

	<p style="text-align: center;">रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171 Controller of Defence Accounts, Udyan Vihar, Naranghi, Guwahati-781171 Fax: 0361-2640204, Phone: 0361-2640394, 2641142 e-mail: cda-guw@nic.in</p>	 <p style="text-align: center;">150 YEARS OF CELEBRATING THE MAHATMA</p>
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No. IA/I/94/MBR/Vol-V

Dated: 17/06/2020

To

The Officer-in-charge

Hindi Cell/ ORs Cell/ GeM Cell/ O&M/ DDP/
AN-II, Gp-I / M-I/ Pay Tech/ AN-1A/1B/1C/
AC-IV/ E-I/ AN-V/ SA/ SC-II / "D" Section

Subject : Furnishing of information pertaining to e-suchna : MBR Report

Please refer to this section Circular No.102 dated 23.10.2019 wherein it was requested to indicate the number of requisite reports to be generated through e-suchna portal and the number of reports generated through e-suchna portal report vis-à-vis reasons for non-generation (if any) through e-suchna portal as on the date of rendition of MBR.

The basic idea behind calling this report is to appraise HQr Office, the status of implementation of e-suchna portal vis-à-vis any difficulty faced in generation/ rendition of reports through e-suchna portal by this office. For this purpose HQr. Office has already introduced a separate row in the proforma of MBR.

Of late, it is observed that, MBR submitted by various sections are silent about the status of e-suchna report, some sections render NIL report which does not serve the desired purpose resulting in adverse comment from HQr. Office for submission of incomplete MBR.

In this connection, please find enclosed herewith a list of reports pertaining to various section of Main Office which are to be rendered through e-suchna portal.

It is, therefore, requested that while rendering Monthly Briefing Report (MBR) pertaining to your section to this section, following information may invariably be furnished in the proforma given in the succeeding para.


- a) Number of Reports (Fortnightly, Monthly, Quarterly, Half yearly, Annually) due to be rendered through e-suchna portal as on the date of rendering MBR.
- b) Number of Report rendered/ generated through e-suchna portal as on the date of rendering MBR.
- c) Number of Report (If any) suppose to be rendered/ generated through e-suchna portal as on the date of rendition of MBR but could not be generated through e-suchna portal with reasons.

continued....

Proforma for e-suchna report to be submitted while rendering MBR

Sl. No.	Report Id	Report Name	To whom rendered	Type of report Fortnightly / Monthly/ Quarterly/ Half yearly/ Annually	Total No. Of Report	Last date Of submission	Action status	Remarks of non-rendition
1	2	3	4	5	6	7	8	9

Regarding introduction of new report and discontinuance of any existing report please liaise with Officer-in-charge IT & SW Section.


(N.K.BISWAS)
DCDA (IA)

Copy to:

The Officer-in-charge
IT & SW Section
Local M.O. }

For information and uploading in the CDA's website.


(Moloy Ghosh)
Sr.Accounts Officer (IA)