

	<p>रक्षा लेखा नियंत्रक, उदयन विहार, नारंगी, गुवाहाटी-781171 Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati-781171 Fax: 0361-26 40204, Phone: 0361-2640394, 2641142 e-mail: Cdaguwadmin1a.dad@hub.nic.in</p>	
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IMPORTANT CIRCULAR 61

No. AN/ 1A/01/CIRCULAR/VOL-X

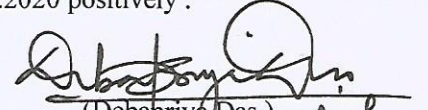
Dated 11.05.2020

To

All Sub-offices under CDA Guwahati
(Through official website)

Subject: Preventive measures to contain the spread of Covid-19 :
Attendance of officers and staff serving in different Sub-offices
under CDA Guwahati.

As decided by the higher authority it is requested to submit the details of attendance of officers and staff serving in different Sub-offices under CDA Guwahati w.e.f. 25.03.2020 to 30.04.2020 as per Annexure –A enclosed by 15.05.2020 positively .


(Debapriya Das)
Accounts Officer (AN)

Details of Attendance for the period w.e.f. 25.03.2020 to 30.04.2020

Name of Sub-office:

Name of Officer in Charge :

SI No	Name ,Grade & A/C No	Date in which present in the office (w.e.f. 25.03.2020 to 30.04.2020)	No of days present	Total no of days (wef 25.03.2020 to 30.04.2020)	Percentage of presence	Remarks

Signature
SAO/AO