भारत सरकार
रक्षा मंत्रालय
रक्षा लेखा नियंत्रक, गुवाहाटी
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI
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CIRCULAR NO: 91

No. AN/III/II/PIS/PIC/Vol-II Date: 28/06/2023

Subject: Leave/Absentee Report on the Date of Increment i.e. 1st July, 2023

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 03/07/2023 (1st July and 2nd July, 2023 being Saturday and Sunday, respectively) 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 03/07/2023. If the individual is absent on 03/07/2023, the same may be intimated indicating nature of leave and date of rejoining of duty in the respective columns of the format specified in Annexure 'A' so as to enable this office to grant annual increment on the due date.

The report must be received by this section, latest by the 10th of July, 2023, through official e-mail only. (E-mail ID of Admin III Section, viz. **anpaycdaguwahati.dad@hub.nic.in**)

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

(Ruby Bose)
Senior Accounts Officer (AN III)

Distribution:
1. EDP Section : For uploading on CDA Guwahati website
2. Notice Board

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(Ruby Bose)
Senior Accounts Officer (AN III)

ANNEXURE A

Leave/Absentee Report in respect of all officials as on 03/07/2023

NAME OF OFFICE/SECTION

SL NO	NAME	A/C NO	DESGN	DNI AS PER PAY SLIP	PRESENT/ ABSENT AS ON 03/07/2023 (1st July and 2nd July, 2023 being Saturday and Sunday respectively)	IF ABSENT, NATURE OF LEAVE	DATE OF REJOINING OF DUTY

SAO/AO/AAO