



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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MOST IMPORTANT CIRCULAR

NO. AN/V/2104/MPR/Vol-VIII

Date: 18/11/2016

To

The Officer-in-charge (All Sections in MO)

The Officer-in-charge (All sub Offices)

Subject : Submission of date of MPR in e-MPR module .

Ref: HQrs office most important circular No. IAW-1/00012/MPR-Oct, 2016 dtd 17.11.2016.

Please refer this Office letter of even no. dated 18.08.2016 wherein it was requested to forward the MPR latest by 1st of the following month in new format .

Consequent on introduction of e-MPR module, it has been decided by the HQrs Office that MPRs in e-mode from the controllers office must be submitted to HQrs office by 2nd working day of following month.

The Officers in-charge of sections of MO/ sub-offices are requested to render MPR in the new format must be submitted **positively by 28th of every month** so that the consolidated report can be sent to the HQrs office by 2nd working day of following month.

MPR may also be sent by **e-mail / Fax** please.

New format of MPR uploaded on MO Guwahati website.


(Chayan Das)
Sr. AO

copy to:- EDPS (Local) for uploading in CDA Guwahati website.

New. Format of MPR.

Position of letters & bills in r/ofor the month of																															
Sl no.	Office of the	Ordinary Letters					Special Letters					Non DAD 3rd party bills (Suppliers/Conts/Misc/works Bill)					Non DAD Personal Claims (TA/DA/LTC, Medical, GPFund & AFPPF/DSOP)					DAD Bills (Personal Claims,TA/DA/LTC, Medical & GPFund)									
		OB	Rcvd	Disp	CB	OD	OB	Rcvd	Disp	CB	OD	OB	Rcvd	Disp	CB	OD	OB	Rcvd	Disp	CB	OD	OB	Rcvd	Disp	CB	OD					
10																															

Sign O I/c