

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) ODISHA
\ BHUBANESWAR**

CIRCULAR

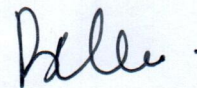
Subject: Mandatory Use of e-Office and Other Digital Platforms w.e.f. 02.06.2025

In accordance with Headquarters Office Order No. 10/39-SMU/2024 dated 08.01.2025, and as a measure to enhance efficiency and to reduce paper usage, it is hereby informed that the use of e-Office and other digital platforms is made mandatory in this office with effect from 2nd June 2025.

The following instructions are to be strictly followed:

1. All correspondence/proposals (except confidential/sensitive files) shall be processed only through e-Office.
2. OIOS shall continue to be used for audit-related work.
3. e-HRMS shall be used for processing leave requests, LTC, loans/advances, and all reimbursement claims.
4. All correspondence with DA&RC may be made through official email/e-Office. Documents/ Circulars/ Tour Programs for uploading in the official website, complains/requisitions should be emailed to the official e-mail only of DA&RC (daandrc.odi.au@cag.gov.in.)
5. No physical correspondence/files will be accepted from 02.06.2025 onwards.
6. In case of any technical issues, the DA&RC Section may be contacted for necessary assistance.
7. It is also directed to submit Monthly Progress Report on use of e- office, OIOS to DA & RC by 03rd of every month. In case of holiday, it may be preceded to the working day before holiday. (Format attached)

All Groups/Branches/Sections are requested to ensure strict compliance with the above instructions and complete the transition to the digital platforms positively by 02.06.2025.



Sr. Deputy Accountant General (Admin)

No. DA&RC/41/e-Office/2025-26/Circular No-17

Date: 28/05/2025

1. Secretary to the Pr. Accountant General (Audit-I)
2. Welfare Officer (Audit)
3. The Sr. Audit Officer/Report (Main/ECPA)/PAC/ OM/ OE/ Admin/ AMG-I / AMG-

II/ AMG-III/ AMG-IV/ AMG-V/Trg & Exam/ Estate /Legal/ ITA.

4. Assistant Director/ Hindi Cell

5. PA to DAG (Admin/AMG-I / AMG-II/ AMG-III/ AMG-IV/ AMG-V)

6. Spare Copy

Format for Monthly Progress Report on use of e- office

Name of the Group/ Section	No. of files processed during the month	No. of files processed through e office during the month	Reason for not processing through e- office

N.B. Groups are instructed to use the existing format of OIOS for submission of monthly report to DA & RC.