

	<p>भारत सरकार GOVERNMENT OF INDIA रक्षा मंत्रालय MINISTRY OF DEFENCE Principal Controller of Defence Accounts (Northern Command), Jammu-180003 Tel. No.: EPABX Nos:0191-2435439,2459205 Ext. 214,369,307 Fax-6656565 E-mail: <a href="mailto:cda-jammu@nic.in">cda-jammu@nic.in</a></p>	
No. IT&S/NC/48/e-Suchna		Dated: 20/09/2018

**Through e-mail/website**

To

The Officer-In-charge,  
All Sub-Offices.

**Subject :Implementation of Project e-Suchna (Paperless Reporting System).**

Please refer the Hqrs office letter no. AT-Coord/13002/Misc/e-suchna dated 16-08-2018 flashed on HQrs website i.e. [www.cgda.nic.in](http://www.cgda.nic.in). As per the guidelines of HQrs office, project e-Suchna is to be implemented in all the offices/sub-offices under the jurisdiction of PCDA(NC). Project e-Suchna is flawless initiative to start the paperless reporting system to fasten the process of office correspondence.

In this regard it is requested to nominate a person except the officer-in-charge for system administrator for your office. System admin will have the following responsibilities.

- i) Approval / Blocking of users in your office.
- ii) Adding of Section Detail in the Office
- iii) Section Allotment of Users
- iv) Forwarding the Reports Received from other office to respective Section.

It is requested to get register from the given link on e-Suchna i.e. **10.48.152.77/suchna** on **WAN/VPNoBB** in r/o the Admin user nominated as above.

In case of any difficulty Please contact Sh. Pardeep Kumar, Aud. In IT&S section on +91-8708622251.

Please accord priority.



( H K Tyagi)  
Sr. Accounts Officer  
( IT& System)