

I/7065/2023



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/eOffice Noticeboard)**

No. IT&amp;S/III/eOffice/2022-23

Date: 15/02/2023

To

**All sections of Main Office**

**Sub:** Implementation and Usage of eOffice in DAD - reg.

**Ref:** 1. HQrs Office letter No. IT/956/E-Office/3/2021 dated 27.08.2022

2. This office circulars of even number dated 12.09.2022 and 01.11.2022

Reference is invited to this office circulars cited above vide which all sections of Main Office, CDA (Army) Meerut were requested to start using the 'eOffice' application to carry out daily office correspondence. HQrs Office, vide its letter cited above, had also instructed that **at-least 80% of all files/correspondence** must be done through 'eOffice' w.e.f. 01.09.2022.

2. Now, it is seen from the eFile Usage report that most of the sections continue using physical files and less than 10% of the official correspondence is being carried out in 'eOffice'. The office remains well short of the set target and consequently, this has led to displeasure of the Competent Authority.

3. In view of the above, the undersigned is directed to convey that **100% office correspondence must be carried out in the 'eOffice' application w.e.f. 01.03.2023**. Officials (excluding MTS) who do not have a valid NIC/GOV email account, must contact the local Office Automation section (OA Cell) at the earliest. Guidelines on how to access and login to the 'eOffice' application have already been issued vide the circulars cited under

I/7065/2023

reference.

4. Section-wise progress will be monitored on a weekly basis and the Officers-in-Charge of all the sections are urged to ensure strict compliance of the issued instructions to avoid further displeasure or adverse remarks of the Competent Authority.

**SANDEEP THAKUR, Addl.CDA-STHAKUR, O/o Addl CDA-Army  
Additional Controller Of Defence Accounts**