

No. 19015/1/2011/MF.CGA(A)/Database/476
GOVT. OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS

7th Floor, Lok Nayak Bhawan
Khan Market, New Delhi.

Dated, the 21st July, 2016

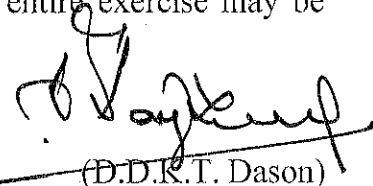
OFFICE MEMORANDUM

Sub:-Data base of Group 'B' officers of CCAS-reg.

Reference is invited to this office O.M. of even No. 439 dated 15th July 2016 on the above cited subject. It has been noticed that few AAOs/AOs/Sr.AOs have submitted their complete data base to concerned Pr.AO till date. This office has been receiving some issues regarding login into database and submission of data. The detailed procedure to login and submit data to CGA office are as under:-

1. The application is available on URL <http://10.23.150.99/cgagrb> which will open only through nic.net at present for security reasons. The login id and password of Pr. AOs is provided on the home page of the website.
2. The Pr. AOs should first register AAOs and Sr.AOs working in concerned Ministry/Deptt. by logging through Pr.AO user. PAN No and other basic details (which is available in the gradation list, accessible on the CGA official website) are required to be filled in by the PrAO in the first instance. The registration of Accounts Officer has already been completed by this office therefore, they may fill up their data by logging into URL.
3. After registration by Pr.AO, the AAOs/Sr.AOs have to fill up all the entries in the database in each module at their end. For each officer his/her login id will be PAN number of the officers and password will be his/her date of birth in DDMMYYYY format. The password has to be changed after first login.
4. The Pr. AO concerned Ministry/Deptt. will verify the entries made by the individual by login at Pr.AO level and will then submit the same to CGA office through option available under Submission/Redirection module on Home page.
5. The record of login id and password may be kept in proper record.

It is once again requested to submit the data base of all AAOs/AOs/Sr.AOs immediately and may nominate an AAO/AO/Sr.AO who as Nodal officer will ensure timely submission of the data to this office. The entire exercise may be completed by 29th July 2016.


(D.D.R.T. Dason)

Asstt. Controller General of Accounts

To:-

1. The Pr. CCAs/CCAs/CAs.
2. The Jt. CGA(Admin) O/o CGA.
3. The Director (INGAF), New Delhi.
4. The ADG Prasar Bharati.