



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी -781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI - 781171  
फोन/Phone No. 0361- 2640394,2641142 ,फैक्स/Fax No. 0361- 2640204



No. AN/II/Leave/443/Misc/Vol-I

Date: 20.07.2022

**Circular**

To

The Officer-in-Charge  
All the sub-offices  
All sections (Main office)


Subject: Forwarding of Monthly Leave Statement (MLS) on due date.

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Of late, it has been observed that some sections of main office and sub offices are not adhering to the stipulated time in forwarding of MLS to this office. It has also been seen that the some offices/sections (MO) are sending their MLS for last three to four months at a time which has been viewed seriously by the competent authority. It is therefore, requested that the MLS of their respective offices/sections may be submitted on due date i.e.10<sup>th</sup> of the following months to this office for updating the same in service book regularly.

**GO (AN) has seen.**

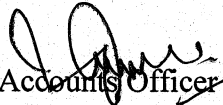
Enclosure: As above

  
(Bimal Rajbongshi)  
Sr. Accounts Officer  
AN-II, Gp-I

Copy to:

IT & SW cell  
(Local)

} for uploading the same on official website of CDA Guwahati.

  
Sr. Accounts Officer  
AN II, Gp-I