

Government of Pakistan  
Cabinet Secretariat  
Cabinet Division  
\*\*\*\*\*

Form-A\*

Ministry/Division: - \_\_\_\_\_

Date: - \_\_\_\_\_

e-Office Progress Monitoring Report for the Month of \_\_\_\_\_ 202

Digitalization						e-Office Performance***						
Sr.	Wing's Name	Total No. of Files	Files on e-Office	Remaining File to be Uploaded	Digitalized %age**	Total Receipt/ PUC		Actionable				Remarks for Manual Movement
						No Action Required	Actionable	Moved on E-Office	Moved Manually	Pending	e-Office Usage%	
<b>Consolidated Performance/Total</b>												

\* To be submitted to the Controlling Authority of the Division/Organization on monthly basis not later than 10<sup>th</sup> working day of the month.  
 \*\* Digitalization %age = Sum of files on e-Office/Total No. Files X 100  
 \*\*\* e-Office usage %age = Sum of files moved on e-Office/Sum of Actionable Receipts X 100