



कार्यालय ,रक्षा लेखा नियंत्रक
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सं. NO. ITS/5801/eOffice/1

Date: 08.02.2024

परिपत्र/CIRCULAR

(ई-मेल के द्वारा/Through E-mail)

सेवा में,/To

1. प्रभारी संयुक्त नियंत्रक, वे. ले. का (अ. श्रे) ई. एम. ई, सि'बाद /The Jt.CDA i/c, PAO(ORs)EME, Secunderabad
2. प्रभारी उप नियंत्रक, क्षेत्रीय लेखा कार्यालय (थलसेना), वैजाग / The DCDA i/c, AAO(Army), Visakhapatnam
3. वरिष्ठ उप आई. एफ. ए, आई. एफ. ए हैदराबाद / सिकंदराबाद /The Sr.Dy IFA, IFA Hyd/Sec'bad
4. प्रभारी उप नियंत्रक, वे. ले. का (अ. श्रे) से. आ. कोर, सिकंदराबाद /The DCDA i/c, PAO(ORs)AOC, Secunderabad
5. सभी वरिष्ठ लेखा अधिकारी / लेखा अधिकारी (स्थानीय) /All SAOs/AOs/Staff(Local)
6. सिकंदराबाद/हैदराबाद/तिरुपति में उपस्थित सभी उप-कार्यालय / All Sub-Offices in Sec'bad/Hyderabad/ Visakhapatnam/Tirupathi

विषय: ई – कार्यालय द्वारा मुख्यालय कार्यालय के साथ संप्रेषण ।

Sub: Communication to HQrs Office through e-Office.

संदर्भ: मुख्यालय का दिनांक 24.01.2024 का पत्रांक AN/III/3154/e-Office.

Ref: Hqrs Circular No. AN/III/3154/e-Office dated 01/02/2024.

उपरोक्त विषय पर मुख्यालय के संदर्भित पत्र की एक प्रति आपकी सूचना एवं सख्त अनुपालन के लिए संलग्न है।

A copy of Hqrs letter referred above on the subject matter is enclosed for information and strict compliance please.

GO(IT&S) has seen.

संलग्न : उपरोक्त/Encl: As above.

के. गोपीचंद
08/2/2024

के. गोपीचंद / K.GOPICHAND
व.ले.अ(आई.टी)/SAO(IT&S)



हर काम 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

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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