No. MF-CGA/ITD/07-11/PAO-DDO Directory/2012-13/ 769
Government of India
Ministry of Finance, Department of Expenditure
Controller General of Accounts
IT Division

Mahalekha Niyantrak Bhawan, New Delhi,
Dated 28th June 2018.

Office Memorandum

Subject:- **Completion of Controller/PAO/DDO Code Directory with contact details in eLekha**

The Controller/PAO/DDO Directory is currently being maintained centrally in eLekha portal by the O/o CGA.   The codes denoting the DDOs in the computerized environment of payments, receipts, accounting and reconciliation are generated/deactivated as per the proposals submitted by the Principal Accounts Offices to the O/o CGA. However, it is found that information on many DDOs closed down, shifting from one place to another, remaining non-functional, merged with other DDOs etc., are not being conveyed officially to this office to get them deactivated on time resulting in surplus DDOs in the Directory contrary to the actual status.

2.   In order to circumvent the above issue, it has been decided to provide access to the PAOs, through their user IDs in eLekha, for updating the following 7 specific fields in the DDO details maintained in eLekha:

Address, City, State, Pin Code, Telephone Number, Fax Number and email ID.

3.   The Principal Accounts Offices, however, have to map the user IDs of the PAOs under their control in eLekha under the **'Mapping of Controller with PAO User Ids'** under the **Controller Data Processing** Menu of eLekha.   The already existing user IDs of the PAOs under each Controller are on display, which are required to be mapped. Principal AOs can also create the user IDs for PAOs using PAO Template under 'PAO users' and map them.

4.   While updating the details, the PAOs will also be able to identify and take up the issue with this Division for deactivation of the DDOs which are either inactive or not under their control. The cases relating to the CDDOs however, has to be routed through the TA Section of this office for deactivation.

5.   All Pr.CCAs/CCAs/CAs are, therefore, requested to
a) please instruct the Principal Accounts Officers under their control to immediately carry out and complete the mapping including creation of user IDs of the PAOs, wherever required, in eLekha

b) direct the PAOs to update the DDO details in eLekha using the user IDs mapped by their Pr.AOs and

c) to intimate the User IDs in use of the PAOs, but not appearing in the grid for mapping in eLekha, over email to sys@nic.in for enlisting to facilitate mapping by the Pr.AOs.

6.   This issues with the approval of the competent authority.

(Anupam Raj)
Assistant Controller General of Accounts

To
All Pr. CCAs/CCAs/CAs with independent charge