

कार्यालय महालेखाकर (लेखापरीक्षा) मेघालय, शिलांग - 793001

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) MEGHALAYA,
SHILLONG - 793 001.

CIRCULAR

No. EDP/1-4/e-Office/2021-2022/71

Date :22.03.2022

It has been instructed by the Headquarters' office that the use of e-Office for processing files in field offices would be mandatory and also requested all the user offices to submit monthly report on implementation and usage of e-Office in the prescribed proforma.

Therefore all sections are instructed to start the implementation of e-office with routine/administrative activities, reports/returns and to submit monthly report on implementation of e-office in respective sections in the attached format to EDP Cell, by 10th of every month starting from 10th March 2022, for onward submission to headquarters office.

(The monthly report shall be processed through e-Office and starts from February 2022)

(Authority: Accountant General (Audit)'s orders dated 22.03.2022 on efile No. No. EDP/1-4/e-Office/2020-2021

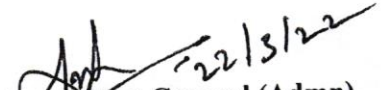
Sd/-
Dy.Accountant General (Admn)

Date:22.03.2022

Memo. No. EDP/1-4/e-Office/2021-2021/72-81

Copy forwarded for information to:-

1. Secretary to the Accountant General (Audit), Meghalaya, Shillong.
2. Sr. PS to the Accountant General (Audit), Meghalaya, Shillong.
3. PA to Deputy Accountant General (AMG-II/Admn).
4. PA to Deputy Accountant General (AMG-I/AMG-III).
5. Sr.Audit Officer/Report/Record & Estate/Co-ordination/FINAT/AMG-I/AMG-II/AMG-III/Admn/FAW.
6. AAO/ Report/Record & Estate/Co-ordination/FINAT/AMG-I/AMG-II/AMG-III/Admn/FAW.
7. Welfare Cell/Confidential Cell.
8. Office Website.
9. Notice Boards.
10. Office Order File.


Dy. Accountant General (Admn).


Monthly Report on usage and implementation of e-Office

Name of the Section/Wing:

Report for the Month & Year:

Total no of officials in the wing (excluding MTS)	No of officials registered on e-Office	Number of files processed in e-Office during the reported month	Number of Physical files processed outside e-Office during the reported month	Action plan for complete migration of file processing to e-Office (with timelines)	Additional remarks, if any

This issues with the approval of Deputy Accountant General.


Senior Audit Officer