
	<p>कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सेकंदराबाद - 09.  <b>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS</b>  <b>NO.1, STAFF ROAD, SECUNDERABAD 500 009</b>  <b>( ई-मेल/Email: aomsec.dad@hub.nic.in )</b>  <b>दूरभाष/PHONE: 040-27843385 फैक्स/FAX:040-27817275</b></p>	 <b>आज़ादी का</b> <b>अमृत महोत्सव</b>
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सं/No.O&M/6864/Gen Corr

दिनांक /Dated:06<sup>th</sup> Sep .2022

**CIRCULAR**  
(Through CDA, Sec`bad 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), Vishakhapatnam  
All Group Officers in Main Office  
All Sub-Offices under CDA, Secunderabad.

**विषय / Sub: Nominations for “Workshop on e-office ”– Reg.**

Ref: 1.Main Office Circular No. ITS/5801/e-Office/1 dated 29/08/2022.

2.IT section Letter No. ITS/5801/e-office/1/2022 dt. 6/9/22.

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Reference is invited to IT section circular and letter cited above, wherein Competent Authority has directed to carry out 80% of the office work through e- office application. To achieve this target, it is proposed to hold a workshop on e-office on **9<sup>th</sup> September from 10 AM to 1PM** at DARC Hall of Main Office, to familiarize the officers/Staff of all sub offices with the e-office application.

In this regard, it is requested to nominate participants from your Offices as mentioned below.

S.No.	Name of the Office	Level & No. Of Participants
1.	PAO (ORs) EME	Vertical Mix upto 15 members
2.	PAO (ORs) AOC	Vertical Mix upto 10 members
3.	All Sections of Main Office	One AAO/Auditor from each Section
4.	AAO (Army), Vishakhapatnam	
5.	AO GE & LAO/RAO and all other sub-offices	One AAO/Auditor from each Office.

Participants from AAO (Army), Vizag and AO GE /RAO offices located in Vishakhapatnam can attend the training through online meeting link which will be communicated separately. These trained officers/staff in-turn may be utilized for imparting training to the remaining staff in your respective offices. The list of nominated officers may please be sent by email to this office latest by 7/9/2022 positively.

This may be treated as TOP PRIORITY.

  
Asst. Controller (O&M)