



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद – 500009  
**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**  
No.1, STAFF ROAD, SECUNDERABAD-500009  
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ई-मेल/Email: secd-ansn-cda@nic.in



No. ITS/5801/e-Office/1

Dated: 29.08.2022

**CIRCULAR**  
(Through Website)

To

1. The Jt.CDA I/c, PAO (ORs) EME Secunderabad
2. The ACDA I/c, PAO (ORs) AOC Secunderabad
3. The ACDA I/c, AAO(Army) Visakhapatnam
4. All Group Officers in Main Office
5. All Sub-offices under CDA Secunderabad

**Sub : Implementation of eOffice - Reg**

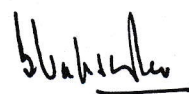
- Ref :** 1. HQrs Lr No. AN-Coord/3154/e-Office dated 12.11.2021  
2. HQrs Lr No. IT/956/E-Office/3/2021 dated 27.08.2022.  
3. Main Office Circular No. AN/I/1144/eOffice dated 26.05.2022

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In continuation of this office Circular under reference No.3 and HQrs office vide letter under reference No2 has directed that at least 80% of files / correspondence is to be done through e-office application w.e.f. 01.09.2022 and a fortnightly report is also introduced.

In this regard, all the offices under jurisdiction of CDA Secunderabad are directed that at least 80% of files/correspondence is to be done through e-office application w.e.f. 01.09.2022. Further, fortnightly report duly seen by the respective in-charge of the office should reach to this office by 13<sup>th</sup> and 28<sup>th</sup> of the month through e-mail only for onward transmission to HQrs Office. In case, the working on e-office application is less than 80%, the reasons for the same may please also be stated in the report. The format of the report is attached.

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

  
(S Vatsala)  
ACDA(AN)

**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 corresponsence in e office	File movements in e office	On boarded employee %