
	<p>कार्यालय: रक्षा लेखा प्रधान नियंत्रक PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007 NO. 107, LOWER AGRAM ROAD, BANGALORE - 560 007 फोन नं./Phone No. - 29710474, 29710475 फैक्स नं./Fax No. - 29710132</p>	
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No: AN/I/Gen Corr

Dated: 28/02/2022

To

ALL THE PAOs under PCDA, Bangalore.

SUB: IMPLEMENTATION OF E OFFICE IN PAOs.

As per the directions of Hq office, an initiative towards paperless office communication has been launched in Main Office through eoffice module. Eoffice has been successfully implemented in Main Office.

2. The competent authority has directed to launch eoffice in PAOs by 15 Mar 2022. Therefore, as a first step towards launching eoffice following steps may be adopted:

(a) On boarding of all employees Gazetted and Non-Gazetted (including DEOs except MTS) by logging in <https://eoffice.cgda.gov.in>

(b) Users should log in <https://eoffice.cgda.gov.in> using their NIC mail id and password (like they did while accessing their APARs in Sparrow module).

(c) Respective in-charge must ensure that those who do not have NIC mail id should apply for NIC mail id immediately in the prescribed format to EDP, Main Office.

(e) Error messages, if any, appearing after logging in the eoffice module using NIC mail and password may be noted and informed to EDP, Main Office.

(f) A couple of nodal officers may be nominated and deputed to Main Office at the earliest to obtain basic knowledge and to ensure speedy implementation.

(g) Any queries on eoffice may be mailed to [cda-blcr@nic.in](mailto:cda-blcr@nic.in) with subject line "Eoffice query" for easy identification. Query on Whatsapp can also be sent to Shri Rahul Anand, Auditor on his number 9729650313. Names of nominated nodal officers may be sent to him for creation of a temporary whatsapp group specifically for speedy implementation of eoffice in all PAOs.



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