



FAX/ E MAIL/WEB SITE

	<p>रक्षा लेखा नियंत्रक कार्यालय, चन्नई Controller of Defence Accounts, Chennai ६१८, अन्ना सालै, तेनामपेट, चेन्नई - ६०० ०१८ 618, Anna Salai, Teynampet, Chennai - 600 018 प्रशासन - IV अनुभाग Admn. - IV Ph.: 044-24349980 Ext.: 121 Fax : 044-24348142</p>	
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No.: AN/IV/3068/GC

Dated: 14.06.2019

To,

All GOs/SAOs/AOs/Sections of Main Office

All DPDOs & PAOs

All Sub Offices

Subject: Rendering information for grant of Annual Increment for July 2019 - regarding

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Following information may please be furnished to this Office by FAX/e-mail before 1100hrs on 03<sup>rd</sup> Jul.2019:-

(a) Details of absentees in your Office on 01<sup>st</sup> Jul.2019 (except on Casual Leave).

(b) EOL details of the staff under your control for the last one year up to June 2019.

2. Nil report is also required.



  
(R NARAYANA PRASAD)  
Sr. Accounts Officer (AN)

आर. नारायण प्रसाद / R. NARAYANA PRASAD  
वरि. लेखा अधिकारी / Sr. Accounts Officer  
रक्षा लेखा नियंत्रक कार्यालय / Office of the CDA  
618, अन्ना सालै / 618, Anna Salai,  
तेनामपेट, चेन्नई-18 / Teynampet, Chennai-600 018

for hosting it  
web site  
2/14/19.