



सत्यमेव जयते

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No. AN/IB/APAR/ SPARROW/2018-19

Dated: 19/02/2019

Important Circular No. 06

To,

All Section of MO Guwahati

All Sub-Offices under CDA Guwahati (Including IFA Offices)

Sub: Furnishing of Nominal Roll in r/o officers (AAOs/AOs/SAOs) as on 1st January, 2019.

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Nominal rolls of all Sr.AOs/AOs and AAOs serving in your office/section as on 1st January, 2019 along with duly filled enclosed proforma (Annexure-'A') may please be rendered to this office latest by 28th February, 2019 on **e-mail: cda-guw@.nic.in** in **excel format** to enable this office to initiate APARs in "SPARROW" accurately well in advance.

It is enjoined upon all concerned that leave availed of by the officer may please be got regularized and a complete leave statement must be filled in prescribed column.

The leave details of the officers who have been transferred to your office/section during the period from 1st April, 2018 onward may please be obtained well in advance from their previous office to avoid delay in initiation of APAR through SPARROW within prescribed time limit.

This may be accorded 'TOP PRIORITY'.

Please acknowledge the receipt.

Encl: As above.

K. Bhagabati
AO(AN-IB)

Copy to:

The Officer-in-Charge
EDP Section (Local)

: For uploading the same on CDA Guwahati website.

K. Bhagabati
AO(AN-IB)

