

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171  
 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
 UDAYAN VIHAR, NARANGI, GUWAHATI-781171  
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IMPORTANT CIRCULAR No:13

No. AN/1/1678/Estt/Vol-XXX

Date: 05/04/2014

To

1. All Sections of MO Guwahati
2. All Sub-Offices.

Subject: **Proforma for Maintaining Central Establishment Register.**

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Detail information as per prescribed pro-forma in respect of all the officers and staff serving in your office/sections of CDA Guwahati Organization may please be forwarded urgently so as to reach this office/section latest by **14/04/2014 positively** for updating the Central Establishment Register as desired by HQrs office.

The report may be submitted annually by 10<sup>th</sup> April every year.

A copy of the same may please be FAXED and emailed

Please treat the matter as **MOST URGENT.**

Encl:(As above)

*Sd/-*  
 (D K Pathak)  
 ACDA (AN)

Copy to:-  
 Officer-in-charge  
 EDP Centre,

With request to upload the aforesaid circular on official Website.

*KC*  
 (K Sinha)  
 Sr. Accounts Officer (AN)

**PROFORMA FOR CENTRAL ESTABLISHMENT REGISTER**

Sl No.	Name, Grade & A/C No.	DOB	Home Town	Date of Appointment	Date of Joining in Present Office	Educational Qualification	Category	Whether PH if yes whether OH,HH,VH	Whether EDP Trained
1	2	3	4	5	6	7	8	9	10

GPF/PRAN No.	Whether NER/EXNER	Religion	Next of Kin	Permanent Address	Present Address	Signature		Initial		Remarks
						Hindi	English	Hindi	English	
11	12	13	14	15	16	17	18	19	20	21

Signature of the Officer -In-Charge