



**O.O.No.Pen EDP/E2E/Dak Module/2026-27/10**

**Dated:27/04/2026**

**Subject:- Rollout of Dak Management System in the Office of the Pr. AG(A&E), Jharkhand, Ranchi.**

The **Dak Management System** of this office shall be rolled out on **27th April 2026** for digitising the receipt, diarisation, movement and dispatch of dak within the office.

The system shall be rolled out in a **phase-wise manner**. In the first phase, it shall be implemented in respect of **all sections of Pension Wing and Gazetted Entitlements (GE) Wing**. Subsequently, the system shall be extended to other wings/sections of the office in due course.

The **Dak Management System** may be accessed through the '**DAK Module**' under the **EASE ERP portal of this office at <https://ease.agjharkhand.in>**

User IDs for all sections of Pension and GE Wings, including **Accountants, AAOs, Sr. AOs, DAG user and AG user**, have already been created. The users may log in to the Dak Management System using their 7-digit **Employee ID**, which is the same as their login ID for the SAMADHAN module. The default password for first-time login shall be '**1234**'. Users may change their password after logging using '**Change Password**' functionality.

The staff of the **Record (Receipt) Section** shall function as diarists for the purpose of scanning and diarising all incoming letters and supporting documents received in this office through DAK pertaining to the above-mentioned sections and the staff of the **Record (Dispatch) Section** shall function as dispatch users to dispatch the outgoing letters or documents through their respective logins in the Dak Management System. After diarisation, the dak shall be forwarded through the system to the concerned AAOs of the respective sections. The concerned AAOs shall select the appropriate diary type and allot the dak to the concerned Accountants. Thereafter, the remaining workflow shall be carried out digitally through the system itself in the same manner as followed in the existing manual

dak system.

A diarist user has also been created in the EDP Section for diarising incoming letters received through email from C&AG Headquarters, State Government and other authorities to be forwarded to AAOs of the concerned sections for further processing.

Wherever any dak/letter is required to be put up **one-Office**, the concerned **Accountants/AAOs/ Sr. AOs** shall download the PDF of the relevant dak/letter from the Dak Management System and put up the same on e-Office for approval of the competent authority. After approval in e-Office, the concerned user (Acctt/AAO/Sr AO) shall take further necessary action in the Dak Management System, depending upon whether the approved letter needs to be diarized/sent through mail or if it needs to be dispatched through DAK. In cases involving dispatch, the approved letter and the concerned attachments/documents shall be forwarded through the Dak Management System to the designated dispatch user for final dispatch.

It is hereby directed that, henceforth, all users of the **Pension Wing and GE Wing** shall mandatorily use the Dak Management System for the digital workflow of dak in this office. Manual processing of dak in respect of the above wings shall be replaced by the digital workflow through this application, except where specifically permitted by competent authority.

In case of any technical issue relating to the operation of the system, **Shri Chandan Saha, AAO, PAO (Fund)** may be contacted for necessary assistance.

This issues with the approval of the competent authority.

**Deputy Accountant General/DTL  
(Accounts & VLC)**

**Copy to:**

1. Secretary to Pr. Accountant General (A&E), Jharkhand
2. PA to Sr. Deputy Accountant General (Administration)
3. PA to Deputy Accountant General (Pension & Entitlements)
4. PA to Deputy Accountant General (Accounts & VLC)
5. Sr. AOs of all sections in the office
6. AAOs of all sections in the office

7. EDP Cell for circulation through e-mail.