingra)
AO(IT&S)

Format of Fortnightly report
E-office status report for the period (dd/mm/yyyy to dd/mm/yyyy) in respect of
(Name of Controller)

Sl. No	No of Files created in eOffice	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 %