

Through Website



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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**MOST IMPORTANT CIRCULAR**

To

- 1) All SAOs/AOs  
CDA Guwahati
- 2) All SAOs/AOs  
Sub-offices
- 3) All AAOs (Independent Charge)  
Sub-offices

Subject: **Leaving of HQ/ station without prior permission of Leave Sanctioning Authority and not adhering to the advice properly rendered by M.O. CDA Guwahati**

It has come to the notice of the Competent Authority that officers and staff of the CDA Guwahati leaves the HQ/Duty station on Holidays, Saturdays/Sundays without obtaining prior permission from the competent authority in violation of the provision contained in **Para 250 and 251 of OM Part I, Vol-I**. Such action has been viewed very seriously by the Competent Authority.

It is, as such, enjoined upon all concerned that they should take proper cognizance of the fact and leave station only with the prior approval of the leave sanctioning authority. Station Leave Permission, if any, on holidays and Saturdays/Sundays may also be obtained from the sanctioning authority.

It is also felt that the instructions issued by the Main Office CDA Guwahati have not been adhered to in totality by some sub-offices. The timely submission of reports and returns has not been properly carried out and resultantly consolidation of reports got delayed which attracts adverse remarks from the Higher Authority. Phone calls and urgent messages were also not been picked up in some cases which results in delay in preparation of work.

As such, all the officers are requested to take note of the issue and ensure strict compliance falling which disciplinary actions, as deemed fit, may be initiated.

Further, all Accounts Officers and Asstt. Accounts Officers (Independent Charge) are requested to inform their contact details in the following format by 15/10/2015.

Name	Mobile No.	Office Phone No.	Office Fax No.	Email-id

No. AN/1B/MISC/3320/Vol-X

Dated: 01.10.2015

- sd -  
(K. LALBIAKCHHUNGA)  
GO(AN)

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The O/C  
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: For uploading the same on the website of CDA  
Guwahati please.

(H.B. Dutta)  
SAO(AN)