

IMPORTANT CIRCULAR NO. 68



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 फ़ैक्स/FAX:0361-2640204 फ़ोन/Ph: 0361-2640394, 2641142.



No. AN/I/CR/GEN 2014-15

Dated: 03/12/2014.

To

All section in M.O. Guwahati  
All Sub-offices under CDA Guwahati (Including IFA Offices)

Subject: Furnishing of Nominal Roll in respect of Officers & staff as on 1<sup>st</sup> January, 2015  
(Except IDAS Officers).

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It has been observed from the past experience that non submission of nominal rolls in respect of staff serving in various Offices / Sections including Sr.AOs/AOs/AAOs has resulted inconvenience while forwarding of blank APAR Forms to all concerned. To enable this Office to forward blank APAR forms accurately well in advance, nominal rolls of the staff including Sr.AOs/AOs/AAOs serving under your Office/Section as on 1<sup>st</sup> January, 2015 may please be rendered to this Office in the prescribed proforma enclosed latest by 31<sup>st</sup> January.2015.

In this connection, it may be mentioned that the 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 officers and staff may please be got regularized and a complete leave statement must be enclosed with the APARs.

**The leave details of the Officers/ Staff who have been transferred to your Office / Section during the period from 1<sup>st</sup> April, 2014 onwards 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 / organisation.

This may please be accorded TOP PRIORITY.

Please acknowledge receipt.

*Sd/-*  
(H. B. DUTTA)  
SR. ACCOUNTS OFFICER (AN)

Copy to:

The Officer-in-Charge  
EDP Section (Local).

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With the request to upload the same in the website of  
CDA Guwahati.

*H. B. DUTTA*  
(H. B. DUTTA)  
Sr. Accounts Officer (AN)

PROFORMA

NOMINAL ROLL IN RESPECT OF OFFICERS AND STAFF SERVING IN THE OFFICE / SECTION

Sl No	Name & A/C No. of the individuals	Grade	Date of Birth	Date of Initial Appointment	Date of Appointment in the present Grade	Whether Permanent or Temporary	Whether ST/SC/OBC	Date of joining in the present office/section	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of the Head of the I/C of the section