
	<p>भारत सरकार रक्षा मंत्रालय रक्षा लेखा नियंत्रक, गुवाहाटी GOVERNMENT OF INDIA MINISTRY OF DEFENCE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI</p>	
Tel. 0361-2640394/2641142	Udayan Vihar, Narangi, Guwahati- 781171 Mail: cda-guw@nic.in	Fax. 0361-2640204/2640810/2641143

Circular No.:119

Dated: 10.12.2019

CIRCULAR
(THROUGH OFFICIAL WEBSITE)

Subject: Leave/Absentee Report on the Date of Increment i.e. 1st January 2020.

It is to inform to all the sections of M.O. and all Sub-Offices that a Leave/Absentee report as on 01.01.2020 may be sent to Admin III Section of Main Office in respect of the individuals whose increment is due on 01.01.2020, indicating whether the individual is present or not in the office on 01.01.2020. If the individual is absent on 01.01.2020, the same may be intimated indicating nature of leave and date of joining so as to enable this office to grant annual increment on due date.

The report may be sent through official email id of Admin III section (anpaycdaguwahati.dad@hub.nic.in) within 15.01.2020.

This may be treated as "Top Priority."

Sd-

(M.H.N. Singh)
Sr. Accounts Officer
AN-III

File No. AN/III/II/PIS/PIC/Vol-II

Dated: 10.12.2019

Distribution:

- ✓ 1) EDP Section:
- 2) Notice Board.

For uploading on CDA Guwahati Website.



(M.H.N. Singh)
Sr. Accounts Officer
AN-III