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To

All Sub offices
All Sections in MO CDA Guwahati
(Through CDA Guwahati Website)


Subject : Intimation of Leave availed by Officers and staff during FY 2018-19 : DAD

The names of Officers and Staff of your office/section who availed of total period of leave (except CL/RH) for more than 1 month during FY-2018-19 and the total leave taken by them may please be forwarded to this office latest by 3rd April, 2019 by e-mail/Fax only addressed to this section for further necessary action at this end please.

In case of any officer/staff posted in/out during the FY 2018-19, their names and the total period of leave taken by them may also be sent even if leave taken is less than 1 month clearly mentioning the office name from/to which they have been posted in/out.

This may please be treated as urgent.

GO (AN) has seen.


(K. Bhagabati)
Accounts Officer
(AN/IA Sec)