
	<p>भारत सरकार रक्षा मंत्रालय रक्षा लेखा नियंत्रक, गुवाहाटी GOVERNMENT OF INDIA MINISTRY OF DEFENCE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI</p>	
Tel. 0361-2640394/2641142	Udayan Vihar, Narangi, Guwahati- 781171 Mail: cda-guw@nic.in	Fax. 0361-2640204/2640810/2641143

CIRCULAR NO.85

No. AN/III/II/PIS/PIC/Vol-II

Date: 16/12/2021

Subject: Leave/Absentee Report on the Date of Increment i.e. 1st January 2022.

It is to inform to all the sections of M.O. and all Sub-Offices that a Leave/Absentee report as on 01.01.2022 in the format prescribed in Annexure 'A' (Copy enclosed) may please be sent to Admin III Section of Main Office in respect of **all the officials**, indicating whether the official is present or not in the office on 01.01.2022. If the individual is absent on 01.01.2022, the same may be intimated indicating **nature of leave and date of joining** in Part B of Annexure 'A' so as to enable this office to grant annual increment on the due date.

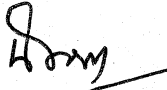
The report may be sent through official email id of Admin III section (anpaycdaguwahati.dad@hub.nic.in) latest by 15.01.2022 positively.

This may be treated as "Top Priority."

-sd-
(D K Kalita)
Accounts Officer
AN-III

Distribution:

- 1) EDP Section: For uploading on CDA Guwahati Website.
- 2) Notice Board.


(D K Kalita)
Accounts Officer
AN-III

ANNEXURE A

Leave Absentee Report of all officials as on 01/01/2022

PART-A

NAME OF OFFICE/SECTION-

Sl. No.	NAME	A/C No.	Desgn	DNI as per Pay Slip	Present/Absent on 01/01/2022

PART -B

For those officials absent on 01/01/2022

NAME	A/C No.	Nature of Leave	Joining Date	Remarks

Officer-in-Charge