
	<p>भारत सरकार रक्षा मंत्रालय रक्षा लेखा नियंत्रक, गुवाहाटी GOVERNMENT OF INDIA MINISTRY OF DEFENCE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI Udayan Vihar, Narangi, Guwahati- 781171 Mail: cda-guw@nic.in</p>	
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Circular No: 76

Dated: 26.06.2020

CIRCULAR
(THROUGH OFFICIAL WEBSITE)

Subject: Leave/Absentee Report on the Date of Increment i.e. 1st July 2020.

It is to inform all the sections of M.O and all Sub-Offices that a Leave/Absentee report as on 01.07.2020 may be sent to Admin III Section of Main Office in respect of the individuals whose increment is due on 01.07.2020, indicating whether the individual is present or not in the office on 01.07.2020. If the individual is absent on 01.07.2020, the same may be intimated indicating nature of leave and date of joining so as to enable this office to grant annual increment on due date.

The report may be sent through official email id of Admin III section (anpaycdaguwahati.dad@hub.nic.in) within 20.07.2020.

This may be treated as "Top Priority".



(M.H.N Singh)
Sr. Accounts Officer
(AN-III)

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

Dated: 26.06.2020

Distribution:

- 1) EDP Section: For uploading on CDA Guwahati Website.
- 2) Notice Board.



(M.H.N Singh)
Sr. Accounts Officer
(AN-III)