

	<p style="text-align: center;">कार्यालय, रक्षा लेखा नियंत्रक उदयान विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI-781171 Tel No. 0361-2640394, 2641142 Fax No .0361-2640204 Email – cda-guw@nic.in</p>	<p style="text-align: center;">विकसित भारत अभियान 1947 TO 2047</p>
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No. AN/1A/01/CIRCULAR/Vol-XII

Dated 11.05.2026

To

The Officer-in-Charge
All Sections at Main Office / Sub Offices
Organization of CDA Guwahati

Subject: - Mandatory Implementation and Strengthening of Usage of e-Office (eFile) Application – reg.

Reference(s): -
1. CGDA HQrs Office's letter No. Mech/IT&S/95602/E-Office dated 05.05.2026
2. CDA Guwahati (IT&SW)'s letter No. CDAGUW/IT&SW/1301/E-OFFICE/2026 dated 08.05.2026

Kind attention is invited to the communications cited above regarding mandatory implementation and strengthening of usage of the e-Office (eFile) application. Copies of the same are enclosed herewith for ready reference and necessary action.

2. The Competent Authority has desired that the instructions contained in CGDA HQrs Office letter dated 05.05.2026 be complied with meticulously at all levels. Officer(s)-in-Charge shall ensure strict implementation and regular monitoring of the same.

3. In case any technical support is required in this regard, necessary assistance may be obtained from the IT&S Wing of Main Office, CDA Guwahati.

4. Further, a monthly compliance report is also required to be furnished to the IT&S Wing of Main Office, CDA Guwahati, latest by the 2nd working day of the ensuing month.

CDA has seen.

[J B Bhat, IDAS]
Dy. Controller (AN)



No: Mech/IT&S/95602/E-Office

Date: 05/05/2026

To,

All PCDA/CDA Offices
(Through mail, WAN)

Subject: Mandatory Implementation and Strengthening of Usage of eOffice (eFile) Application

A review meeting on the usage of the eOffice (eFile) application was held on 27.04.2026 under the Chairmanship of CGDA. During the meeting, the progress of implementation of eOffice across all PCDA/CDA offices was examined in detail.

2. The chair expressed **serious concern and dissatisfaction** over the pace of adoption and sub-optimal utilization of the eOffice application in various offices, despite clear directions issued from time to time. The need for strict compliance and expeditious transition to a fully digital working environment was reiterated.

3. In view of the above, the following instructions are issued for **immediate and strict compliance** by all PCDA/CDA offices:

i. All new files from **11.05.2026** shall be created only in the eOffice (eFile) application.

ii. All existing physical files shall be digitized (scanned) and migrated to the eOffice system by **31.05.2026** without fail.

iii. All receipts shall be diarized in the eOffice application by **11.05.2026**, except those pertaining to vigilance and of confidential/secret nature.


iv. All receipts currently pending in the eOffice system shall be reviewed on priority, and necessary action shall be taken to either close them or ensure that only genuinely pending cases requiring action remain in the system. The receipt pendency should be addressed by **25.05.2026**.

v. Report on implementation of e-office from PCsDA/CsDA are not aligned with data available with this office. The same may be reviewed by the PCsDA/CsDA and sent monthly with approval of the PCsDA/CsDA, by 5th of the month.

4. All offices shall ensure close monitoring of compliance at the appropriate level. Difficulties, if any, in implementation may be brought to the notice of this office immediately for resolution through email eoffice.dad@nic.in.

This issues with the approval of the Addl. CGDA (IT&S).

Sr. ACGDA, (IT&S)

	<p>कार्यालय, रक्षा लेखा नियंत्रक उदयान विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI-781171 Tel No. 0361-2640394, 2641142 Fax No .0361-2640204 Email – cdaguwedp.dad@hub.nic.in</p>	<p>विकसित भारत अभियान 1947 TO 2047</p>
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No. CDAGUW/IT&SW/1301/E-OFFICE/2026

Dated: 08/05/2026

To

The Officer-in-charge
Admin 1A Section (Local)
MO CDA Guwahati

**Subject- Mandatory Implementation and Strengthening of Usage of e-Office(eFile)
Application- reg**

**Reference- i. HQrs Letter No. Mech/IT&S/95602/e-Office dated 05/05/2026
ii. HQrs Letter No. IT-9560EOFF/2/2020-IT dated 19/08/2026 } (Copy Enclosed)**

In compliance with the directions issued by HQrs CGDA vide letters cited above, it is requested that necessary instructions may please be circulated to all Sections of MO CDA Guwahati for adherence to the following:-

W.e.f. 11/05/2026 the following functions may only be carried out through e-Office Application.

- Creation of all new files in digital form** instead of centralized control number generation.
- Migration of all existing physical files** into digitized (scanned) format for the **closure of Centralized control number system.**
- Diarization of all receipts** instead of getting physical receipts.


2. In this regard, it is intimated that as per direction of Competent Authority vide Office Note. CDAGUW-IT 01301 (EOFF/1/2024-ITnS) dated 19/12/2024, the following action has already been carried out by this section:

- Record Section is equipped with 2 Set of Internet Connected Desktop Terminal with one Book Scanner and one MDF for diarization of receipts.
- Incorporation of File headers of all the physical files maintained in M.O. CDA Guwahati through HQrs.
- On-boarding of the following roles :
 - Admin Creator:** O/iC and Staff of AN-1A & AN-II Gp.-I
 - Post Admin:** O/iC and Staff of IT & S Wing
- Imparting training in two parts to task holders of MO CDA Guwahati and Sub-Offices at Guwahati Station during 01/2025

3. In case of any further technical support, the following officials of this section may be contacted:

- a) Tanusree Bala, Auditor (Ph. No. 7980266279)
- b) Rupam Das, AAO (Ph. No. 9422677624)

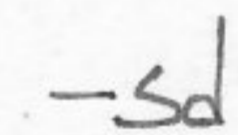
4. This has been issued with the approval of CDA.


R K Brahma
Asstt. Controller (ITnS)

Copy to:-

The Officer in Charge of
Admin II Gr I
MO CDA Guwahati

.....For necessary action please


M H Laskar
Sr. Accounts Officer (ITnS)