

भारत सरकार
रक्षा मंत्रालय
रक्षा लेखा नियंत्रक, गुवाहाटी
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI



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Date-22/06/2022

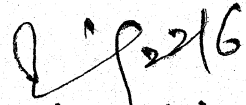
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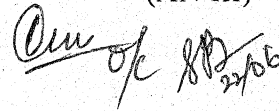
Subject: Leave/Absentee Report on the Date of Increment i.e. 1st July, 2022

This is to inform all sections of Main Office and all sub-offices that a Leave/Absentee report as on 01/07/2022 in the format prescribed in Annexure 'A' (copy enclosed) may please be sent to Admin III Section of Main Office in respect **all the officials**, indicating whether the official is present or not in the office on 01/07/2022. If the individual is absent on 01/07/2022, the same may be intimated indicating **nature of leave and date of joining** in Part B of Annexure 'A' so as to enable this office to grant annual increment on the due date.

The report may be sent through official email id of Admin III section (anpaycdaguwahati.dad@hub.nic.in) latest by 15/07/2022.

This may be accorded 'Top Priority'.

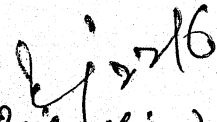

(B. Rajkumar)
Sr. Accounts Officer
(AN-III)

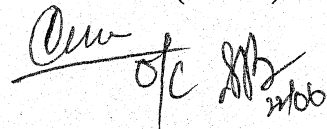

22/06

Distribution:

1. EDP Section :
2. Notice Board.

For uploading on CDA Guwahati Website


(B. Rajkumar)
Sr. Accounts Officer
(AN-III)


22/06

ANNEXURE A

Leave/Absentee Report of all Officials as on 01/07/2022

PART-A

NAME OF OFFICE/SECTION-

SL NO	NAME	A/C NO	DESIGNATION	DNI AS PER PAY SLIP	PRESENT/ABSENT AS ON 01/07/2022

PART-B

For those officials absent on 01/07/2022

NAME	A/C NO	NATURE OF LEAVE	JOINING DATE	REMARKS

Officer-in-Charge