

Important Circular No: 03



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171. ई-मेल/e-mail: cda-guw@nic.in
फैक्स/FAX: 0361-2640204 फोन/Ph: 0361-2640394, 2641142.



To

The officer-In-Charge
01. All AO GEs
02. All LAOs
03. All ALAOs
04. All Independent Sub Offices

Subject: Monitoring of attendance

Of late, it has been observed that some officers and staff are not found present in their respective offices during the office working hours. The matter has been viewed very seriously by the Competent Authority. As such the undersigned is directed by the competent authority to call for the daily attendance of officers and staff of your office to the undersigned positively and not later than 11 a.m. of the same day either via e-mail or in any convenient way for further necessary action at this end. Telephonic conversation will not be entertained in this regard.

It may be noted that non-compliance to instruction of this circular will be viewed very seriously and is liable to be reflected in the APAR.

AN/1B/Misc/3320/Vol-X

Dated: 06.01.2016

(K. LALBIKCHHUNGA)
G.O. (AN)

Copy to:

Officer-in-Charge : For uploading in the website of CDA Guwahati please.
EDP Section
(Local)

(H.B. Dutta)
SAO (AN)