



भारत सरकार | रक्षा मंत्रालय  
GOVERNMENT OF INDIA | MINISTRY OF DEFENCE

रक्षा लेखा महानियंत्रक कार्यालय  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
प्रशिक्षण प्रभाग (Training Division)

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विकसित भारत  
अभियान  
1947 2047

No. TD/3498/iGOT/2026-27

Date: 21 May, 2026

To,

All PCsDA/PIFAs/CsDA/IFAs/ Training Establishments  
(Through CGDA website)

**Subject : User level training on working of eOffice application.**

A review meeting on the usage of the eOffice (eFile) application was held on 27.04.2026 under the Chairmanship of the CGDA wherein all sections of CGDA HQ and PCDA/CDA offices were directed to start working on the eOffice application strictly w.e.f. 11.05.2026.

2. An online course on “EOffice Learning Resources 2025” has already been uploaded by NIC on iGOT Karmayogi portal for End User-level training.

3. This course has been made mandatory for all users of eOffice application. It is, therefore, requested to issue necessary directions/instruction to all officers and staff under your jurisdiction to complete the online course available on iGOT Karmayogi portal within 15 days of issue of this circular. The completion of the course by all officers and staff may be ensured by the concerned controller office.

(Rahul Eknath Karale)  
Sr. Dy. CGDA (Trg)

Copy to:

Admin IV Section (Local) : For compliance please.

IT&S Section(Local) : For information please w.r.t. your section UO Note No. Mech/IT&S/95602/Eoffice dated 15.05.2026.

(Anurag Thapa)  
Sr. Accounts Officer (Trg)