

Office of the Principal Accountant General (Audit-I), West Bengal

2, Govt. Place (W), Treasury Buildings, Kolkata – 700 001.

EDP SECTION**Office Order**

O.O.No.EDP/27/IT Security/2024-25/35

Dated:20/01/2025

Sub: Use of e-Office, OIOS and other digital mode of communication – reg.

In pursuance of the vision of Digital India and e-Governance and with the objective of increasing speed and efficiency in official work and reducing the use of paper, crucial directives received from the Strategic Management Unit of Headquarters Office vide order no.10/39-SMU/2024 dated 8th January 2025 (copy enclosed) is disseminated hereby to all concerned for adherence and compliance:-

- *With effect from 1st April 2025, officials are directed to use **only** e-Office for all correspondences/proposals with the Headquarters office. However, the files of sensitive and confidential nature may be carefully segregated and continue to be processed manually.*
- *Submission of reports/returns to Headquarters in physical form shall be discontinued.*
- *Audit related work shall continue to be performed using OIOS application.*

Group Officers of functional wings are requested to bring the content of the order to the notice of officials working under their domain and issue necessary instructions to ensure that maximum work is conducted/transacted through e-Office mode. All reports/returns due for submission to Headquarters should invariably be initiated through e-Office.

Concerned Branch Officer(s) shall approach EDP Section with the name of the Officers/Officials who have not got any training in e-Office, OIOS application, so that their training could be arranged.

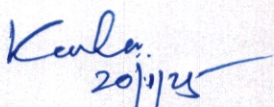
//Authority: PAG's order dated 17/01/2025
kept in file no. EDP/27/IT Security/2024-25//



Dy. Accountant General (Admn)

Copy forwarded for information & necessary action to the:-

- 1) Secretary to Pr. Accountant General.
- 2) Secretary to DAG (Admn. & AMG-I)/DAG (AMG-II)/DAG (AMG-III)/DAG (AMG-IV).
- 3) Sr.AO (Admn. 1 & Trg./Admn. 2/Admn. 3/Admn. CC/Admn. 4/AMG-I (Coord)/AMG-II (Coord)/AMG-III (Non-LAD)/AMG-III (LAD)/AMG-IV (Coord)/Welfare/ITA/Report/ECPA/DAS/FAW/EDP).
- 4) AAO (Admn. 1 & Trg./Admn. 2/Admn. 3/Admn. CC/Admn. 4/AMG-I(Coord)/AMG-II(Coord)/AMG-III(Non-LAD)/AMG-III(LAD)/AMG-IV(Coord)/Welfare/ITA/Report/ECPA/DAS/FAW/EDP).
- 5) Hindi version follows.
- 6) For uploading in the Official Website.



Sr. Audit Officer (EDP)

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भारत के नियन्त्रक-महालेखापरीक्षक का कार्यालय
 पाकेट 9, दीनदयाल उपाध्याय मार्ग, नई दिल्ली 110124
 OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA
 9, Deen Dayal Upadhyaya Marg, New Delhi 110 124

नीतिगत प्रबंधन इकाई
Strategic Management Unit

Office Order


No.10/39-SMU/2024
 08 January 2025

Subject: Use of e-Office, OIOS and other digital mode of communication

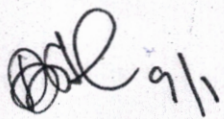
In line with the 'Digital India' programme of the Government of India, several instructions had been issued by the Headquarters office for adoption and maximum use of e-Office application across SAI India. Multiple training sessions on e-Office have also been conducted across Headquarters and Field offices.

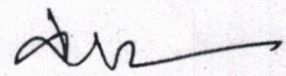
2. In this regard, with the objective of increasing speed and efficiency in official work and reducing the use of paper, the Competent Authority has given the following instructions for compliance by the Headquarters and Field offices:

- i) All the Functional wings in Headquarters office may take necessary action to adopt and use e-Office for official work. The movement of files through e-Office may start immediately with full implementation of work through e-Office from **1 February 2025** onwards. The files of sensitive and confidential nature may be carefully segregated and continue to be processed manually.
- ii) Further, all the Field Offices under the respective Functional wings may be directed to use only e-Office for all correspondences/proposals with the Headquarters office from **1 April 2025** onwards. Submission of reports/returns to Headquarters in physical form may be discontinued. The Field offices may continue to use the OIOS for audit related work.
- iii) Heads of functional wings may ensure that maximum work happens through e-Office.

DAG (Admn.)


Subhabrata pl.
 @ 13/01/2025

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 DAG (A)
 DAG (LAD)
 Sr. A.O. (Report)
 Sr. A.O. (ECRA)
 EDP/CAG/17
 13.01.25



(K.S. Subramanian)
 DAI (HR, IR, Coord & Legal)
 Pr. A. G.'s Secretariat
 Date of receipt 10/1/2025
 Diary No. E-mail/410
 सचिव/सहायक प्र. महालेखाकार
 प्राप्त का दिनांक
 हाथरी संख्या

All IA&AS Officers

DAG (Admn. & AMG-I) / Sectt. 796

Diary no. : DAG (Admn. & AGM-I)/Sectt./
 Date: 10.01.25 Time: 12:45 Pm

Initials: 