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रक्षा लेखा नियंत्रक, गुवाहाटी
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI

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Circular No.: 123

Dated: 15 .12.2020

CIRCULAR 123
(THROUGH OFFICIAL WEBSITE)

Subject: Leave/Absentee Report on the Date of Increment i.e. 1st January 2021.

It is to inform to all the sections of M.O. and all Sub-Offices that a Leave/Absentee report as on 01.01.2021 may please be sent to Admin III Section of Main Office in respect of all the individuals, indicating whether the individual is present or not in the office on 01.01.2021. If the individual is absent on 01.01.2021, the same may be intimated indicating **nature of leave and date of joining** so as to enable this office to grant annual increment on the due date.

The report may be sent through official email id of Admin III section (anpaycdaguwahati.dad@hub.nic.in) within 15.01.2021.

This may be treated as "**Top Priority**."

—sd—

(D. K Roy)
Accounts Officer
AN-III

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

Dated:15 .12.2020

Distribution:

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

For uploading on CDA Guwahati Website.

(D. K Roy)
Accounts Officer
AN-III