

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/eOffice Noticeboard)

No. IT&S/III/eOffice/2022

Date: 12/09/2022

To,

The Officers-in-Charge

All sections of Main Office

Sub: Implementation of eOffice in the department – reg.

A copy of HQrs Office circular No. IT/956/E-Office/3/2021 dated 27.08.2022 on the subject matter is forwarded herewith for necessary action and strict compliance.

2. This office has already completed the on-boarding for all the employees (up to the designation of Clerk) on eOffice and the requisite post creation/role assignment has been completed as well.

3. Therefore, this office urges all employees to start using eOffice, accessible over both WAN and internet at **<https://eoffice.cgda.gov.in>**. Users can access the eOffice application using their **NIC email credentials**. Training videos have also been made available at **<http://videoportal.dad>** (hosted on WAN only) for ease in understanding common usage. Please note that **only Mozilla Firefox browser must be used** to work on the eOffice application.

4. All Officers-in-Charge are requested to ensure that maximum office correspondence is carried out on eOffice in their respective sections w.e.f. 01.09.2022.

Encl: As stated above.

SANDEEP THAKUR, Addl.CDA-STHAKUR, O/o Addl CDA-Army

Additional Controller Of Defence Accounts

Additional Controller of Defence Accounts



“हर काम देश के नाम”

रक्षा लेखा विभाग र.ले.वि (.मुख्यालय)

उलान बटार रोड, पालम, दिल्ली छावनी 110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS



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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 move ments in e office	On boarded employee %