

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
UDYAN VIHAR, NARANGI, GUWAHATI- 781171

Phone No. 0361 2640394

Fax No. 0361 2640204

**IMPORTANT CIRCULAR NO. 50**

No. AN/II/443/Order/MO/Ghy/Vol-I

Date: 03.11.2014

To

1. All Sections of MO CDA Guwahati
2. All Sub-Offices (As per Standard List)
3. PA to CDA
4. All AOs and GOs
5. Subject File

**Sub: Submission of information: Service Book.**

During the verification of Service Profile of the Officers and Staffs, it has been observed that in many cases Certificates of date of Birth, Educational Qualification Certificate, Caste/ Category Certificate (wherever applicable) and even Photograph have not been found enclosed in the service book.

To avoid any complications in future (viz. Superannuation, Adjudication, DPC etc.) it is requested to submit the certificate mentioned above in duplicate **duly attested** by the Officer-in-Charge and three (3) copies of recent passport size photograph by 30-11-2014 positively.

It is also requested to submit fresh **Nomination Form** for DCRG, CEGIS, GPF, and Pension which has been submitted by the individuals on or before 01.01.2011.

Please acknowledge receipt.

-sd-

**Dy. Controller (AN-II)**

Copy to;

1. The Officer-in-Charge  
EDP Centre (Local)

} for uploading in the official website of CDA Guwahati.

*Debanjan De*  
**Sr. Accounts Officer (AN-II)**