

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* फैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.

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

Dated: 19/02/2019

To,

Important Circular No. 06

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.

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:* <u>cda-guw@.nic.in</u> in <u>excel format</u> 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)

		1	No.	SI.				-		-	-
		2	(S/Shri) &	SI. Name of the officer/staff							
		w	Account Number								
		4	Gender								
		5	Gender Father's Name Birth								
		6	Birth	Dt. Of							
		7	Nationality								
		8	Religion								
		9	Category						-		
		10	Office)	(Section/Sub	Organisation Posting in						
		11	office	Sec./ Sub	Posting in	Dt. Of					
		12	Number	Aadhar							
		13	generated	if already	NIC mail ID						
		14	Designation		NIC mail ID Appt. in						
		15	grade	present	Appt. in	Dt. Of					
		16									
		17	To								Leave Details
		18	days 1	No. of	10	_					etails
		19	/IC/FC	A or	Sanction	re/post	- 1	- Jane 1			
		20	31.03.2019 matrix individual	as on	Basic Pay Pay level						
		21	matrix	as per pay	Pay level					-	
		22	individual	Initial of							

Sign of OIC