

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. 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-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:

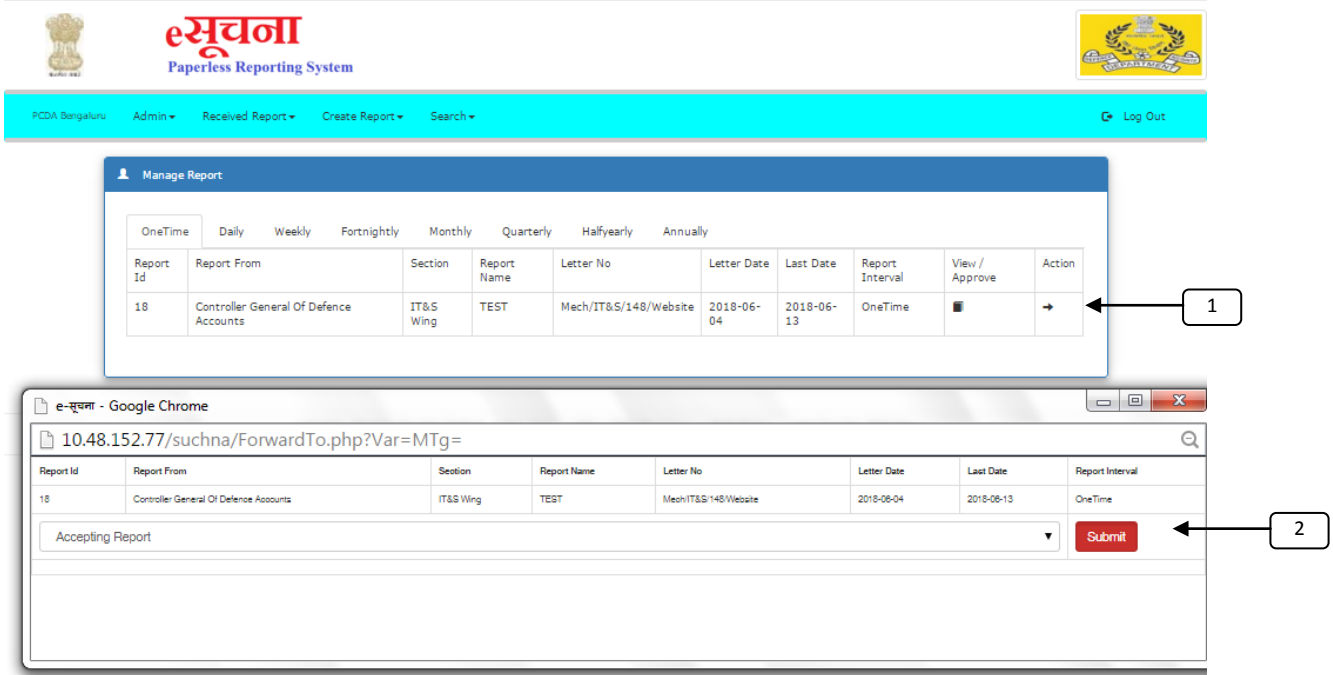
The screenshot displays the home page of the eSuchna Paperless Reporting System. At the top left, there is a logo of the Government of India and the text 'eसूचना Paperless Reporting System'. On the right, there is a logo of the Controller General of Defence Accounts. Below the header, a navigation bar contains the following items: 'Controller General Of Defence Accounts', 'Admin', 'Received Report', 'Create Report', 'Search', and 'Log Out'. A blue banner below the navigation bar displays 'Welcome SUBHENDU DE'. At the bottom, a footer contains the text: '[e-Suchna - Paperless Reporting System] [User :SUBHENDU DE] [Office :Controller General Of Defence Accounts] [2018-2019] [User Type:Super User]'. Numbered callouts 1 through 4 are placed over the page to indicate specific elements.

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

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Reports :

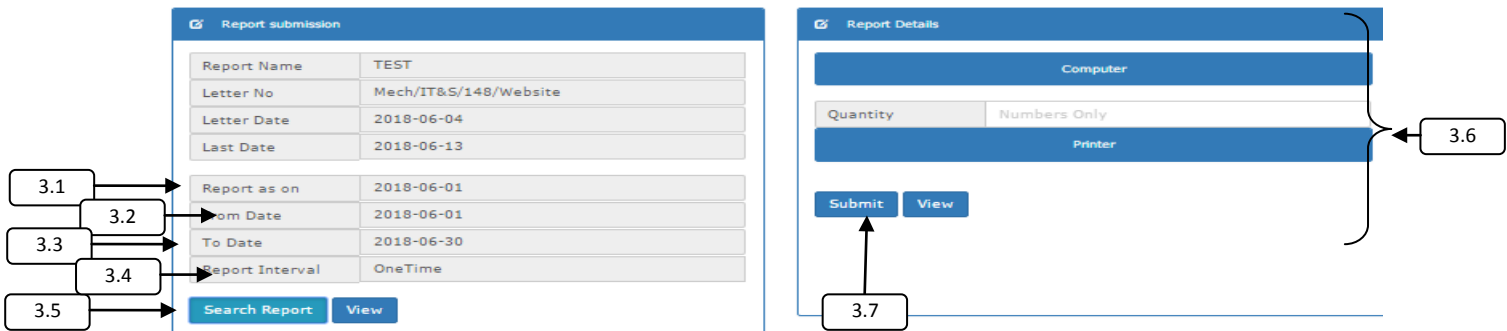
Put the Mouse Pointer over Received Report Menu . **Report Button** will appear. Click on **Report**– Following Screen Will Appear.



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.

The screenshot shows the 'Create Report Name' form with the following elements and callouts:

- 1: Controller General Of Defence Accounts (dropdown)
- 2: -- Select Section --- (dropdown)
- 3: Report Name (text)
- 4: Letter Number (text)
- 5: Letter Date (text)
- 6: Click to enter Last Date (text)
- 7: -- Report Format Approved By ---- (dropdown)
- 8: -- Report Interval ---- (dropdown)
- 9: Submit (button)

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 for S/No, Name of Office, and Computer. The table contains one row with details for a computer. 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 this window. Three numbered callouts (1, 2, and 3) point to the dropdown menu, the 'TEST' label, and the 'Approve' button respectively.

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.

The screenshot shows the 'View Report' interface. At the top, there are logos for the Government of India and the eSuchna Paperless Reporting System. Below the logos is a navigation bar with options: Controller General Of Defence Accounts, Admin, Received Report, Create Report, Search, and Log Out. The main content area is a table titled 'View Report' with the following data:

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.

The screenshot shows the 'Computer Items' report view. The form contains the following fields:

- 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 --

At the bottom, there are three buttons: View Report, Print, and 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
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