

CIRCULAR NO:02

No. AN/III/II/PIS/PIC/Vol-II

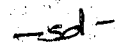
Date: 03/01/2023

Subject: Leave/Absentee Report on the Date of Increment i.e. 1st January, 2023

This is to inform all the sections of Main Office and all Sub-Offices under the aegis of CDA Guwahati that a Leave/Absentee Report as on 02/01/2023 (1st January, 2023 being a Sunday) in the format prescribed in Annexure 'A' (Copy enclosed) may please be sent to Admin III Section of Main Office in respect of all the officials, indicating whether the official is present or not in the office on 02/01/2023. If the individual is absent on 02/01/2023, 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.

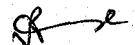
The report may be sent only through official e-mail id of Admin III Section, viz. anpaycdaguwahati.dad@hub.nic.in latest by the 09th of January, 2023.

This may be accorded "Top Priority".


(Ruby Bose)
Senior Accounts Officer
(AN III)

Distribution:

- ✓ 1. EDP Section : For uploading on CDA Guwahati website
2. Notice Board


(Ruby Bose)
Senior Accounts Officer
(AN III)

