कार्यालय, रक्षा लेखा महानियंत्रक

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No. Coord/13002/Misc/e-Suchna   Dated : 23.07.2019

To,

All PCsDA/PIFAs/PCA(Fys)/CsDA/CsFA(Fys)/CIA/IFAs.

Sub :- Dashboard on e-Suchna (Paperless Reporting System).

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Project e-Suchna has been launched with an objective to introduce Paperless Reporting System.

2.   A dashboard showing detailed information about Users, Reports and Offices has been created on e-Suchna. Icons for the same are reflected on home page of e-Suchna.

3.   An SOP and flow chart of dashboard is enclosed for reference.

Encl : As above.

Maushumi Rudra

(Maushumi Rudra)
Jt. CGDA (Coord)

Copy to:

1. IT & S wing (local)   –   For placing the circular on the CGDA'S website.
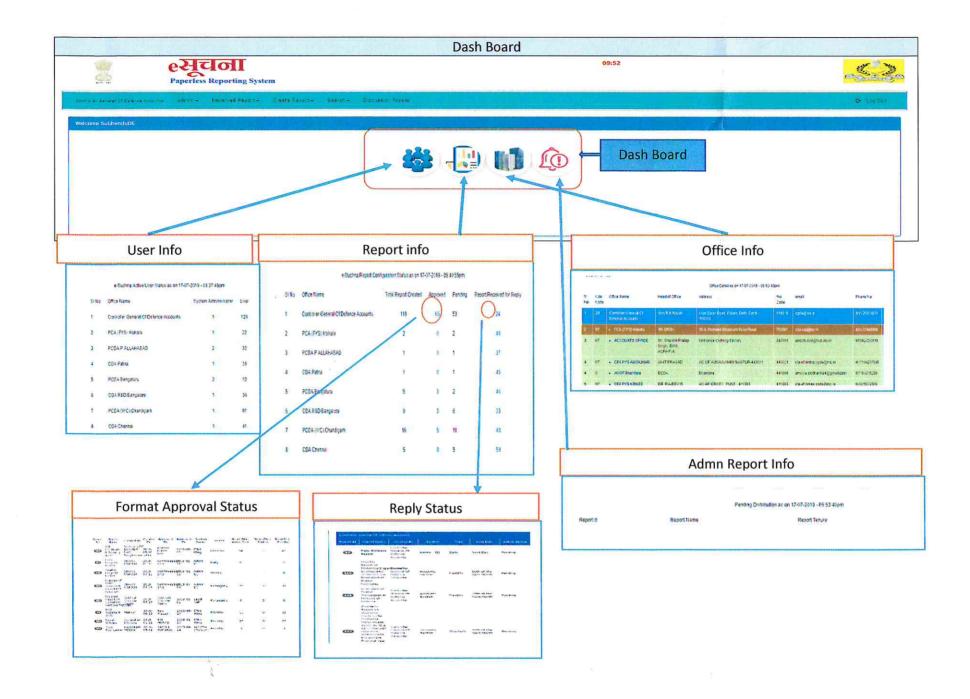

Sd/-

(Maushumi Rudra)
Jt. CGDA (Coord)

SOP for Dashboard

1. Three icons for users and four icons for System Administrators available on the home page of e-Suchna.

2. 1st icon is for **User Information**. After clicking on the same, details of user registered on e-Suchna in main office and in their sub offices will be reflected.

3. 2nd icon is for **Report Information.** After clicking on the same following four details will be reflected

   i) Total Reports created.

   ii) Approved - Created report format approved and available to sub offices for reporting. After clicking on the same details of all approved reports will be reflected.

   iii) Pending – Created report format pending for approval.

   iv) Report received for reply – After clicking on the same, details of report will be reflected alongwith action status (i) Pending -if not sent (ii) Submitted & not approved (iii) Submitted & approved.

4. 3rd Icon is for **Office Information.** After clicking on the same, details of office including their sub offices will be reflected.

5. 4th Icon is reflected in System Administrators login, wherein details of **Report Pending for Distribution** will be shown.

Sr. AO (Coord)

Dash Board

eसूचना — Paperless Reporting System

Controller General Of Defence Accounts | Admin | Received Reports | Create Reports | Search | Discussion Forum | Log Out

Welcome SubbenduDE

Dash Board

User Info

Report info

Office Info

Admn Report Info

Format Approval Status

Reply Status