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.

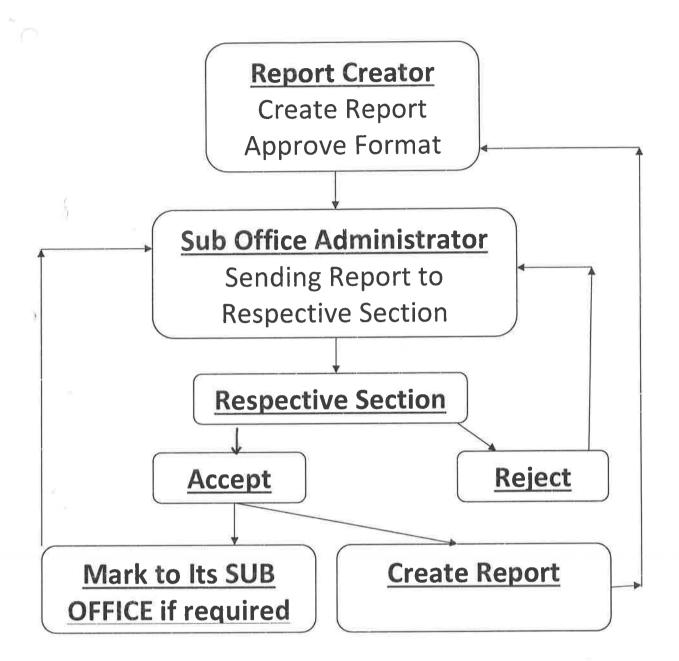8.　　　This issues with the approval of Sr.Jt.CGDA(AT-Coord).

　　　　　　　　　　　　　　　　　　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)

Report Creator
Create Report
Approve Format

Sub Office Administrator
Sending Report to
Respective Section

Respective Section

Accept

Reject

Mark to Its SUB OFFICE if required

Create Report

eसूचना

Paperless Reporting System

User – V1.000

For Use of User

Developed By –

IT & S Wing

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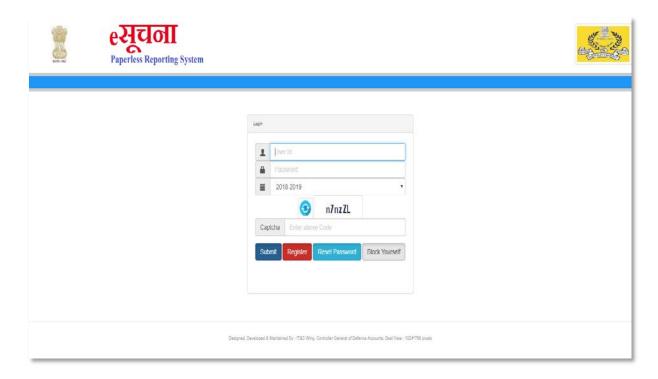Ulan Batar Road, Palam,
Delhi Cantt - 110010

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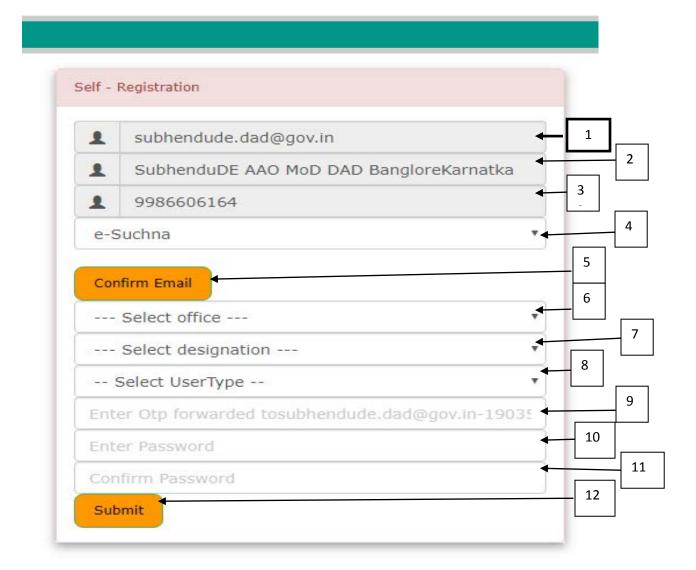
User Classification

For Controller Offices :

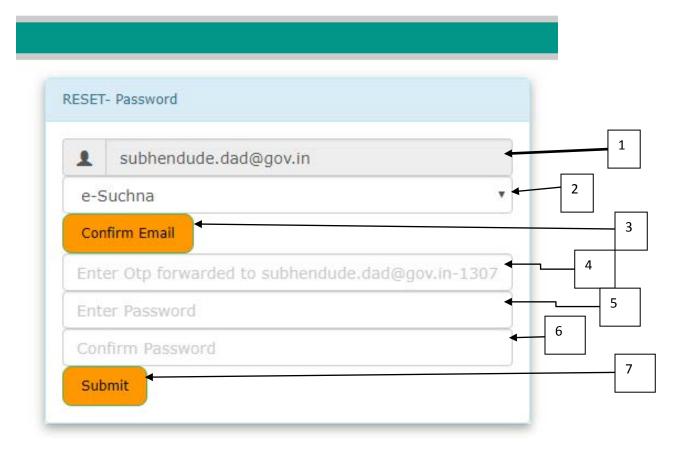| User Type	Role
1.) Super User	Approving / Blocking of User Id & Password For Administrators of CDA / PCDA Offices Adding of CDA / PCDA Office Name Adding of Designation Adding of City Adding Office Type
2.) System Administrator	Approval / Blocking of Another Administrator Adding Office Under their 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.

Top

Log In Page

- ✓ 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

Top

Register Page
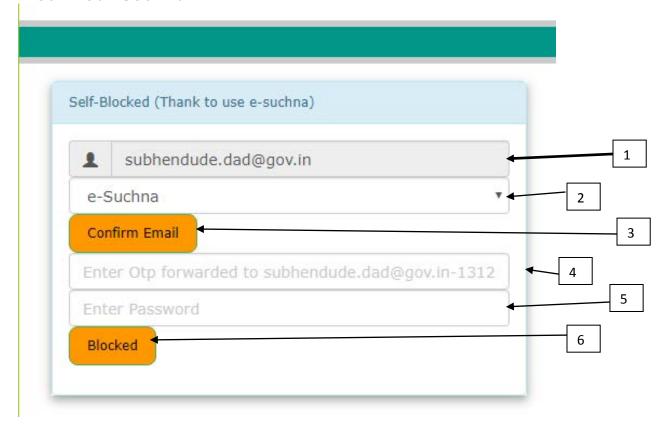

1. Type Your **NIC Email Id only**
2. Edit Name (if required)
3. Edit Mobile No (if Required)
4. Select Application Name
5. Click on Confirm mail. (An OTP would be forwarded to eMail)
6. Select Your Office Name
7. Select your Designation.
8. Select User Type.
9. Enter the OTP forwarded to your email 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.

Top

Password Reset

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**)
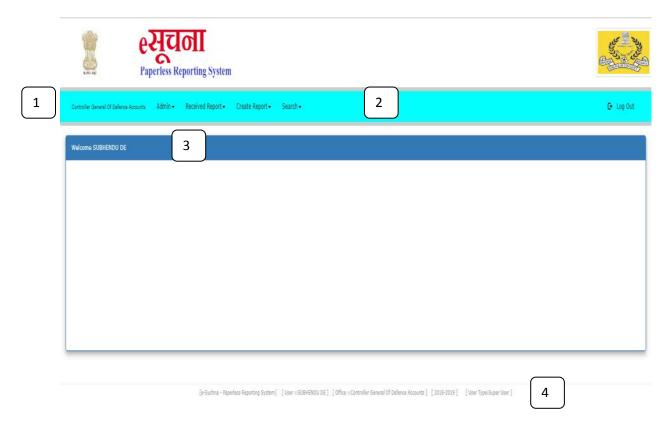6. Confirm Password
7. Click on Submit to Rest Password.

Top

Block Your User Id

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
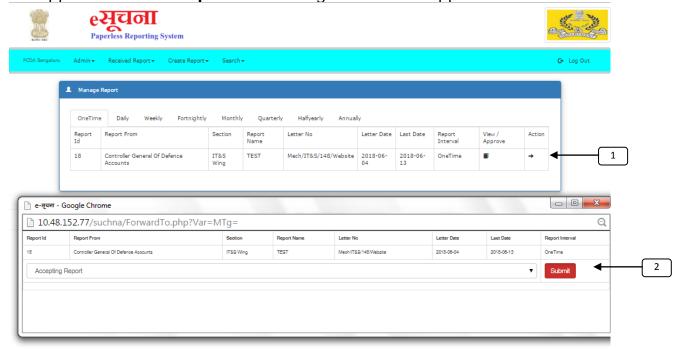6. Click on Blocked to Block Yourself.

Top

Home Page

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

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

Top

Reports :

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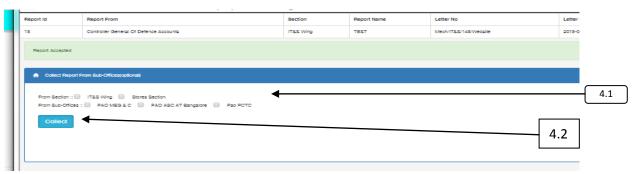

1. Click to Accept that Report will be generated by Concerned Section.
2. Select Accepting Report and Click on Submit Button. After Accepting the Report the Report Dash Board will show as follows :

3. Click to Prepare Report. Followng screen will appear
4. Click the refer Sub-office for acquring same report.
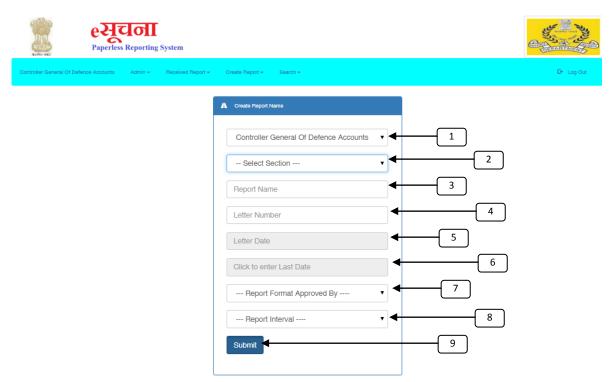
      3.1   Enter Report Date As on.
      3.2   Enter Report Date From.
      3.3   Enter Report Date To.
      3.4   Check Report Interval
      3.5   Click to Search Report.
      3.6   Enter the Detail as required.
      3.7   Click on Submit to Save Data.

Report Id	Report From	Section	Report Name	Letter No	Letter
18	Controller General Of Defence Accounts	IT&S Wing	TEST	Mech/IT&S/14S/Website	2018-0

Report Accepted

♠ Collect Report From Sub-Offices(optional)

From Section :: ☐ IT&S Wing ☐ Stores Section   **4.1**
From Sub-Offices :: ☐ PAO MEG & C ☐ PAO ASC AT Bangalore ☐ Pao PCTO

[Collect]   **4.2**

      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 minimium 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.

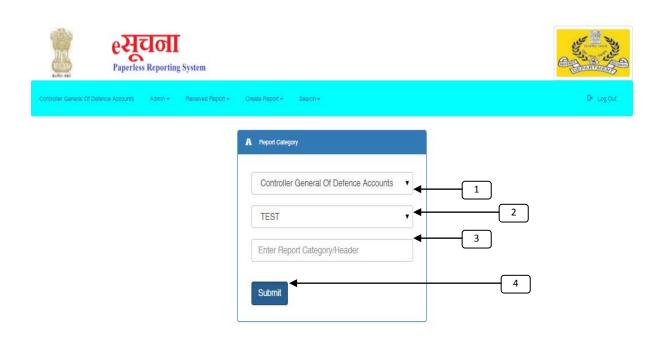**[Top](#)**

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.

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. (Creater will select minimum next higher authority).
8. Select Report Interval (OneTime, Daily,Weekly etc.)
9. Click Submit to Save Data.

Top

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.
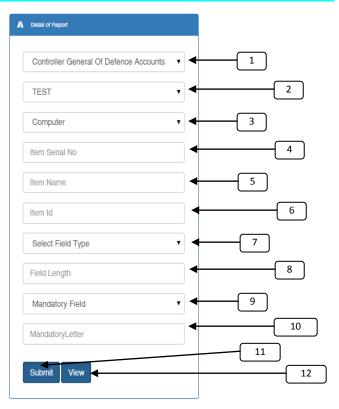

1. Select Office Name.
2. Select Report Name.
3. Enter Report Category / Header (Header portion may be multiple).
4. Click Submit to Save Data.

Top

Detail Report :

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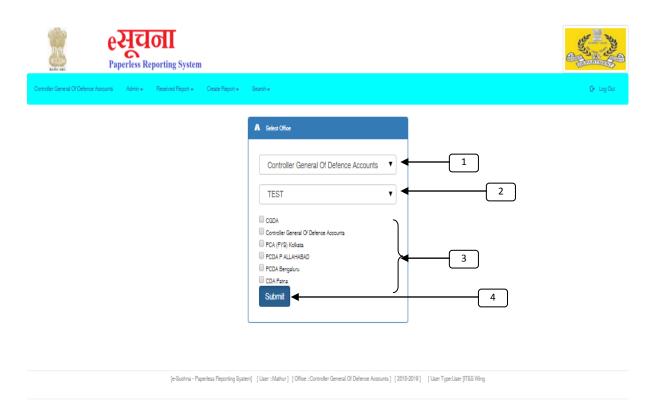

1. Select Office Name.
2. Select Report Name.
3. Select Report Category / Header.
4. Enter Serial No of Item.
5. Enter Item Name
6. Enter Item Id (**Item Id equivalent to html text item id** It should not be Duplicate).
7. Select Field Type.
8. Enter Field Length.
9. Select the Field is Mandatory / Optional.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

Top

Select Office :

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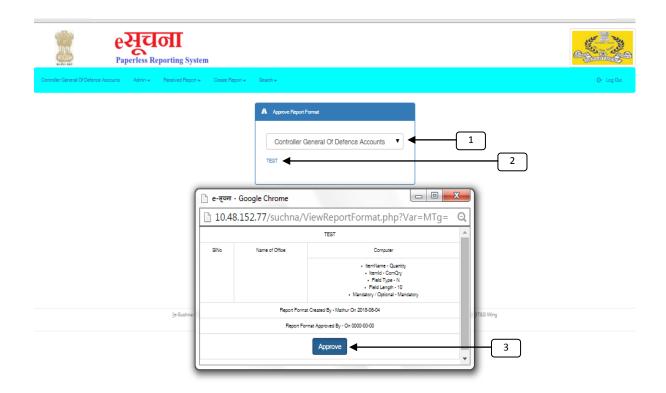

1. Select Self Office Name.
2. Select Report Name.
3. Click on Check Boxes for selecting office.
4. Click Submit to Save Data.

Top

Approve Report :

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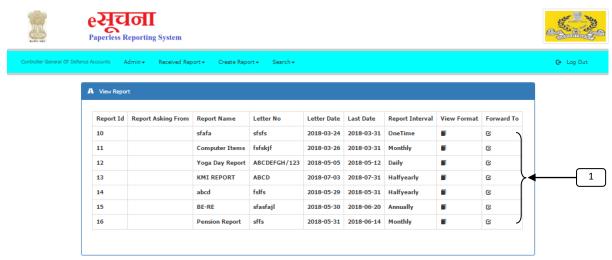

1. Select Self Office Name.
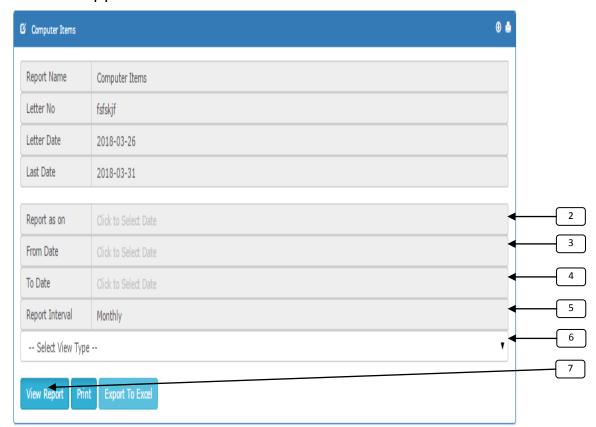2. Click on Report Name.
3. Click Approve to Approve Report.
   (Approve Button will be available to the respective designation & above)

Top

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 :: fsfskjf Letter Date :: 2018-03-26 Last Date :: 2018-03-31 From Date :: 2018-05-01 To Date 2018-05-31 Report Interval :: Monthly				
		Items				
SlNo	**Name of Office**	**Computer**	**Printer**	**Scanner**	**Key Board**	**Mous**
1	CDA Patna					
2	CGDA					
3	PCA (FYS) Kolkata					
4	PCDA Bengaluru					
5	PCDA P ALLAHABAD					

Top

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

<u>User – V1.000</u>

<u>For Use of System Administrator</u>

Developed By –

IT & S Wing

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

- ➢ **"e-Suchna" is available only on CGDA MPLS WAN.**
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  - o **Add Alternate DNS Server IP 10.48.153.38**
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  - o **Type http://eSuchna.dad in Chorme**
- ➢ **For getting accessing over Staging Server**
  - o **http://10.48.152.77/suchna**
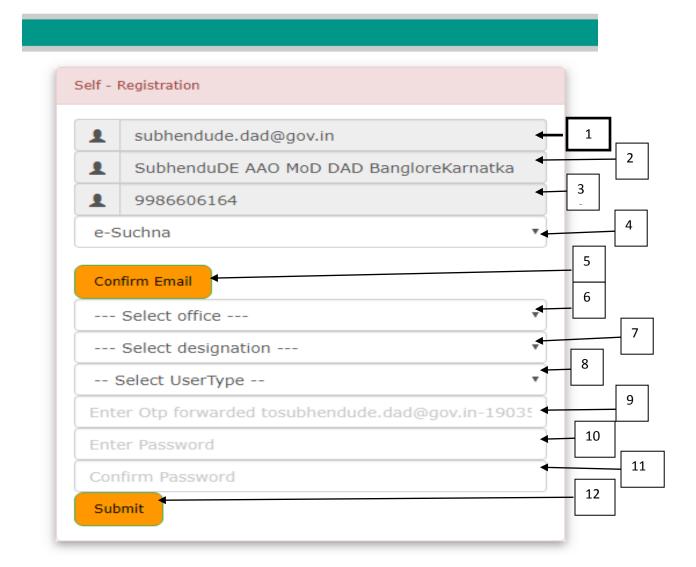
User Classification

For Controller Offices :

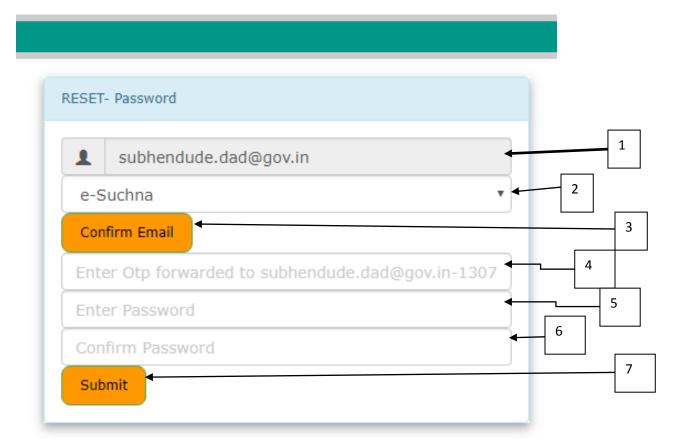| User Type	Role
1.) Super User	Approving / Blocking of User Id & Password For Administrators of CDA / PCDA Offices Adding of CDA / PCDA Office Name Adding of Designation Adding of City Adding Office Type
2.) System Administrator	Approval / Blocking of Another Administrator Adding Office Under their 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.

Top

Log In Page

- ✓ 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
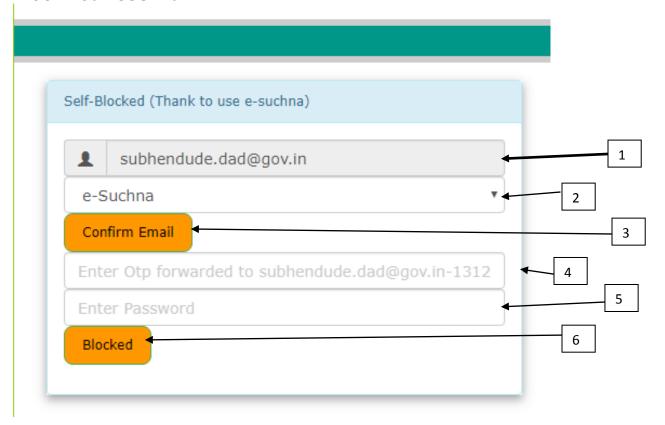- ✓ Click on "Block Yourself" for Blocking the User Id

Top

Register Page

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.

Top

Password Reset

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**)
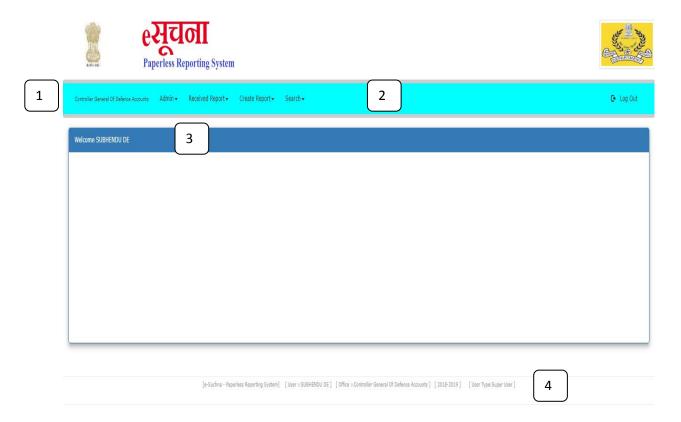6. Confirm Password
7. Click on Submit to Rest Password.

Top

Block Your User Id

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
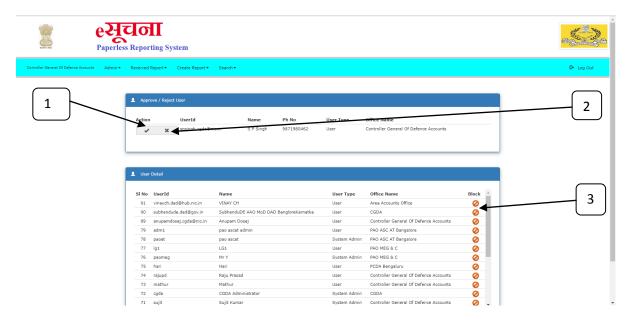6. Click on Blocked to Block Yourself.

Top

Home Page

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

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

Top

Approve User :

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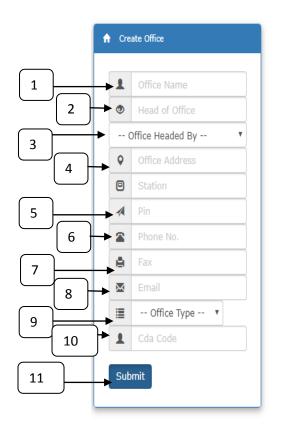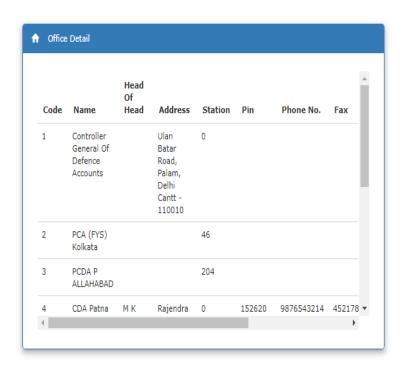

1. Click to Approver Administrator
2. Click to Reject Administrator
3. Click the Button to Block the User (Transfer Out Case / Any Other Reason)

Top

Create Office :

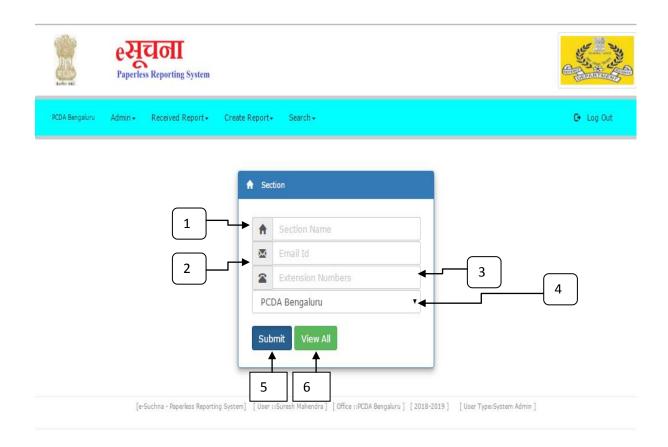Put the Mouse Pointer over Admin Menu . **Create Office Menu** will appear. Click on **Create Office** – Following Screen Will Appear.

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.

Top

Create Section :

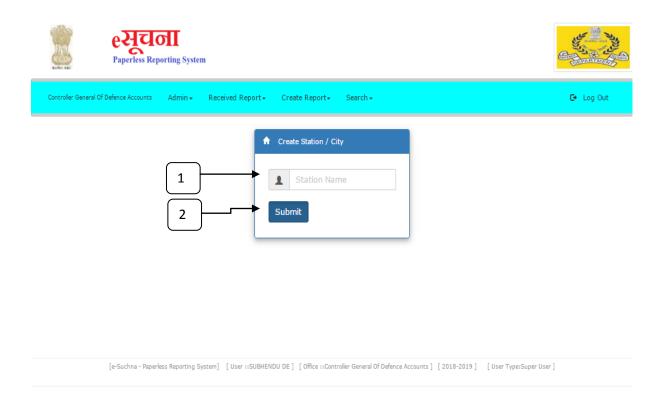Put the Mouse Pointer over Admin Menu . **Create Section Menu** will appear. Click on **Create Section menu.** Following Screen Will Appear.

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.

Top

Create Station :

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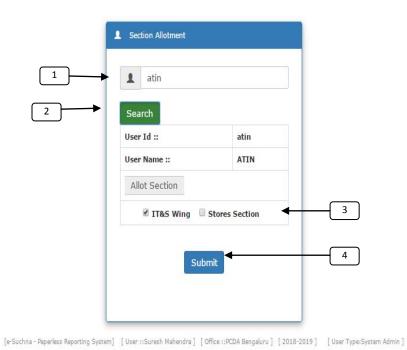

1. Enter Station Name.
2. Click Submit to Save Data.

Top

Section Allotment :

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

[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.

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

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 :

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