OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), ODISHA, PURI BRANCH, PURI

No. WM-47-e-HRMS/ 871   Date: 10 .09.2024

Circular

    All the Sr. DAO, DAO-I, DAO-II, DA and DA(P)s are hereby directed to apply for allotment of official e-mail ID in the format appended herewith by 25.09.2024. Those who have already been allotted official e-mail ID, must ensure that the same is active. If the same is not active, an application in the prescribed format mentioned above shall he submitted for allotment of a new official e-mail ID.

Sd/-
Sr. Accounts Officer/WM

Copy for information to:-
1. All Sr. DAO, DAO-I, DAO-II, DA and DA(P)s.
2. Steno to DAG(W/Acs), Puri.
3. Sr. Accounts Officer, EDP Cell, O/o the Principal Accountant General (A&E), Odisha, Bhubaneswar for hoisting in theWebsite.

10.9.24
Sr. Accounts Officer/WM.

Format for Name based eMail Updation

01 06 2023-updated.xlsm

* Indicates required question

*

Complete name based email ID of the user(of domain @cag.gov.in)

Your answer

*

Date of Retirement(DoR) in DD-MM-YYYY format only

Date

dd-mm-yyyy

*

Country Code(91)

Your answer

*

Mobile no(without country code - 10 digit only)

Your answer

Date of Birth(DoB) DD-MM-YYYY format only *

Date

dd-mm-yyyy

*

Designation

Your answer

*

Name of user

Your answer

*

Provide your office email account, on which you desires to get reply mail after creation/updation of email account, submitted by your office through Google forms

Your answer

Submit   Page 1 of 1   Clear form

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Google Forms

Format for name based Creation

01 06 2023-updated.xlsm

* Indicates required question

First Name & Middle Name *

Should not contain any numeric value
(But if required the value can be in Roman Numeral viz. I II III etc)

Your answer

Last Name *

(If the user have no last name then put alphabet "z" in coulmn) - Should not contain any numeric value (But if required the value can be in Roman Numeral viz. I II III etc)

Your answer

Designation *

Should not contain any numeric value (But if required the value can be in Roman Numeral viz. I II III etc)

Your answer

Office Code *

(Select Alpha-nemeric code for your office/ Branch office from drop down list)

Choose ▾

Name of state / City - *

(State name only for all Audit I, Audit II & AE offices) and City name only for all other offices viz FnC, Defence, Raiways, Commercial, Central etc.

Choose ▾

Country Code (91) *

(Two digit as a pre-fix to valid mobile number, to be taken as 91 for India)

Your answer

Mobile number *

 (Ten digit valid mobile number only)

Your answer

Date of Superannuation (DD-MM-YYYY format)

In case of non-name based email account like Designation/sectional/office email account this may taken as 31-03-2050

Date

dd-mm-yyyy

Unique ID (UID) of user *

(First name full + first letter of middle name/ last name) but UID part should be between 6 to 20 characters only, seperated with (.) respective office extenion for email id. This part may contain any numeric value (if two or more users comes with same UID as per their first, last name wise formation of UID as described in this column)

Your answer

Complete email address *

(UID + @cag.gov.in) This part may contain any numeric value
(If two or more users comes with same UID as per their first, last name wise formation of UID as described in this column)

Your answer

Date of Birth (DD-MM-YYYY format) *

 In case of non-name based email account like Designation/sectional/office email account this may taken as 01-04-1990

Date

dd-mm-yyyy

Provide your office email account, on which you desires to get reply mail after creation/updation of email account, submitted by your office through Google forms *

Your answer

Submit   Page 1 of 1   Clear form

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