

File No. AN/I/1144/eOffice

Govt. of India

Controller General of Defence Accounts

CDA Secunderabad

O/o CDA Secunderabad

SUBJECT

Main Category : Establishment Matters
Sub Category :
Description : eOffice Correspondence

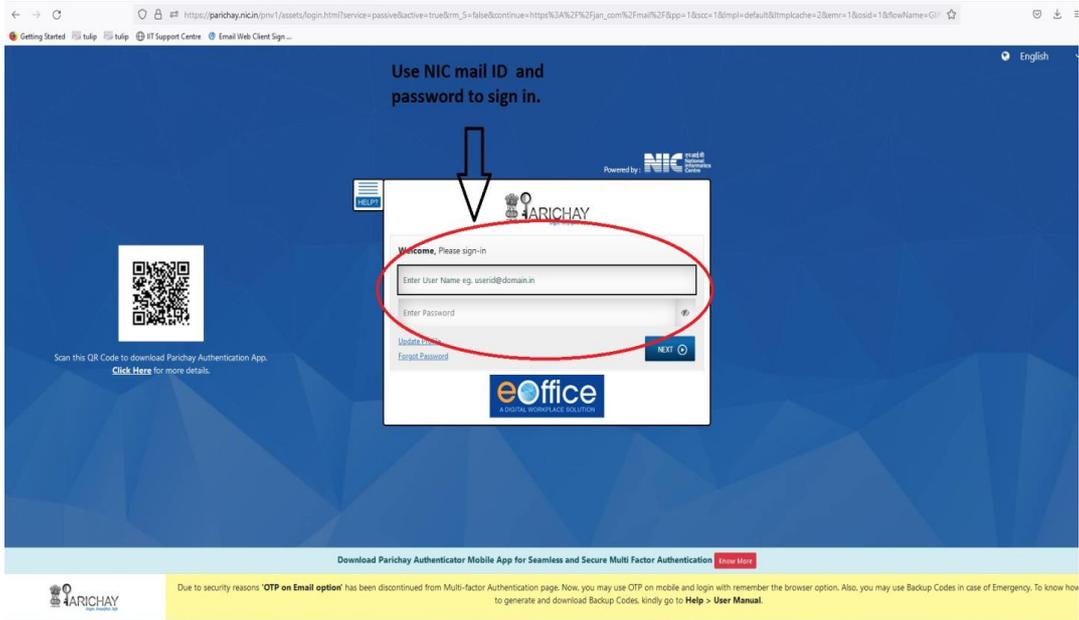
OTHER DETAILS

Language : English
Remarks :

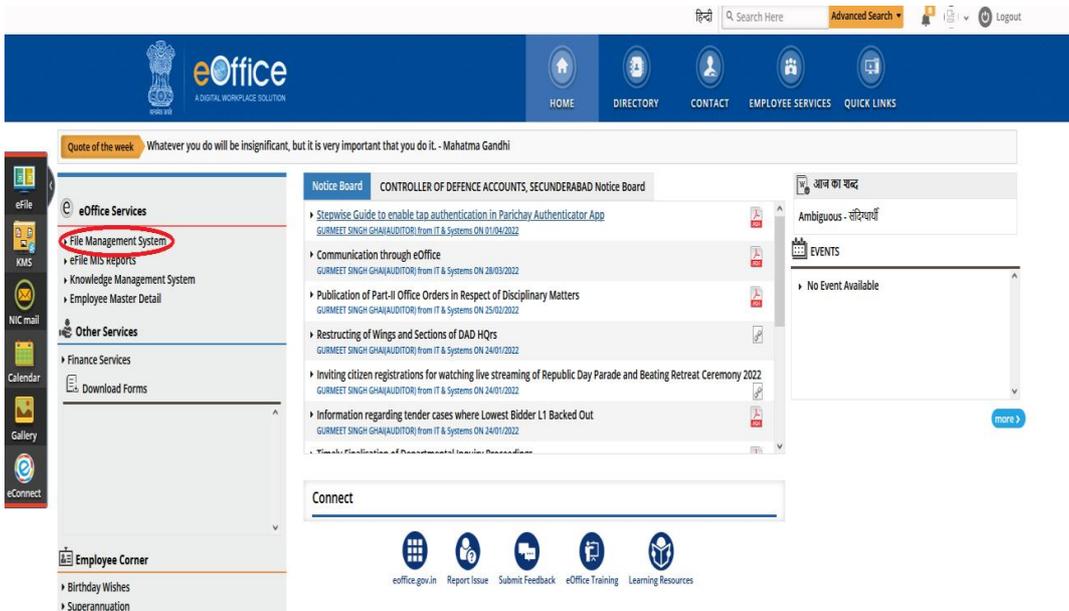
Annexure - A

User Guide on eOffice

url: eoffice.cgda.gov.in

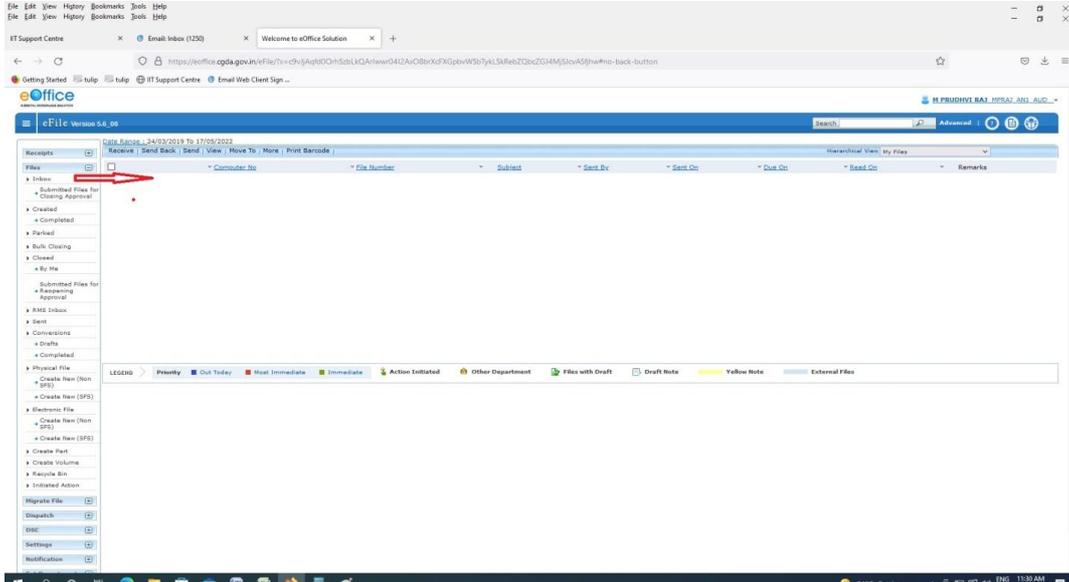


STEP 1: Click 'File management system' under 'eoffice services' on home page



'Inbox' under the tab 'Files' will be displayed upon entering into File management System

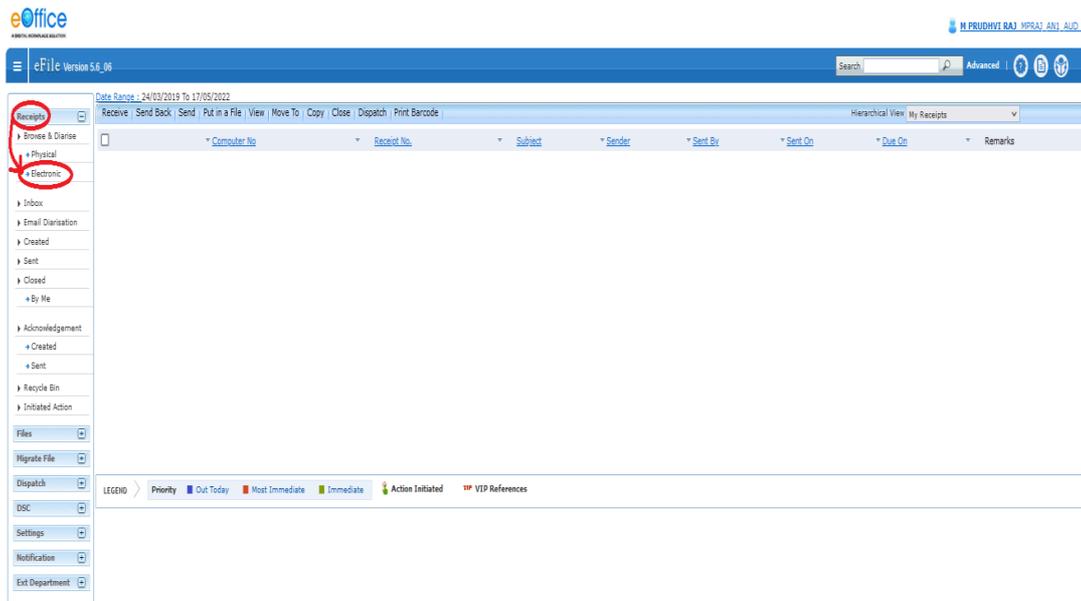
(*NOTE: Files sent either for forwarding or approval will be displayed here)



(we have to create a receipt first ; Receipt is a PUC document)

STEP 2: Creation of receipt.

Go to RECEIPTS >> BROWSE & DIARISE >> ELECTRONIC



(A blank page with an upload option on the left and diary details on the right can be seen)

Step 2a: Enter the details of letter (PUC) in the columns available on the right.

(* marked columns are to be filled and rest are optional)

Step 2b: Scan the hard copy of document/letter and upload on the left side of the page.

Step 2c: Click on 'Generate' option at the bottom of the page and the receipt will be generated.

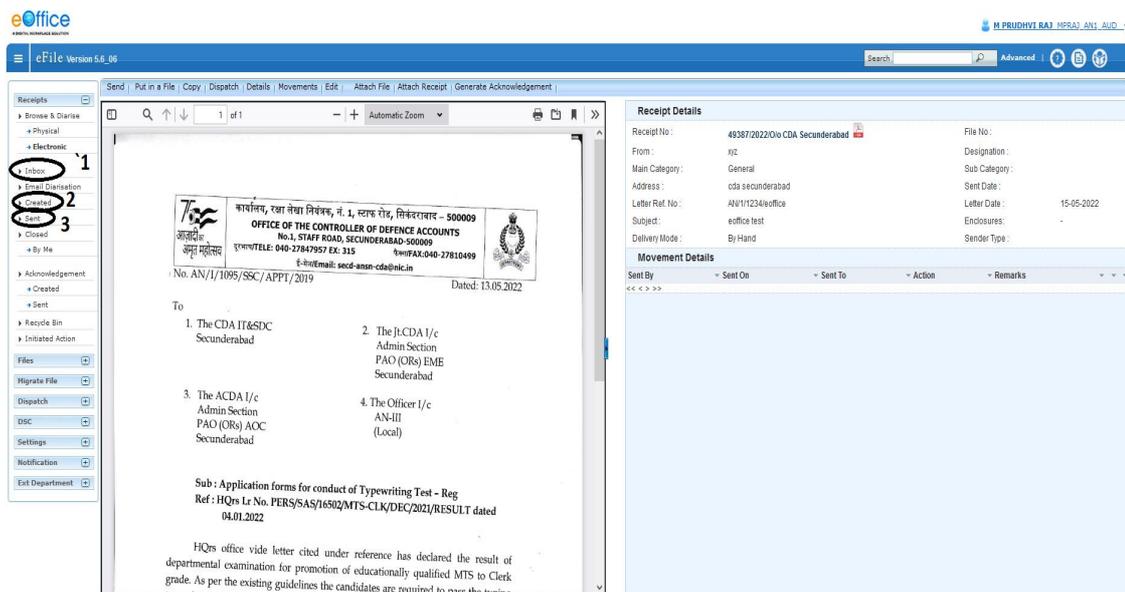
(we can use 'Generate and send' option to create a receipt and send it within the sec or to other sections)

*NOTE: 1. Letters/docs generated and sent by DAK sec or by any other sec can be fetched in 'INBOX' tab under 'receipts'

2. Such receipts can be directly attached to office note that we will create in coming steps.

3. Receipts generated by us can be seen under created tab (2)

4. Receipts generated by us and sent to other sections or other officials can be seen in sent(3) tab



(Once the receipt is generated by us or received from DAK, we have to create a file where we put up Office note and attach these receipts)

STEP 3: Creation of File.

GO to FILES >> ELECTRONIC FILE >> Create new (Non SFS)

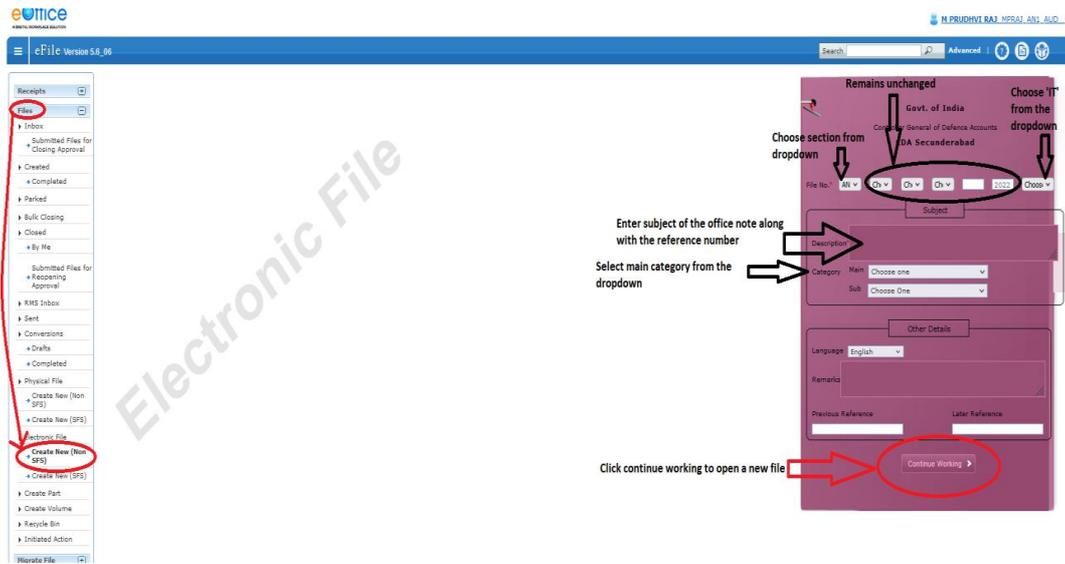
(A pink folder will be displayed where File no, description and main category are to be given)

Step 3a: File No - Select section from the 1st dropdown and IT from the last dropdown, rest remains the same

Step 3b: Description – Enter the reference no of office note and then add subject of he office note.

Step 3c: Category – choose the file type from dropdown ('Main')

(Click on continue working to open a new file)



(A blank page with 'add green note' option on the left and 'ToC', 'recent', 'all' options on the right can be seen)

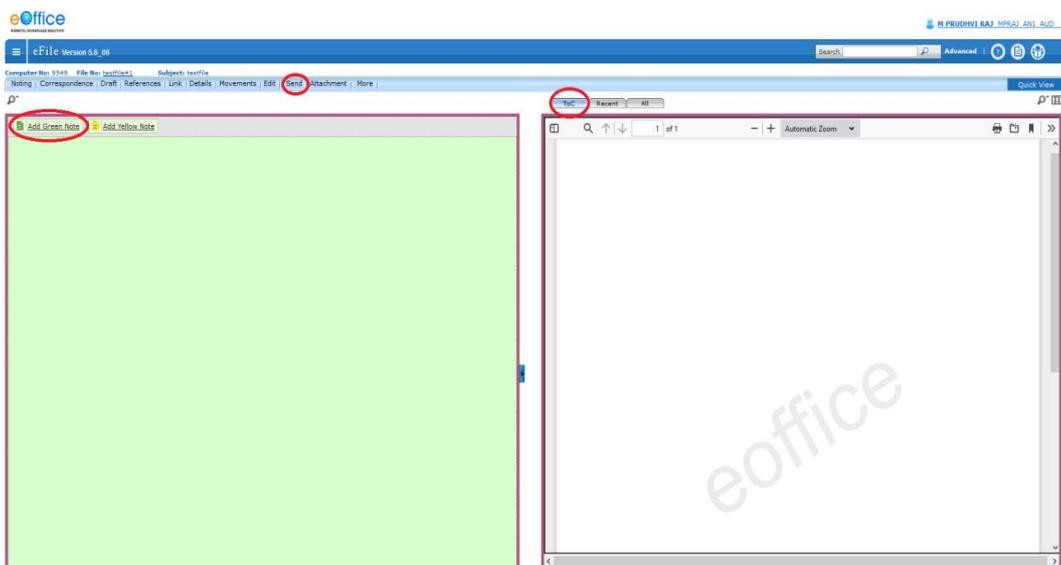
Step 3d: On the right side of the page click on ToC >> Attach >> (select receipt to be attached) Attach

(Receipt is attached and now we have to put an office main note on the left side of the page)

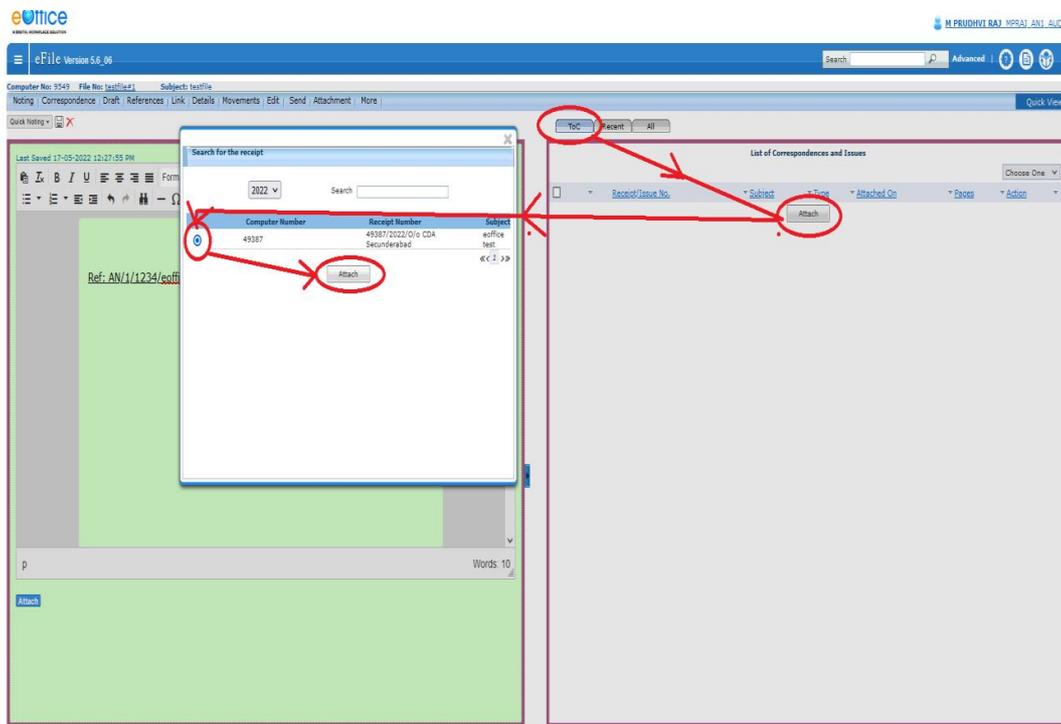
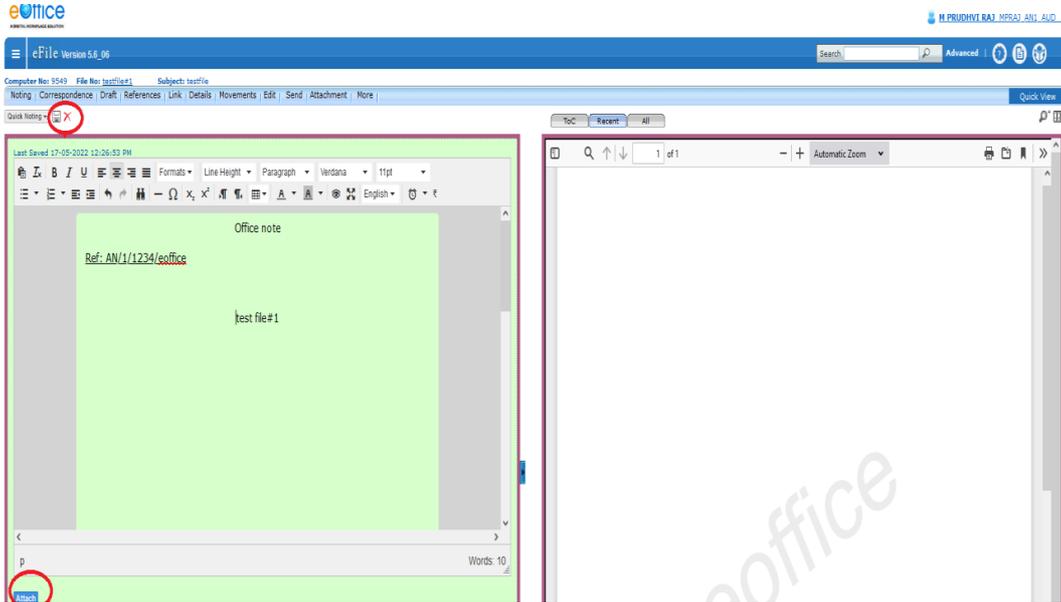
Step 3e: Click on Add Green Note tab, a blank green note pops up where all formatting options are available.

(we can create a new office note here or copy-paste already existing office note.)

(Any references we want to present along with receipt and office note can be attached on the bottom of the green note using attach tab.)

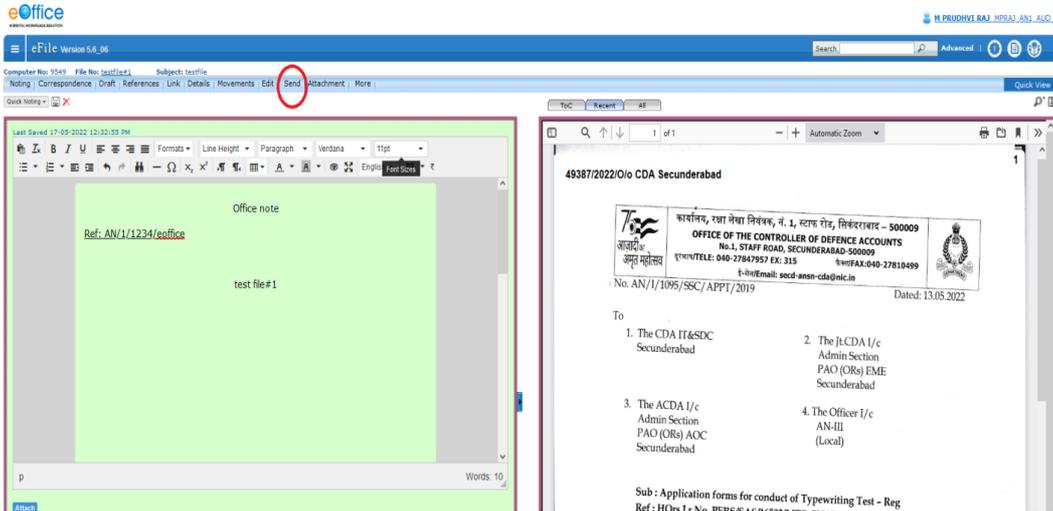


(Any references we want to present along with receipt and office note can be attached on the bottom of the green note using attach tab.)



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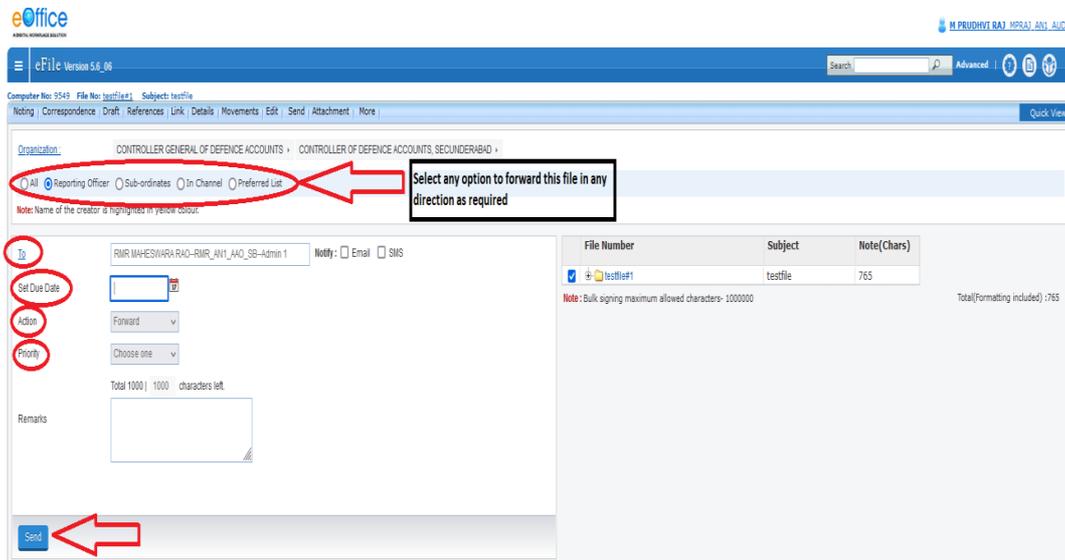
Step 4: Once the office note, receipt and references are attached, use 'send' option from blue coloured taskbar above the green note.



Step 5: On clicking 'send' option new page will be opened where we can fetch the name of the individual, set due date and mention the action taken by sender and the priority of the file.

(Use send option at the bottom to send to concerned individual).

NOTE: Sent files can be viewed from sent tab under files tab.



Step 6: Receiver can open this file from their respective account under the 'inbox' tab in files

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Step 7: Any comments by the concerned authority can be added by clicking add green note option.

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Step 8: After adding comments, this file can be sent to higher authorities for approval by using the same options as in step 5.

Note No. #1

NO. AN/I/1144/eOffice

Dated:26.05.2022

CIRCULAR
(Through Website)

To

The Jt.CDA I/c, PAO (ORs) EME Secunderabad
The ACDA I/c, PAO (ORs) AOC Secunderabad
The ACDA I/c, AAO(Army) Visakhapatnam
All Group Officers in Main Office
All Sub-offices under CDA Secunderabad
IT Section (Local) - For uploading on CDA Secunderabad website

Sub: Implementation of eOffice - Reg
Ref: HQrs Lr No. AN-Coord/3154/e-Office dated 12.11.2021

HQrs office vide letter under reference has informed that the eOffice application is accessible to all the offices of the department and has directed to start working in eOffice.

In this regard, all the offices under CDA Secunderabad are directed to start working in eOffice application with immediate effect. User guide on working in eOffice is attached herewith as Annexure-A

The URL for the eOffice portal is eoffice.cgda.gov.in . Users can log in on the portal using their official NIC mail Id and password. Training videos & FAQs are also available on videportal.dad accessible on DAD WAN.

The contents of the circular may be brought to the notice of all concerned for information and strict compliance.

26/05/2022 3:09 PM

M PRUDHVI RAJ
(Auditor)**Note No. #2**

submitted for approval of AO (AN)

26/05/2022 3:28 PM

RMR MAHESWARA RAO
(ASSISTANT ACCOUNTS OFFICER)

Note No. #3

Submitted for Approval please

26/05/2022 4:14 PM

K RAMAKRISHNA
(ACCOUNTS OFFICER)

Note No. #4

May be circulated pl.

01/06/2022 4:52 PM

S Vatsala
(Assistant Controller of Defence Accounts)

