



# OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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CIRCULAR

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Date- 18/08/2016

To

1. The Officer-in-charge (All Sections in MO)
2. The Officer-in-charge (All sub Offices)

**Subject:- Rendition of Monthly Progress Report.**

Reference: HQrs . office circular No.AT-Coor/00012/MPR-2016/Vol/XXIX dated 28/07/2016.  
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Monthly Progress Report for the month of June 2016 has been reviewed by the HQrs office and a new format has been introduced for rendition of MPR. Accordingly it has been decided to render MPR to HQrs office in new format from August 2016 onwards. The Offices in-charge of all sections in MO and all sub-offices are requested to render MPR in the new format enclosed herewith. It is also requested to take appropriate action to ensure timely passing of bills as per the prescribed periodicity. Details alongwith justification for letters/bills pending more than one month must be indicated on the MPR as a note.

It is further requested that MPR from the month of August 2016 may please be forwarded by 1<sup>st</sup> of the subsequent month as per the enclosed format. Delay in submission will invite adverse criticism and even disciplinary action upon concerned officials.

MPR may also send by e-mail please.

GO has approved.

Encl: Revised format of MPR.

  
(Chayan Das)

Sr. Accounts Officer (AN/V)

Copy to :

EDP Section : for uploading on website.

