

	<p style="text-align: center;"><b>कार्यालय रक्षा लेखा प्रधान नियंत्रक</b> सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007 Office of the Principal Controller of Defence Accounts No. 107, Lower Agram Road, Agram Post, Bangalore - 560 007 फोन नं./Phone No. - 29710474/75 फैक्स नं. /Fax No. - 26710132/33 e-mail: <a href="mailto:cda-blro@hub.nic.in">cda-blro@hub.nic.in</a></p>	
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No: EDP/ GEN/CORR  
Dated: 26.07.2021

To

All Sub Offices  
(under PCDA BANGALORE)

Sub : Implementation of E-office

Ref : EDP/Projects dated 2.7.2021

Please refer to Main office letter cited above regarding implementation of E-office in the department, the completion report from most of the sub offices has not received so far. The HQrs office vide letter dated 23.7.2021 desired to complete the process of feeding the e-office data in E-suchna in a time bound manner.

Further, Hqrs requested to furnish the daily progress report from PCDA BANGALORE regarding the entry of E-office data in E-suchna w.e.f 26.7.2021. The format of the DPR is attached in Annexure 'A'.

Therefore all sub offices are requested to complete the process and furnish the Daily report to Main office through email id [cda-blro@nic.in](mailto:cda-blro@nic.in) before 3 P.M from 26.7.2021.

GO has seen.



Accounts Officer

Annexure 'A'

Daily Progress Report

Feeding of data: Employee details

Name of the office:

Grade	Total no of employees	No. Of employees in respect of whom data fed	No. of employees in respect of whom data feeding still to be completed	Reason for delay in data feeding
IDAS				
SAO/AO				
AAO				
Sr.Aud/Aud /Aud/Clerk				
MTS				

Grade	Total no of employees	No. Of employees in respect of whom data fed	No. of employees in respect of whom data feeding still to be completed	Reason for delay in data feeding
AD(OL)				
SPS				
PS				
Steno/PA				
JTO/STO				
others				