



कार्यालय, रक्षा लेखा नियंत्रक
उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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Circular No. 29

To

All Concerned Sections/Sub-Offices under CDA Guwahati Organization

Subject:

Opening of Sections/Sub-Offices in the Month of March, 2026: regarding.

To ensure prompt clearance of outstanding bills/claims, booking of expenditure, entry of budget allocations in Tulip system etc. and all other related works required for closing of Financial Year 2025-26, the undersigned is directed to convey that all concerned sections/sub-offices under CDA Guwahati Organization will remain open on all days including Saturday, Sunday & Closed Holidays till 31st March, 2026.

2. It is, therefore, requested that all concerned officials/task-holders may be present in the office during the month of March, 2026 for efficient and timely closing of the Financial Year 2025-26.

3. In this connection, your attention is invited to the guidelines issued vide HQrs CGDA letter No. AN/XIII/13130/Misc/2025 dated 20/02/2025 on the following points for strict adherence.

- i) Mandatory presence of GO or Jt. CDA whenever sections are kept open for late hours or non-working days.
- ii) Prior written permission from Head of Office for extended working hours of sections with due justification.
- iii) Strict control over visitor's entry during extended working hours.

4. Moreover, the Officer-in-Charge of the concerned sections/sub-offices are advised not to sanction any types of leave upto 31/03/2026. In case of unavoidable circumstances/emergency, leave may be granted with prior permission of Group Officer.

5. This issues with the approval of CDA.

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Dated: 05/03/2026


(John Bosco Buq)
Dy. Controller (AN)