



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)**

No. IT&S/III/eOffice/2022

Date: 11.04.2022

To,

**The Officers-in-Charge**

**All sections of Main Office**

**Sub:** Implementation of eOffice in the department – reg.

\*\*\*\*\*

In regard to the above subject, it is intimated that HQrs office is targeting full usage of eOffice for official communication from **18<sup>th</sup> April, 2022** onwards. This office has already completed the onboarding for majority of the employees (upto the designation of Clerk) on eOffice and the requisite post creation/role assignment has been completed as well.

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 address and password. Training videos have also been made available at <http://videoportal.dad> (hosted on WAN only) for ease in understanding common usage.

For all new joiners (Senior Auditor/Auditor/Clerk) in this office, a blank pro forma is hereby attached as Annexure- 'A' to provide the necessary information for their onboarding in the eOffice application. It is requested to ensure that the duly filled pro forma in respect of all new joiners must reach **AN-I section of this office** latest by **13<sup>th</sup> April, 2022** so as to enable this office to perform the required role assignment.

This issues with the approval of Addl. CDA.

**Encl:** As stated above.

AO (IT&S)

**Copy to:**

**AN-I section (Local)**

For information in regard to entering data in r/o new joiners in PIMS application.

AO (IT&S)

## Annexure - 'A'

1	Title/Appellation*
2	Name (in full)*
3	Father's Name
4	Gender*
5	Date of Birth*
6	Nationality*
7	Religion
8	Category
9	Employee Code/Account No.*
10	Date of joining Deptt./Govt. Service*
11	Date of joining CGDA*
12	Designation*
13	Type of appointment (Direct, Ad-hoc, Promotion etc.)
14	Designation joining date*
15	Allotment Year
16	NIC E-Mail ID*
17	Mobile No.*
18	Section*
19	Next Reporting Officer*
20	Designation of Next Reporting Officer*

## Note:

- (i) \*marked fields are mandatory.  
(ii) All dates are to be filled in DD/MM/YYYY format.