



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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CIRCULAR

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

Dated: 21/02/2017

To

All Sections in MO .
All Sub Offices

Subject:- Important Instruction in respect of e-MPR.

Ref:- 1. HQrs office Most Important circular No. IAW-1/00012/MPR-Dec,2016 dt.16/01/2017
2. MO Guwahati circular No.AN/V/2104/MPR/Vol-VIII dt.18/01/2017.

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

The Officer in-charge of sections of MO/ Sub-offices is requested to render e-MPR in the new format (copy enclosed) accordingly and must be submitted in time so that the consolidated report can be sent to the HQrs office.

A nil report is also required.

Encl.: As stated.

Copy to:-

The Officer i/c
EDP Section (Local)

-- For uploading on website.

(K. Lalbiakchhunga)
Asstt. Controller

(K. Lalbiakchhunga)
Asstt. Controller

FORMAT OF MPR

Position of letters and bills as on..... in respect of Section / Offices.....

Sl No.	Office of the CDA	Ordinary Letters				
		OB	Recvd	Disp	CB	OD
Remarks						

Sl No.	Office of the CDA	Special Letters				
		OB	Recvd	Disp	CB	OD
Remarks						

Sl No.	Office of the CDA	Non /Conts/Misc/Works Bill DAD 3rd Party Bills (Suppliers)				
		OB	Recvd	Disp	CB	OD
Remarks						

Sl No.	Office of the CDA	Non DAD Personal Claims (TA/DA/LTC, Medical, GP Fund & AFPPF/DSOP)				
		OB	Recvd	Disp	CB	OD
Remarks						

Sl No.	Office of the CDA	DAD Bills (Personal Claims, TA/DA/LTC, Medical & GP Fund)				
		OB	Recvd	Disp	CB	OD
Remarks						

Sl No.	Office of the CDA	RTI Cases				
		OB	Recvd	Disp	CB	OD
Remarks						

Sl No.	Office of the CDA	Complain Cases				
		OB	Recvd	Disp	CB	OD
Remarks						

[For personal attention of Controllers]

Most Important Circular

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

Contact No.-011-25665732, 25665734 FAX(011): 25674806,25674821
e-mail: empr.cgda@gov.in

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

[Niraj Kumar Gayagi]
Jt. CGDA [IAW]