



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No. AN/IB/APAR/ 2018-19

Dated: 13. /12/2018

Important Circular No 80

To,

All Section of MO Guwahati

All Sub-Offices under CDA Guwahati (Including IFA Offices)

Sub: Furnishing of Nominal Roll in r/o officers & staff as on 1st January, 2019 (Except IDAS)

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Nominal rolls of all Sr.AO/AO/AAO and staff serving under your office/section as on 1st January, 2019 may please be rendered to this office in the prescribed Proforma latest by 31st January, 2019 to enable this office to forward blank APAR forms accurately well in advance.

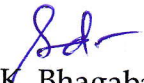
In this connection, it may be mentioned that finalization of APARs sometimes delayed merely because of non completion of leave details availed by the Officers/Staff in their last Office/Section and submission of the APARs to this office without regularizing the absence period. To avoid such lapses, it is enjoined upon all concerned that leave availed of by the officer and staff may please be got regularized and a complete leave statement must be filled in prescribed column of blank APARs.

The leave details of the officers/staff who have been transferred to your office/section during the period from 1st April, 2018 onward may please be obtained well in advance from their previous office to avoid delay in submission of APAR to this office within prescribed time limit.

The reporting officers are requested to ensure that leave availed of by his/her subordinate staff are invariably kept on their records as and when they are transferred out from their offices/organization.


This may be accorded top priority.

Please acknowledge the receipt.


K. Bhagabati
AO(AN-IB)

Copy to:

The Officer-in-Charge : For uploading the same on CDA Guwahati website.
EDP Section (Local)


K. Bhagabati
AO(AN-IB)