

OFFICE OF THE CGDA
ULAN BATAR ROAD PALAM, DELHI CANTT – 110010
FAX(011): 25674806,25674821
e-mail: atcoord.cgda@nic.in

No.AT-Coord/13002/Misc/e-Suchana

Dated: 16.08.2018.

To

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

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

HQrs Office always seeks various reports from Field Offices and Field Offices are seeking various reports from their Sub-Offices. Generation of reports and sending to HQrs Office and consolidation at HQrs offices takes a lot of man hours.

2. To streamline the reporting system, e-Suchna (Paperless Reporting System) has been developed in-house where HQrs office/Field offices may create report format dynamically and Field offices/Sub offices would fill the information and after approval of appropriate level the same would be automatically consolidated and viewed at appropriate levels.

3. Work flow of the above system is enclosed herewith along with User Manual of various category i.e. Super User, System Administrator and User.

4. e-Suchna is available over Staging Server and available over WAN through <http://10.48.152.77/suchna>.

5. Hence, as per the direction of Competent Authority all PCsDA/PCA(Fys)/CIA(Fys)/CsDA/PIFAs/IFAs are requested to implement the e-Suchna application under their administrative jurisdiction to reduce the reporting time and man-hour.

6. For any training and technical assistance/queries it is requested to contact with 'IT&S' Wing of HQrs Office as below:

email ID - ereporthelp.dad@hub.nic.in

Contact No. - 011-25665732 (For support)

011-25665586 (For Technical support)

7. Please accord top priority.

8. This issues with the approval of Sr.Jt.CGDA(AT-Coord).

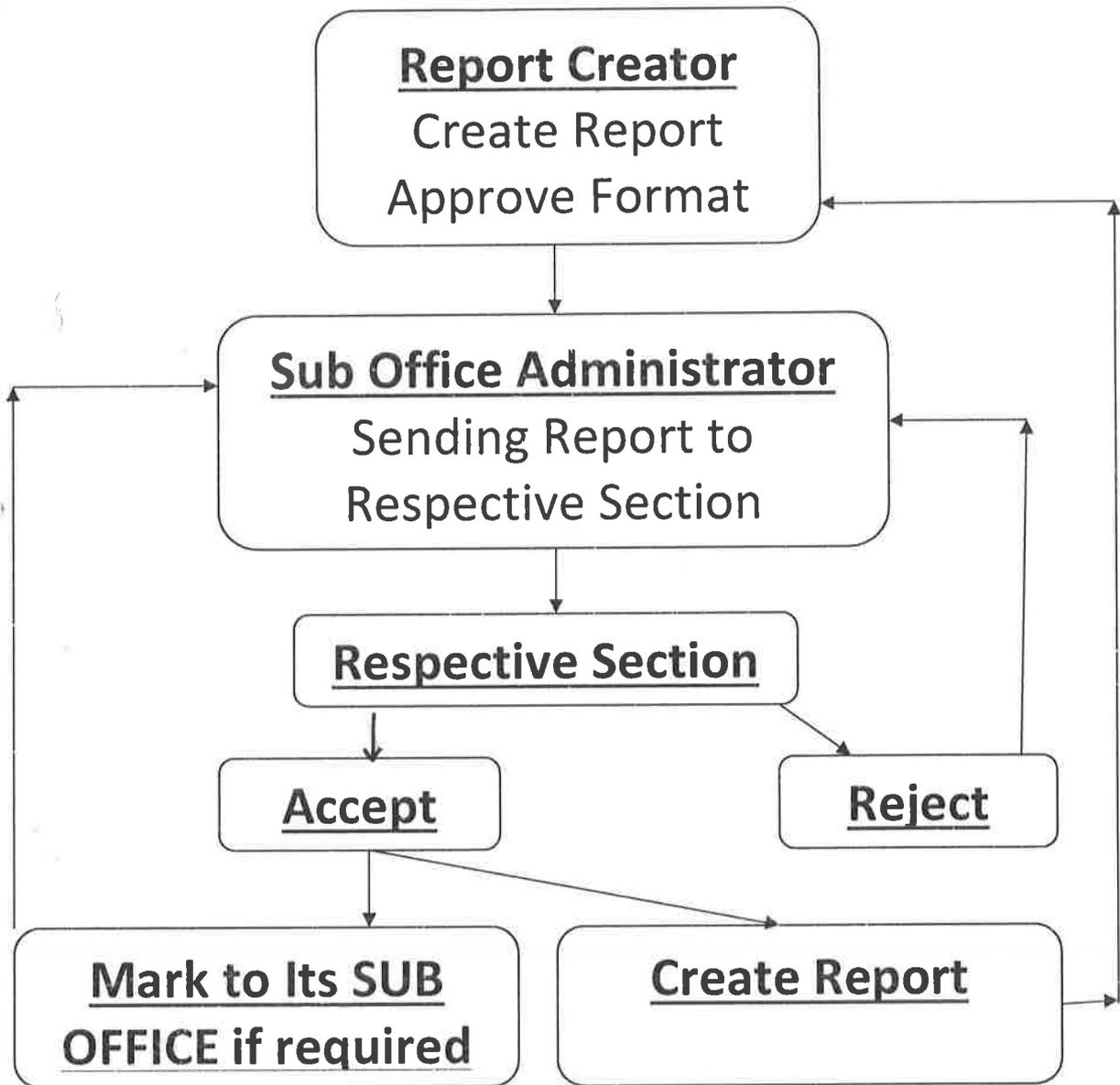


Sr.AO(AT-Coord)

Copy to:

1. All Sections of HQrs Office. --- For information and necessary action please.
2. The Officer-in-Charge, 'IT&S' (Local). --- For uploading on CGDA website.

Sd-xxx-
Sr.AO(AT-Coord)



eसूचना
Paperless Reporting System

User – V1.000

For Use of User

Developed By –

IT & S Wing

Controller General of Defence Accounts
Ulan Batar Road, Palam,
Delhi Cantt - 110010

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- **“e-Suchna” is available only on CGDA MPLS WAN.**
- **For getting access of “e-Suchna”**
 - **Add Preferred DNS Server IP 10.48.153.39**
 - **Add Alternate DNS Server IP 10.48.153.38**
 - **Remove all alternate DNS Server IP.**
 - **Type http://eSuchna.dad in Chrome**
- **For getting accessing over Staging Server**
 - **http://10.48.152.77/suchna**

User Classification

For Controller Offices :

User Type	Role
1.) Super User	Approving / Blocking of User Id & Password For Administrators of CDA / PCDA Offices Adding of CDA / PCDA Office Name Adding of Designation Adding of City Adding Office Type
2.) System Administrator	Approval / Blocking of Another Administrator Adding Office Under their jurisdiction Adding of Section Detail in the Office Section Allotment of User Forwarding the Reports Received from other office to respective Section.
3.) User	Accepting the Report Received From Administrator Forwarding the report to sub office or other section (if required) Preparing Report and Approval by appropriate authority. Create Report and approval by appropriate authority.

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Log In Page

Designed, Developed & Maintained By: IT&C Wing, Controller General of Defence Accounts, Best View : 1024*768 pixels

- ✓ Put User Id and Password.
- ✓ Select Financial Year.
- ✓ Put Captcha. (Click to Refresh if Captcha is not readable)
- ✓ Click On "Submit"
- ✓ Click On "Register" for Registering in e-Suchna
- ✓ Click on "Reset Password" for Changing Password
- ✓ Click on "Block Yourself" for Blocking the User Id

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Register Page

The screenshot shows a 'Self - Registration' form with the following fields and buttons:

- 1. Email field: subhendude.dad@gov.in
- 2. Name field: SubhenduDE AAO MoD DAD BangaloreKarnatka
- 3. Mobile No field: 9986606164
- 4. Application Name dropdown: e-Suchna
- 5. Confirm Email button
- 6. Select office dropdown: --- Select office ---
- 7. Select designation dropdown: --- Select designation ---
- 8. Select UserType dropdown: -- Select UserType --
- 9. OTP field: Enter Otp forwarded to subhendude.dad@gov.in-1903!
- 10. Password field: Enter Password
- 11. Confirm Password field: Confirm Password
- 12. Submit button

1. Type Your **NIC Email Id only**
2. Edit Name (if required)
3. Edit Mobile No (if Required)
4. Select Application Name
5. Click on Confirm mail. (An OTP would be forwarded to eMail)
6. Select Your Office Name
7. Select your Designation.
8. Select User Type.
9. Enter the OTP forwarded to your email id.
10. Enter Your Password (**Password Policy : Min 6 Char, One Uppercase, One Lower Case, One Special Char, One Number**)
11. Confirm Password
12. Click on Submit to Register.

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Password Reset

The screenshot shows a 'RESET- Password' form with the following elements and numbered callouts:

- 1: Email input field containing 'subhendude.dad@gov.in'
- 2: Application name dropdown menu showing 'e-Suchna'
- 3: 'Confirm Email' button
- 4: OTP input field containing 'Enter Otp forwarded to subhendude.dad@gov.in-1307'
- 5: Password input field containing 'Enter Password'
- 6: Confirm Password input field containing 'Confirm Password'
- 7: 'Submit' button

1. Type Your Registered **NIC Email Id only**
2. Select Application Name
3. Click to Confirm Email.
4. Enter the OTP forwarded to your email id.
5. Enter Your Password (**Password Policy : Min 6 Char, One Uppercase, One Lower Case, One Special Char, One Number**)
6. Confirm Password
7. Click on Submit to Rest Password.

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Block Your User Id

Self-Blocked (Thank to use e-suchna)

subhendude.dad@gov.in

e-Suchna

Confirm Email

Enter Otp forwarded to subhendude.dad@gov.in-1312

Enter Password

Blocked

1. Type Your Registered **NIC Email Id only**.
2. Select Application Name.
3. Click on Confirm email.
4. Enter the OTP forwarded to your email id.
5. Enter Your Password Confirm Password
6. Click on Blocked to Block Yourself.

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Home Page

After successful Authentication of User Id and Password following Home Page will appear as follows:

The screenshot displays the Home Page of the eSuchna Paperless Reporting System. The page is divided into several sections:

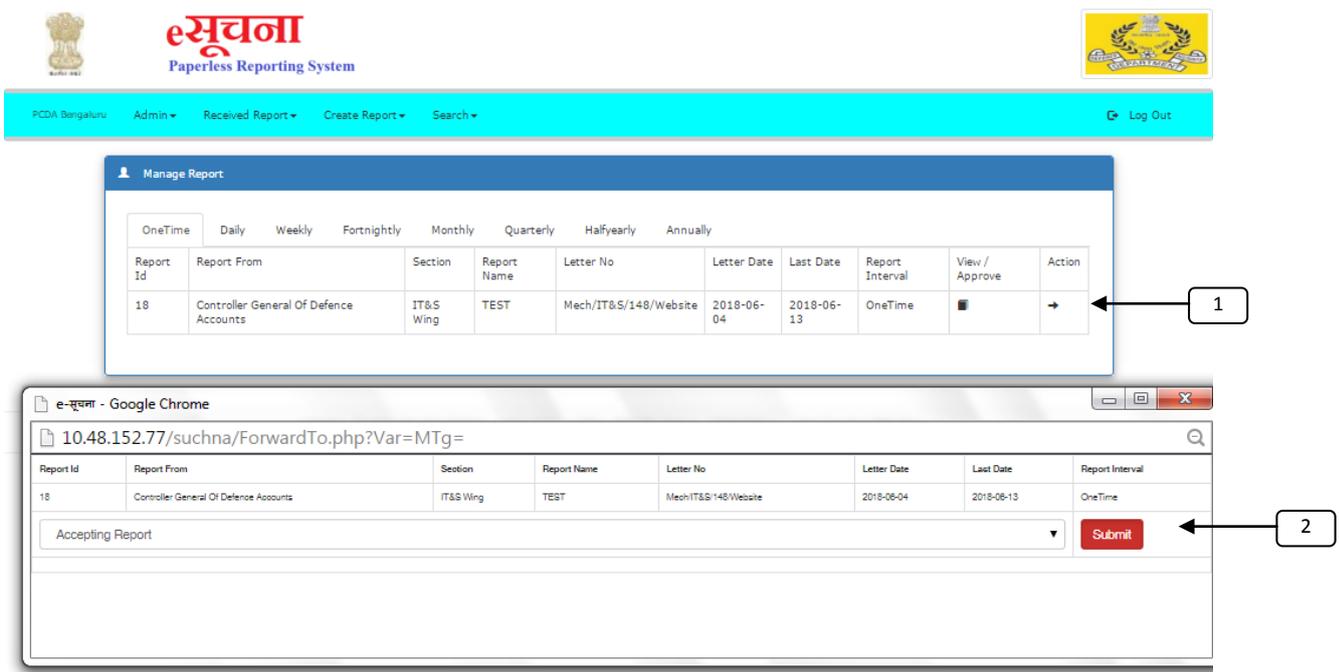
- Header:** Contains the system logo and name "eSuchna Paperless Reporting System" on the left, and a smaller logo on the right.
- Navigation Bar (1, 2):** A blue bar containing the office name "Controller General Of Defence Accounts" (1), a menu with options "Admin", "Received Report", "Create Report", and "Search" (2), and a "Log Out" button.
- User Greeting (3):** A blue bar displaying "Welcome SUBHENDU DE" (3).
- Main Content Area:** A large white rectangular area, currently empty.
- Footer (4):** A small text area at the bottom containing system details: "[e-Suchna - Paperless Reporting System] [User :SUBHENDU DE] [Office :Controller General Of Defence Accounts] [2018-2019] [User Type:Super User]" (4).

1. Name of Office Log In
2. Menu Bar
3. Addressing to User
4. User Name, Office Name

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Reports :

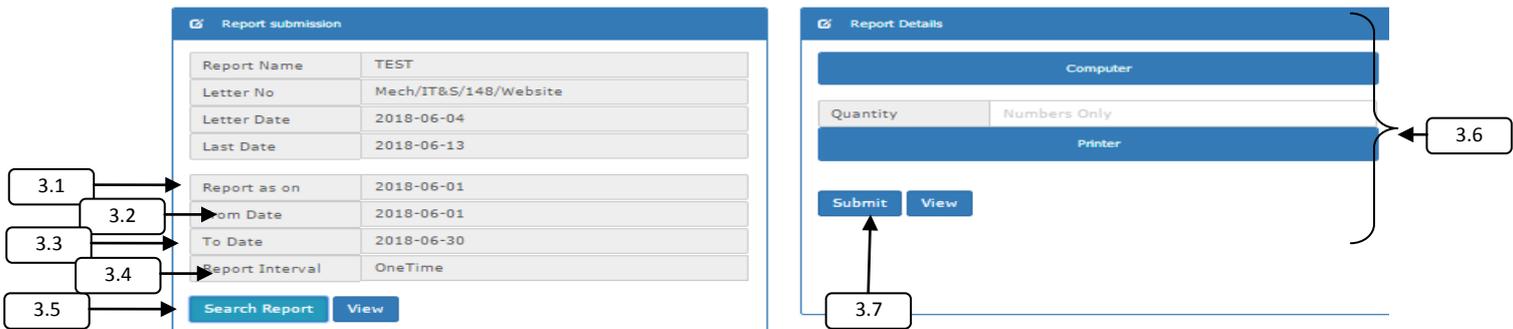
Put the Mouse Pointer over Received Report Menu . **Report Button** will appear. Click on **Report**– Following Screen Will Appear.



1. Click to Accept that Report will be generated by Concerned Section.
2. Select Accepting Report and Click on Submit Button. After Accepting the Report the Report Dash Board will show as follows :



3. Click to Prepare Report. Following screen will appear
4. Click the refer Sub-office for acquring same report.



- 3.1 Enter Report Date As on.
- 3.2 Enter Report Date From.
- 3.3 Enter Report Date To.
- 3.4 Check Report Interval
- 3.5 Click to Search Report.
- 3.6 Enter the Detail as required.
- 3.7 Click on Submit to Save Data.

Report Id	Report From	Section	Report Name	Letter No	Letter
18	Controller General Of Defence Accounts	IT&S Wing	TEST	Mech/IT&S/148/Website	2018-0

Report Accepted

Collect Report From Sub-Offices(optional)

From Section : IT&S Wing Stores Section

From Sub-Offices : PAO MEG & C PAO ASC AT Bangalore Pao POTO

Collect

- 4.1 Click on check box to fetch report from Sub Offices
- 4.2 Click on Submit to Save Data

5. Click to View / Approve Report

- 5.1 Approval of report may be done by Office Headed By. If Office headed by IDAS officer minimum IDAS level officer required to approve the report.
- 5.2 If office Headed by AO. AAO/AO can approve the report.
- 5.3 Approve Button will show as per login credential.

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Report Type / Name :

Put the Mouse Pointer over **Create Report** Menu . **Report Type / name Button** will appear. Click on **Report Type / name** – Following Screen Will Appear.



Create Report Name

Controller General Of Defence Accounts ▾ ← 1

-- Select Section --- ▾ ← 2

Report Name ← 3

Letter Number ← 4

Letter Date ← 5

Click to enter Last Date ← 6

--- Report Format Approved By --- ▾ ← 7

--- Report Interval --- ▾ ← 8

Submit ← 9

1. Select Office Name.
2. Select Section.
3. Enter the Report Name.
4. Enter Letter No through which report is being asked.
5. Enter Letter Date.
6. Enter Last Date of Submission of Report.
7. Select Report format approved by. (Creator will select minimum next higher authority).
8. Select Report Interval (OneTime, Daily, Weekly etc.)
9. Click Submit to Save Data.

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Report Category / Header :

Put the Mouse Pointer over **Create Report** Menu . **Report Category / Header Button** will appear. Click on **Report Category / Header** – Following Screen Will Appear.



Report Category

Controller General Of Defence Accounts ▾ ← 1

TEST ▾ ← 2

Enter Report Category/Header ← 3

Submit ← 4

[e-Suchna - Paperless Reporting System] [User :Mathur] [Office :Controller General Of Defence Accounts] [2018-2019] [User Type:User/JIT&S Wing]

1. Select Office Name.
2. Select Report Name.
3. Enter Report Category / Header (Header portion may be multiple).
4. Click Submit to Save Data.

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Detail Report :

Put the Mouse Pointer over **Create Report** Menu . **Detail Report Button** will appear. Click on **Detail Report** – Following Screen Will Appear.

The screenshot shows a web form titled 'Detail of Report'. The form contains the following fields and controls, each with a numbered callout:

- 1: Controller General Of Defence Accounts (dropdown)
- 2: TEST (dropdown)
- 3: Computer (dropdown)
- 4: Item Serial No (text input)
- 5: Item Name (text input)
- 6: Item Id (text input)
- 7: Select Field Type (dropdown)
- 8: Field Length (text input)
- 9: Mandatory Field (dropdown)
- 10: MandatoryLetter (text input)
- 11: Submit button
- 12: View button

1. Select Office Name.
2. Select Report Name.
3. Select Report Category / Header.
4. Enter Serial No of Item.
5. Enter Item Name
6. Enter Item Id (**Item Id equivalent to html text item id** It should not be Duplicate).
7. Select Field Type.
8. Enter Field Length.
9. Select the Field is Mandatory / Optional.
10. Enter Mandatory letters like (Y,N etc).
11. Click Submit to Save Data.
12. Click View to See the Data.

(SI No & ItemId will be unique in respect of the report)

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Select Office :

Put the Mouse Pointer over **Create Report** Menu . **Select Office Button** will appear. Click on **Select Office** – Following Screen Will Appear.

[e-Suchna - Paperless Reporting System] [User :Mathur] [Office :Controller General Of Defence Accounts] [2018-2019] [User Type:User]JT&S Wing

1. Select Self Office Name.
2. Select Report Name.
3. Click on Check Boxes for selecting office.
4. Click Submit to Save Data.

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Approve Report :

Put the Mouse Pointer over **Create Report** Menu . **Approve Report Button** will appear. Click on **Approve Report** – Following Screen Will Appear.

The screenshot displays the e-Suchna Paperless Reporting System interface. At the top, there is a navigation bar with the following items: Controller General Of Defence Accounts, Admin, Received Report, Create Report, Search, and Log Out. The main content area shows a dialog box titled 'Approve Report Format' with a dropdown menu set to 'Controller General Of Defence Accounts' and a 'TEST' label. A blue 'Approve' button is visible at the bottom of the dialog. A separate window titled 'e-Suchna - Google Chrome' shows the report format view for 'TEST', which includes a table with columns 'SlNo', 'Name of Office', and 'Computer'. The table contains one row with a list of items: 'ItemName - Quantity', 'Itemid - ComQty', 'Field Type - N', 'Field Length - 10', and 'Mandatory / Optional - Mandatory'. Below the table, there are fields for 'Report Format Created By - Mathur On 2018-08-04' and 'Report Format Approved By - On 0000-00-00'. A blue 'Approve' button is located at the bottom of the report format view.

1. Select Self Office Name.
2. Click on Report Name.
3. Click Approve to Approve Report.
(Approve Button will be available to the respective designation & above)

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View Report :

Put the Mouse Pointer over **Create Report** Menu . **View Report Button** will appear . Click on **View Report** – Following Screen Will Appear .

Report Id	Report Asking From	Report Name	Letter No	Letter Date	Last Date	Report Interval	View Format	Forward To
10		sfafa	sfsfs	2018-03-24	2018-03-31	OneTime	📄	📧
11		Computer Items	fsfskjf	2018-03-26	2018-03-31	Monthly	📄	📧
12		Yoga Day Report	ABCDEFGH/123	2018-05-05	2018-05-12	Daily	📄	📧
13		KMI REPORT	ABCD	2018-07-03	2018-07-31	Halfyearly	📄	📧
14		abcd	fslfs	2018-05-29	2018-05-31	Halfyearly	📄	📧
15		BE-RE	sfasfajl	2018-05-30	2018-06-20	Annually	📄	📧
16		Pension Report	sffs	2018-05-31	2018-06-14	Monthly	📄	📧

1. Click on Icon to view the Report. Following screen will appear.

Report Name	Computer Items
Letter No	fsfskjf
Letter Date	2018-03-26
Last Date	2018-03-31
Report as on	Click to Select Date
From Date	Click to Select Date
To Date	Click to Select Date
Report Interval	Monthly
-- Select View Type --	
View Report	Print
Export To Excel	

2. Enter Report as on Date
3. Enter Report From Date.
4. Enter Report End Date.
5. Check Report Interval.

6. Select Report View Type

7. Click on View Report. Following Report will Show

Computer Items*						
Letter No :: fffslgjf						
Letter Date :: 2018-03-26						
Last Date :: 2018-03-31						
From Date :: 2018-05-01 To Date 2018-05-31						
Report Interval :: Monthly						
SINo	Name of Office	Items				
		Computer	Printer	Scanner	Key Board	Mous
1	CDA Patna					
2	CGDA					
3	PCA (FYS) Kolkata					
4	PCDA Bengaluru					
5	PCDA P ALLAHABAD					

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**For Any Suggestion / queries
Please send email to
ereporthelp.dad@hub.nic.in
(011-25665586)
Office of the CGDA
Ulan Batar Road, Delhi Cantt - 110010**

eसूचना
Paperless Reporting System

User – V1.000

For Use of System Administrator

Developed By –

IT & S Wing

Controller General of Defence Accounts
Ulan Batar Road, Palam,
Delhi Cantt - 110010

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4.	Admin	
	(i)	Approve User
	(ii)	Create Office
	(iii)	Section
	(iv)	Section Allotment
6.	Received Report	
	(i)	Report
7.	Create Report	
8.	Search	
	(i)	Office
	(ii)	Section
	(iii)	Section Allotment

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- **For getting access of “e-Suchna”**
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 - **Add Alternate DNS Server IP 10.48.153.38**
 - **Remove all alternate DNS Server IP.**
 - **Type http://eSuchna.dad in Chrome**
- **For getting accessing over Staging Server**
 - **http://10.48.152.77/suchna**

User Classification

For Controller Offices :

User Type	Role
1.) Super User	Approving / Blocking of User Id & Password For Administrators of CDA / PCDA Offices Adding of CDA / PCDA Office Name Adding of Designation Adding of City Adding Office Type
2.) System Administrator	Approval / Blocking of Another Administrator Adding Office Under their jurisdiction Adding of Section Detail in the Office Section Allotment of User Forwarding the Reports Received from other office to respective Section.
3.) User	Accepting the Report Received From Administrator Forwarding the report to sub office or other section (if required) Preparing Report and Approval by appropriate authority. Create Report and approval by appropriate authority.

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Log In Page

Logo of India

eसूचना
Paperless Reporting System

Logo of Defence Accounts

Login

User Id

Password

2018-2019

Refresh

n7nzZL

Captcha Enter above Code

Submit Register Reset Password Block Yourself

Designed, Developed & Maintained By : IT&S Wing, Controller General of Defence Accounts, Best View : 1024*768 pixels

- ✓ Put User Id and Password.
- ✓ Select Financial Year.
- ✓ Put Captcha. (Click to Refresh if Captcha is not readable)
- ✓ Click On "Submit"
- ✓ Click On "Register" for Registering in e-Suchna
- ✓ Click on "Reset Password" for Changing Password
- ✓ Click on "Block Yourself" for Blocking the User Id

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Register Page

The screenshot shows a 'Self - Registration' form with the following fields and buttons:

- 1. Email ID field: subhendude.dad@gov.in
- 2. Name field: SubhenduDE AAO MoD DAD BangaloreKarnatka
- 3. Mobile No field: 9986606164
- 4. Application Name dropdown: e-Suchna
- 5. Confirm Email button
- 6. Office Name dropdown: --- Select office ---
- 7. Designation dropdown: --- Select designation ---
- 8. User Type dropdown: -- Select UserType --
- 9. OTP field: Enter Otp forwarded to subhendude.dad@gov.in-19035
- 10. Password field: Enter Password
- 11. Confirm Password field: Confirm Password
- 12. Submit button

1. Type Your **NIC Email Id only**
2. Edit Name (if required)
3. Edit Mobile No (if Required)
4. Select Application Name
5. Click on Confirm mail. (An OTP would be forwarded to eMail)
6. Select Your Office Name
7. Select your Designation.
8. Select User Type.
9. Enter the OTP forwarded to your email id.
10. Enter Your Password (**Password Policy : Min 6 Char, One Uppercase, One Lower Case, One Special Char, One Number**)
11. Confirm Password
12. Click on Submit to Register.

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Password Reset

The screenshot shows a 'RESET- Password' form with the following fields and buttons:

- 1. Email input field containing 'subhendude.dad@gov.in'
- 2. Application name dropdown menu showing 'e-Suchna'
- 3. 'Confirm Email' button
- 4. OTP input field containing 'Enter Otp forwarded to subhendude.dad@gov.in-1307'
- 5. Password input field containing 'Enter Password'
- 6. Confirm password input field containing 'Confirm Password'
- 7. 'Submit' button

1. Type Your Registered **NIC Email Id only**
2. Select Application Name
3. Click to Confirm Email.
4. Enter the OTP forwarded to your email id.
5. Enter Your Password (**Password Policy : Min 6 Char, One Uppercase, One Lower Case, One Special Char, One Number**)
6. Confirm Password
7. Click on Submit to Rest Password.

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Block Your User Id

Self-Blocked (Thank to use e-suchna)

subhendude.dad@gov.in

e-Suchna

Confirm Email

Enter Otp forwarded to subhendude.dad@gov.in-1312

Enter Password

Blocked

1. Type Your Registered **NIC Email Id only.**
2. Select Application Name.
3. Click on Confirm email.
4. Enter the OTP forwarded to your email id.
5. Enter Your Password Confirm Password
6. Click on Blocked to Block Yourself.

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Home Page

After successful Authentication of User Id and Password following Home Page will appear as follows:

The screenshot displays the Home Page of the e-Suchna Paperless Reporting System. The page is divided into several sections:

- 1**: The top left corner contains the Government of India emblem and the system name "eसूचना Paperless Reporting System".
- 2**: A navigation menu bar with the following items: "Controller General Of Defence Accounts", "Admin", "Received Report", "Create Report", "Search", and "Log Out".
- 3**: A blue banner area displaying the user greeting "Welcome SUBHENDU DE".
- 4**: The footer area containing system details: "[e-Suchna - Paperless Reporting System] [User :SUBHENDU DE] [Office :Controller General Of Defence Accounts] [2018-2019] [User Type:Super User]".

1. Name of Office Log In
2. Menu Bar
3. Addressing to User
4. User Name, Office Name

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Approve User :

Put the Mouse Pointer over Admin Menu . **Approve User Menu** will appear. Click on **Approve User** – Following Screen Will Appear.

The screenshot displays the 'Approve / Reject User' and 'User Detail' screens. The 'Approve / Reject User' screen shows a table with the following data:

Action	UserId	Name	Ph No	User Type	Office Name
<input type="checkbox"/>	anupam@cgda.gov.in	S F Singh	9871980462	User	Controller General Of Defence Accounts

The 'User Detail' screen shows a table with the following data:

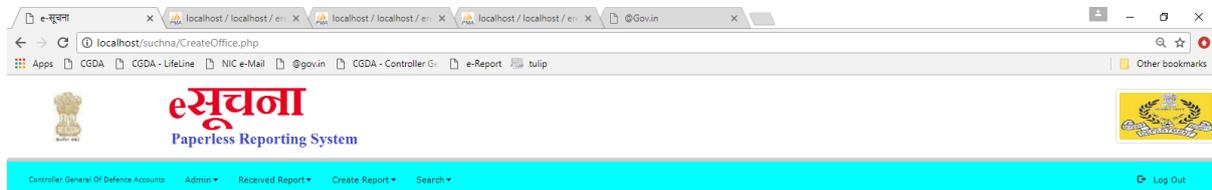
Sl No	UserId	Name	User Type	Office Name	Block
91	vinaych.dad@hub.nic.in	VINAY CH	User	Area Accounts Office	<input type="checkbox"/>
90	subhendu.de.dad@gov.in	Subhendu DE AAO MoD DAD BangaloreKarnatka	User	CGDA	<input type="checkbox"/>
89	anupamdosaj.cgda@nic.in	Anupam Dosaj	User	Controller General Of Defence Accounts	<input type="checkbox"/>
79	adm1	pao ascad admin	User	PAO ASC AT Bangalore	<input type="checkbox"/>
78	paosat	pao ascad	System Admin	PAO ASC AT Bangalore	<input type="checkbox"/>
77	lg1	LG1	User	PAO MEG & C	<input type="checkbox"/>
76	paomeg	Mr Y	System Admin	PAO MEG & C	<input type="checkbox"/>
75	hari	Hari	User	PCDA Bengaluru	<input type="checkbox"/>
74	rajupd	Raju Prasad	User	Controller General Of Defence Accounts	<input type="checkbox"/>
73	mathur	Mathur	User	Controller General Of Defence Accounts	<input type="checkbox"/>
72	cgda	CGDA Administrator	System Admin	CGDA	<input type="checkbox"/>
71	suji	Sujit Kumar	System Admin	Controller General Of Defence Accounts	<input type="checkbox"/>

1. Click to Approver Administrator
2. Click to Reject Administrator
3. Click the Button to Block the User (Transfer Out Case / Any Other Reason)

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Create Office :

Put the Mouse Pointer over Admin Menu . **Create Office Menu** will appear. Click on **Create Office** – Following Screen Will Appear.



11

10

9

8

7

6

5

4

3

2

1

Submit

Code	Name	Head Of Head	Address	Station	Pin	Phone No.	Fax
1	Controller General Of Defence Accounts		Ulan Batar Road, Palam, Delhi Cantt - 110010	0			
2	PCA (FYS) Kolkata			46			
3	PCDA P ALLAHABAD			204			
4	CDA Patna	M K	Rajendra	0	152620	9876543214	452178

1. Enter Office Name.
2. Enter Name of Head of Office.
3. Select Office Headed By.
4. Enter Office Address.
5. Enter Station
6. Enter Pin Code
7. Enter Phone No.
8. Enter Fax No.
9. Enter Email Id
10. Select Office Type
11. Enter CDA Code
12. Click on Submit Button to Save Data.

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Create Section :

Put the Mouse Pointer over Admin Menu . **Create Section Menu** will appear. Click on **Create Section menu**. Following Screen Will Appear.

Section

1 Section Name

2 Email Id

3 Extension Numbers

4 PCDA Bengaluru

5 Submit

6 View All

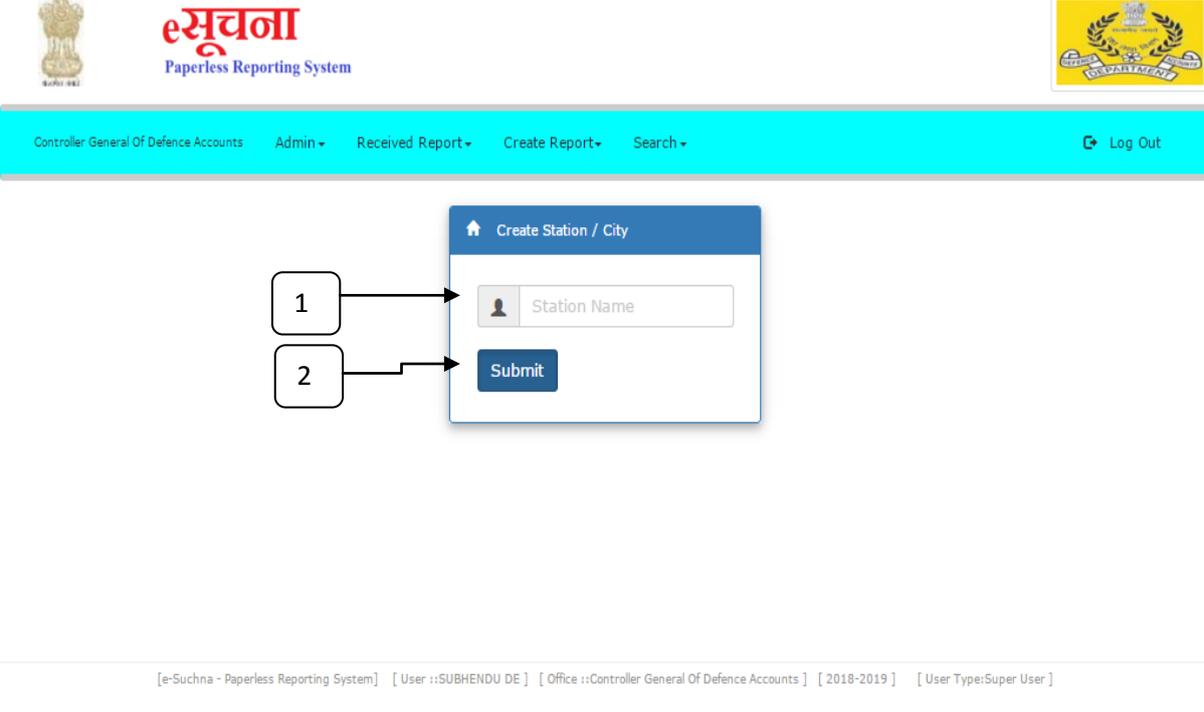
[e-Suchna - Paperless Reporting System] [User ::Suresh Mahendra] [Office ::PCDA Bengaluru] [2018-2019] [User Type: System Admin]

1. Enter Section Name.
2. Enter Email Id of Section.
3. Enter Extention Number.
4. Select Office Name.
5. Click on Submit to Save Data.
6. Click on View All to View all Section Names.

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Create Station :

Put the Mouse Pointer over Admin Menu . **Create Station Menu** will appear. Click on **Create Station menu** – Following Screen Will Appear.



The screenshot displays the eSuchna Paperless Reporting System interface. At the top left is the Government of India emblem and the text 'eसूचना Paperless Reporting System'. At the top right is the Ministry of Defence emblem. Below these is a navigation bar with links: 'Controller General Of Defence Accounts', 'Admin', 'Received Report', 'Create Report', and 'Search'. A 'Log Out' button is also present. The main content area shows a modal window titled 'Create Station / City'. This window contains a text input field labeled 'Station Name' and a 'Submit' button. Two numbered callouts, '1' and '2', are shown with arrows pointing to the 'Station Name' field and the 'Submit' button, respectively. At the bottom of the page, there is a footer with the text: '[e-Suchna - Paperless Reporting System] [User :: SUBHENDU DE] [Office :: Controller General Of Defence Accounts] [2018-2019] [User Type: Super User]'.

1. Enter Station Name.
2. Click Submit to Save Data.

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Section Allotment :

Put the Mouse Pointer over Admin Menu . **Section Allotment** Button will appear. Click on **Section Allotment**– Following Screen Will Appear.



Section Allotment	
User Id ::	atin
User Name ::	ATIN
Allot Section	
<input checked="" type="checkbox"/> IT&S Wing	<input type="checkbox"/> Stores Section
<input type="button" value="Submit"/>	

[e-Suchna - Paperless Reporting System] [User ::Suresh Mahendra] [Office ::PCDA Bengaluru] [2018-2019] [User Type: System Admin]

1. Enter user id.
2. Click on Search to find information.
3. Click on check box where required.
4. Click on Submit to Allot Section.

[Top](#)

Reports :

Put the Mouse Pointer over Received Report Menu . **Report Button** will appear. Click on **Report**– Following Screen Will Appear.

Report Id	Report From	Section	Report Name	Letter No	Letter Date	Last Date	Report Interval	View / Approve	Take Action	Forward To
15	Controller General Of Defence Accounts	IT&S Wing	BE-RE	sfasfajl	2018-05-30	2018-06-20	Annually			

1. Click on the Icon to Send reports to appropriate Section who will prepare the report following screen will appear

Report Id	Report From	Section	Report Name	Letter No	Letter Date	Last Date	Report Interval
15	Controller General Of Defence Accounts	IT&S Wing	BE-RE	sfasfajl	2018-05-30	2018-06-20	Annually

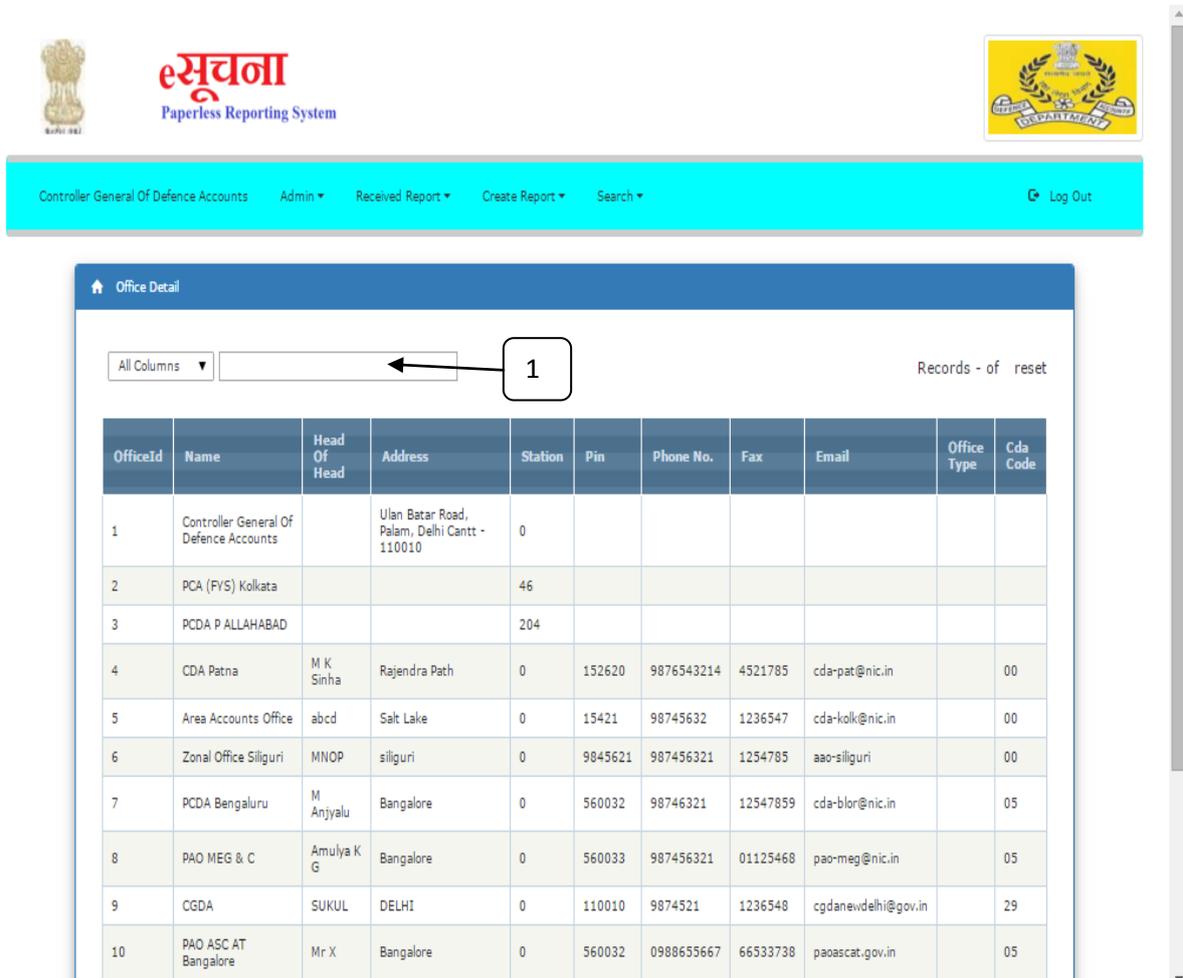
Forward To

2. Select the section name where to forward.
3. Click on Submit Button to Send the report.

[Top](#)

Search :

Put the Mouse Pointer over Search Menu . **Search Option for Section, Section Allotment, Office.** Following screen will appear :



Office Detail

All Columns 1 Records - of reset

OfficeId	Name	Head Of Head	Address	Station	Pin	Phone No.	Fax	Email	Office Type	Cda Code
1	Controller General Of Defence Accounts		Ulan Batar Road, Palam, Delhi Cantt - 110010	0						
2	PCA (FVS) Kolkata			46						
3	PCDA P ALLAHABAD			204						
4	CDA Patna	M K Sinha	Rajendra Path	0	152620	9876543214	4521785	cda-pat@nic.in		00
5	Area Accounts Office	abcd	Salt Lake	0	15421	98745632	1236547	cda-kolk@nic.in		00
6	Zonal Office Siliguri	MNOP	siliguri	0	9845621	987456321	1254785	aao-siliguri		00
7	PCDA Bengaluru	M Anjyalu	Bangalore	0	560032	98746321	12547859	cda-blor@nic.in		05
8	PAO MEG & C	Amulya K G	Bangalore	0	560033	987456321	01125468	pao-meg@nic.in		05
9	CGDA	SUKUL	DELHI	0	110010	9874521	1236548	cgdanewdelhi@gov.in		29
10	PAO ASC AT Bangalore	Mr X	Bangalore	0	560032	0988655667	66533738	paoascat.gov.in		05

1. Type few words to search.

**For Any Suggestion / queries
Please send email to
ereporthelp.dad@hub.nic.in
(011-25665586)
Office of the CGDA
Ulan Batar Road, Delhi Cantt - 110010**