



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
उदयन विहार, नारंगी, गुवाहाटी-781171
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.



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E-Office File No.: Admin/2161/2022-AN

Dated: 18/08/2022

REMINDER

CIRCULAR NO.: 76

(THROUGH WEBSITE ONLY)

To

All section of Main Office

All Sub-Office

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

Reference: Important Circular No. 58 dated 26.05.2022.

With reference to the circular cited above it is intimated that requisite details for creation of Employee Master in respect of many New Recruits have still not been received.

Hence, it is intimated that all new recruits may please be advised to furnish necessary details as per Annexure - A and the same may please be forwarded to this office through NIC mail 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 taken up with IT&S Wing for generation of the same.

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

Copy to:

The Officer in Charge: For uploading in CDA Guwahati website. It is also requested
IT & SW that generation of NIC E-mail id may be taken on priority please.

sd

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