



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
उदयन विहार, नारंगी, गुवाहाटी-781171  
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/ GR B&C/Vol-III

Dated: 26.05.2022

**IMPORTANT CIRCULAR: 58**  
**THROUGH WEBSITE ONLY**

To,

All section of Main Office  
All Sub-Office

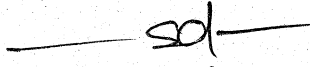
Subject: Employee Master Creation in respect of New Recruits: DAD

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Employee Master in respect of all New Recruits is required to be created over PIMS Portal for the purpose of generation of PARs in SPARROW.

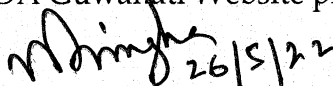
In this regard, it is intimated to all sections of Main Office and all Sub-offices, that all new recruits may please be advised to provide necessary details as per Annexure - A and the same may please be forwarded to this office through NIC mail [cdaguwadmin1b.dad@hub.nic.in](mailto:cdaguwadmin1b.dad@hub.nic.in) for further necessary action at this end please.

Further only NIC mail is acceptable for creation of Employee Master over PIMS Portal, if NIC E-mail id has not been generated till date, the same may please be applied with IT&S Wing for generation of the same.

  
एन.के.बिस्वास,आईडीएस /N.K. Biswas, IDAS  
उपनियंत्रक (प्रशा)/Deputy Controller (Admin)

Copy to:

1. The Officer in Charge, IT & SW : For uploading in CDA Guwahati Website please.

  
(Shantonu Singha)

लेखा अधिकारी (प्रशा 1B) /Accounts Officer (Admin-1B)

**ANNEXURE - A**

1. EMPLOYEE CODE:	
2. APPELLATION:	
3. EMPLOYEE NAME:	
4. NIC EMAIL ID:	
5. GENDER:	
6. FATHER'S NAME:	
7. DATE OF BIRTH:	
8. NATIONALITY	
9. RELIGION	
10. CATEGORY	
11. SERVICE	
12. AADHAR NO.	
13. ORGANIZATION	
14. ORGANIZATION FROM DATE	
15. DESIGNATION	
16. DESIGNATION JOINING DATE	
17. TYPE OF APPOINTMENT	
18. APPOINTMENT ORDER DATE	
19. MOBILE NO.	
20. PRESENT PAY	
21. LEVEL OF PAY	

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