



रक्षा लेखा नियंत्रक (सेना)
Controller of Defence Accounts(Army)

बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी- 250001

Belvedere Complex, Ayudh Path, Meerut Cantt-250001



Important Reminder
(Through Website/eOffice Noticeboard)

No. IT&S/III/eOffice/2022

Date: 01/11/2022

To

The Officers-in-Charge
All sections of Main Office

Sub: Implementation of eOffice in the department - reg.

Ref: 1. HQrs Office letter No. IT/956/E-Office/3/2021 dated 27.08.2022
2. This office circular of even number dated 12.09.2022

This office vide above referred letters has urged all sections of Main Office to start using the 'eOffice' application for daily office correspondence and all Officers-in-Charge to ensure that maximum correspondence is carried out through eOffice.

2. Now, it is seen from the report retrieved from eFile server that a very less number of files have been created and moved in the eOffice application during the last 2 (two) months and almost all the sections continue to use physical files for office correspondence. **The Competent Authority has viewed this seriously and has reiterated that such indifference warrants stringent corrective action.**

3. Consequently, this office urges all employees posted in Main Office to take cognizance of the matter and start using eOffice immediately. It can be accessed at <https://eoffice.cgda.gov.in> (both on WAN and Internet connected computers) using Mozilla Firefox browser ONLY and employees may login using their NIC (gov.in) email credentials. Various training videos for eOffice usage have already been uploaded on <http://videoportal.dad> (accessible on WAN connected computers only) for ease of understanding. Login credentials for videoportal.dad will be same as eSuchna.

4. This office will keep monitoring the progress on a weekly basis and the Officers-in-Charge of all sections are requested to ensure strict compliance of the issued instructions to avoid any displeasure or adverse remarks of the Competent Authority.

SANDEEP THAKUR, Addl.CDA-STHAKUR, O/o Addl CDA-Army
Additional Controller Of Defence Accounts