



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



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**CIRCULAR NO.44**

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

Date: 18/06/2021

**Subject:** Leave/Absentee Report on the Date of Increment i.e. 1st July 2021.

It is to inform to all the sections of M.O. and all Sub-Offices that a Leave/Absentee report as on 01.07.2021 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 01.07.2021. If the individual is absent on 01.07.2021, the same may be intimated indicating **nature of leave and date of joining** 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](mailto:anpaycdaguwahati.dad@hub.nic.in)) within 15.07.2021.

This may be treated as "**Top Priority.**"

—sd—

(D. K Roy)  
Accounts Officer  
AN-III

Distribution:

- 1) EDP Section:
- 2) Notice Board.

For uploading on CDA Guwahati Website.

(D. K Roy)  
Accounts Officer  
AN-III

**ANNEXURE A**

**Leave Absentee Report of all officials as on 01/07/2021**

**PART-A**

**NAME OF OFFICE-**

<b>NAME</b>	<b>A/C No.</b>	<b>Desgn</b>	<b>DNI as per Pay Slip</b>	<b>Present/Absent on 01/07/2021</b>

**PART -B**

**For those officials absent on 01/07/2021**

<b>NAME</b>	<b>A/C No.</b>	<b>Nature of Leave</b>	<b>Joining Date</b>	<b>Remarks</b>