



भारत सरकार
रक्षा मंत्रालय
रक्षा लेखा नियंत्रक, गुवाहाटी
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
CONTROLLER OF DEFENCE ACCOUNTS. GUWAHATI
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Date:01/01/2026

Subject: Leave/Absentee Report on the Date of Increment i.e. 1st January, 2026

This is to inform all the sections of Main Office and all Sub-Offices under the aegis of CDA Guwahati that a Leave/Absentee Report as on 01/01/2026 in the format prescribed in Annexure 'A' (Copy enclosed) may please be sent to Admin III Section of Main Office in respect of all the officials, indicating whether the official is present or not in the office on 01/01/2026. If the individual is absent on 01/01/2026, the same may be intimated indicating nature of leave and date of joining in Part B of Annexure 'A' so as to enable this office to grant annual increment on the due date.

The report may be sent only through official e-mail id of Admin III Section, viz. anpaycdaguwahati.dad@hub.nic.in latest by the 10th of January, 2026.

This may be accorded "**Top Priority**".

(Debapriya Das)
Senior Accounts Officer
(AN III)

Distribution:

1. Notice Board

(Debapriya Das)
Senior Accounts Officer
(AN III)

