



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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CIRCULAR

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

Date: 18/01/2017

To

All Sections in MO.
All Sub Offices.

Subject : Important Instruction in respect of e-MPR .

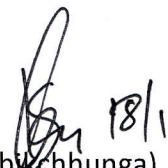
Ref: HQrs office Most Important circular No. IAW-1/00012/MPR-Dec ,2016 dtd 16.01.2017.

Enclosed please find herewith an important circular received from our HQrs. Office vide their no cited under reference in which it is intimated that following are the changes made in e-mpr module .

- i) Two new fields viz “RTI case” and “Complains cases” have been added, status on which is to be provided in e-mpr module from the report of Jan , 2017 onwards .
- ii) Against each item of report a “Remarks” column has been added for furnishing reasons and breakup of claims pending for more than 30 days.

2. Therefore it is requested to all sub-office as well as sections of Main offices are concerned to be strictly adhered to the changes made in e-mpr and forward their MPR accordingly from January 2017 onwards.

3. MPR for 01/2017 may please be forwarded to this office/section latest by 28/01/2017 with fail.


(K Lalbichhunga)
Asstt. Controller

[For personal attention of Controllers]

Most Important Circular

**Office of the Controller General of Defence Accounts Ulan
Batar Road, Palam, Delhi Cantt-110010**

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No. IAW-1/00012/MPR-Dec, 2016

Dated : 16.01.2017

To,

All PCsDA/CsDA/PCoA/CsFA.

Sub - Important Instruction in respect of e-MPR.

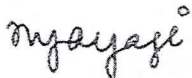
In continuation to this office earlier Circulars dated 18.10.2016 and 17.11.2016 the following changes have been made in e-mpr module:-

(i) Two new fields viz "RTI cases" and "Complaints Cases" have been added, status on which is to be provided in e-mpr module from the report of January, 2017 onwards,

(ii) Against each item of report a "Remarks" column has been added for furnishing reasons and breakup of claims pending for more than 30 days.

3. It has been noticed that controllers are not adhering to the time schedule for forwarding e-mpr i.e. by 2nd working day of the month sighting reasons viz. non availability of CDA Administrator/Approver/Checker/Uploader being on Ty-Duty/Leave/Transfer etc. It is enjoined upon Controllers to ensure timely rendition of report by creating alternative User-IDs on temporary basis, as per SOP already forwarded.

4. Any further clarification can be sought through email empr.cgda@nic.in or phone No 011-25665732, 25665734, 25665540.


[Niraj Kumar Gayagi]
Jt. CGDA [IAW]