



O.O. No. DAG(W&F)Sectt/2025-26/12

Date: 08-08-2025

Office Order

It has been observed that some officials/officers of DA Cadre are not regularly accessing or using their allotted Government e-mail IDs, while a few have not yet obtained their official email IDs.

All employees are hereby directed to ensure that their CAG mail IDs are activated by logging in regularly. The officials/officers, who have not yet received or applied for their official CAG mail ID are directed to apply for the same in the prescribed format attached herewith.

Any failure to activate, access, or failure to obtain one, will be considered negligence on the part of the concerned officials/officers. The office will not be held responsible for any missed communications or updates due to non-compliance. The entire responsibility shall lie with the individual employee.

Sr. Accounts Officer

Copy forwarded to:-

All Sr. DAOs/DAOs/DAs/DA(P) of Jharkhand

Annexure – 'B'

PERSONAL DETAILS FOR CREATION OF CAG MAIL ID

NAME IN ENGLISH –

NAME IN HINDI –

ID Card No.	Designation	First Name	Middle Name	Last Name	Mobile No. (Only one)	Pay Level & Pay	Date of Birth (DD-MM-YYYY)	Date of Superannuation (DD-MM-YYYY)	Personal E-mail Address

Signature

Full Name , Designation &

Division