

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

बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी-250001

Belvedere Complex, Ayudh Path, Meerut Cantt-250001



Important Circular
(Through Website)

No. IT&S/III/Gen Corr/2024

Date: 06.02.2024

To

All sections of Main Office

All sub offices under CDA (Army) Meerut

Sub: Communication to HQrs Office through eOffice – reg.

‘eOffice’ has been implemented in DAD to facilitate movement of files in a paperless manner for both intra-office as well as inter-office scenarios. In regard to the above, a copy of HQrs Office letter No. AN/III/3154/e-Office dated 01.02.2024 is hereby forwarded for compliance.

Issued with the approval of GO (IT&S).

Encl: As stated above.

SAO (IT&S)



‘हर कम देश के नाम’

रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी- 110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665703 Fax: 011-25674806, 25674821 email: aniii.cgda@nic.in



No. AN/III/3154/e-Office

Dated: 01/02/2024

Important Circular

To


The PCsDA/PIFAs/CsDA/IFAs/RTCs
(Through E-Mail & CGDA WAN)

Sub: Communication to HQrs Office through e-Office.

The movement of files in e-Office has been implemented centrally in DAD both within Controller offices and inter-office as well. In this connection, HQrs Office letter No. AN-Coord/3154/e-Office dated 12/11/2021 also refers.

2. It has also been observed that some Field Controller offices are sending their files/communication through e-Office to HQrs Office but such cases are few and far between.
3. It has, therefore, been desired by the Competent Authority that Field Controller offices may send their proposals/files/references, which need consideration by the HQrs Office through e-Office to the concerned wing/Senior Officers of HQrs Office giving due details and all relevant correspondence including past history of cases.
4. This will not only result in prompt disposal of references made to HQrs Office but also avoid use of paper and will be a right step in the direction of e-Governance and paperless offices.

5. These orders will come into force with immediate effect and all Field Controller offices are requested to take note for compliance.


(Mugdha Kaur Jaggi)
Sr. Dy. CGDA (AN)

Copy To:

1. SPS to the CGDA
2. SPS to Addl. CGsDA
3. SPS/PS to Sr. Jt. CGsDA/Jt. CGsDA
4. PS/PA to Sr. Dy. CGsDA/Dy. CGsDA/Sr. ACGsDA/ACGsDA