

Email

Accountant General Audit Bihar Patna

[Cag-all-offices] Circular mandating use of e-Office across IAAD

From : diris@cag.gov.in

Fri, Oct 15, 2021 08:37 AM

Subject : [Cag-all-offices] Circular mandating use of e-Office across IAAD

To : CAG-ALL-OFFICES@ismgr.nic.in

Cc : cag-dai@ismgr.nic.in, cag-adai@ismgr.nic.in, CAG-DGPD-HQ@ismgr.nic.in, Ashutosh Sharma <ashutoshSharma@cag.gov.in>

Tr. No. 1450
ने (सिओपी) का सचिव
दस्तावेज सं. EM No-1033
दिनांक 18/10/2021

Dear Ma'am/Sir,

Dy. No. 657
Sr. D.A.C. (Admin) Sectt.
Date 18-10-2021

The Department in its efforts to digitise our office functions (Audit, Pension, Accounting etc.) has taken up development/implementation of various IT applications. Some of these applications like OIOS, capture specialised activities related to Audit (Field Audit Work, processing of IRs, Audit Paras etc.) and has already been rolled out to many Audit Offices; applications for A&E functions are also in the pipeline. Similarly pilot for another application, e-HRMS (developed by NIC) for processing and approval of HR/ administrative functions (leave, LTC, medical claims etc.) – a HR Management solution, has started in CAG Headquarters. Its roll-out and implementation to Field Offices would follow, in a phase-wise manner.

18-10-21

Sd/AG/Adm
For circulation
to all pl.

Another IT application e-Office (developed by NIC) is a digital workflow-based solution. e-Office allows for end-to-end movement/ storage of electronic files. It is a web-based application and can be accessed anywhere on the Internet. e-Office provides flexibility of an open workflow (anyone in the section can send the file to anyone else in the same section) and is a replacement for physical filing system. The e-Office usage has increased substantially during the COVID pandemic. Currently, around 60 offices (including Headquarters Office) are using e-office to various extent, and about 34,000 files have been processed using e-office. The roll-out of e-Office has been on a voluntary basis, with support provided by IS Wing. IS Wing's support covers creation of user accounts, conducting of training, managing a Helpdesk (WhatsApp group) for addressing issues processing implementation, and enabling VPN services for accessing e-Office from outside IAADNet.

18/10/21

Sd/AG/Adm
AMS

Sd. Ramjee
18/10/21

During the October 2021 meeting of Senior Management, the need for making use of e-office **mandatory in all field offices**, as opposed to voluntary (as is currently the case) was discussed, agreed and approved by CAG. The focus of e-Office implementation would be on processing those files other, which are not covered by specialised IT systems – e.g. OIOS for audit process management. All field offices are therefore directed to take immediate steps for implementing e-Office. The Offices may start the implementation of e-office with routine/ administrative activities.

For necessary assistance and support, Sh. Raghvendra Singh Director (IS) (e-mail: diris@cag.gov.in; singhr1@cag.gov.in) may be contacted.

This issues with the approval of DAI(CRA) & CTO.

With regards,

Raghvendra Singh
Director (Information Systems)
O/o The C&AG of India
Delhi



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