No. IT&S/cell/1370/E-office  

To,

All the Sections in Main Office
All the Sub Office

SUB: Implementation of E-office in the Department.
REF: HQrs Office letter no IT-9560EOFF/3/2020-IT dated 18/08/2021

HQrs office vide letter cited above has instructed to carry out different activities for the implementation of E-Office in the department (copy enclosed).

It is therefore requested that all DAD Officials who may be working on E-Office module may be sensitised to login on videoportal.dad available on WAN via their e-Suchna login credentials and learn about E-Office procedure through videos available on the ibid portal. The individuals may also be instructed to note down their doubt for resolution of the same via doubt clearing session which is proposed in the last week of Aug’21 by HQrs office. The doubts if any may also be communicated through mail at cda-ghd@nic.in

(Anmol Amar Singh, IDAS)
Dy. Controller (IT&S Cell)
To:

All the PCsDA/CsDA/PCA(Fys)

Sub: **Implementation of Eoffice in the Department**

Ref: HQs Office Letter No. IT-9560EOFF/3/2020/IT Dt. 10.06.2021 and 29.06.2021

With reference to HQrs office ibid letters, a compliance report regarding the completion of tasks mentioned in the letter dated 10.06.2021 was requested to be submitted by 21st June 2021. However, the compliance reports in respect of some offices are yet to be received.

Further, in order to train the manpower, CGDA office has provisioned for video training sessions through at videoportal.dad available at DAD WAN. The Video training sessions have been categorised under three major modules:

1. **Master Trainer module**: Training on basic functionality of eoffice like receipt (dak) generation, file creation, noting/drafting, file movement etc were covered.

2. **Administrator module**: Training on the administrative aspects of the eoffice like file head creation, file transfer etc.

3. **PIMS/EMD module**: Training on creation of employee record, post/role assignment etc

E-office Manuals are also available on the same.
3. In view of the foregoing, it is requested to carry out the following activities:

   i. Update the employee information of posted employees in Main office and the sub-offices by 25th August, 2021 in the format available on 'esuchha' portal. Failing the deadline, the offices will have to add individual employee through e-office PIMS module.

   ii. Conduct exclusive training sessions in their organisation for all the employees. The participants may be instructed to note down their doubts as a doubt clearing session is proposed in the last week of August, 2021.

   iii. A demo instance of eoffice is being setup by this office. The URL and user credentials for the demo instance will be shared shortly. Individuals may be asked to use the same for hands on training.

   iv. Share the details of individual who underwent Administrator training and PIMS/EMD training on 11th and 12th August, 2021 in the format enclosed as annexure 'A'.

   

   (Manish Tripathi)
   Jt. CGDA(IT&S)

Copy to:
The HRD wing
(Local)

The training for RTC faculty members was conducted on 10th Aug, 2021 covered the usage of the eoffice application. It is requested that the faculty members may be asked to view the videos of other sessions(Admin, PIMS/EMD) also to have a knowledge on all the aspects of the application.

   (Amit Kumar)
   Sr. ACGDA(IT&S)
Annexure 'A'

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile no</th>
<th>Office Email ID</th>
<th>Training (Administrator/PIMS-EMD)</th>
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To:
All the Sections in Main Office
All the Sub-Office

SDM: Implementation of E-Office in the Department.
Ref: HQs Office letter no IT-9556/copies/3/2020-4T dated 18.08.2021

HQs office wide letter cited above has instructed to carry out different activities for the implementation of E-Office in the department (copy enclosed).

It is therefore requested that all DAD Officers who may be working on E-Office module may be sensitized to login on adminportal.bat available on WAN via that specific login credentials and learnt about E-Office procedure through videos available on the said portal. The individuals may also be instructed to note down their doubts for resolution of the same via doubt clearing session which is proposed in the last week of Aug’21 by HQs office. The doubts, if any may also be communicated through mail at GO(EDP).

(Signature)
(Dy. Controller (IT & CS Cell))