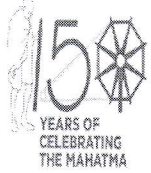
	कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद.09 - OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS NO.1, STAFF ROAD, SECUNDERABAD - 500 009 ( ई-मेल/email: <a href="mailto:secd-iasn-cda@nic.in">secd-iasn-cda@nic.in</a> ) दूरभाष/PHONE: 040-27843385 फैक्स/FAX:040-27817275	
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**MOST IMPORTANT CIRCULAR**

सं/NO. IA/I/1204/MPR/2022-2023/NEW

दिनांक/ Date: 09.12.2022

To

1. The Officer (I/C), PAO(ORs) EME, Secunderabad
2. The Officer (I/C), PAO(ORs) AOC, Secunderabad
3. The Officer (I/C) AAO (Army) Visakhapatnam
4. RAO(MES) Visakhapatnam
5. All AOs GE in Visakhapatnam
6. LAO (A) Secunderabad
7. LAO (B) Secunderabad
8. LAO (C) Hyderabad
9. All AOs GE in Hyderabad and Secunderabad
10. RAO (MES) Secunderabad
11. All Sections in Main Office.

Sub: Submission of e-Monthly Progress Report on time – Reg

Ref: Hqrs. Office Most Important Circular No. IAW-1/00012/MPR-Oct, 2016

dt:17/11/2016

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Hqrs. Office vide circular cited at reference has directed that consequent on introduction of E-MPR module, CGDA has desired that duly consolidated & analyzed report received from various Controllers must be submitted by 5<sup>th</sup> of the following month. In this regard, it has been decided by Hqrs. Office that henceforth MPR should reach Hqrs. Office **on Second (2<sup>nd</sup>) Working Day of Following Month.**

2. It has been observed that some of the Sections in Main Office & Sub Offices have not submitted MPR as per timeline prescribed vide circular cited at reference. This has been viewed seriously by the Competent Authority.

3. In this regard, it is directed by the Competent Authority that the timeline for submission of MPR i.e., **1<sup>st</sup> working day of the following month** be complied with

so as to forward the consolidated MPR thru e-MPR module by 2nd working day and avoid adverse comments from HQrs Office.

4. Further, it is advised to fill all the columns of the MPR format (including oldest date) to avoid any delay in consolidation of MPR.

5. MPR may be forwarded through e-mail at [secd-iasn-cda@nic.in](mailto:secd-iasn-cda@nic.in). Wherever the oldest date is beyond one month, number of such bills/letters may be mentioned separately along with the reasons for pendency.

(सहायक नियंत्रक (आं.ले.प)/ Assistant Controller  
(I.A)

Copy to: ✓

EDP (Local)

For information and upload to the website.

लेखा अधिकारी (आ.ले.प) / Accounts Officer (I.A)

[ 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-Oct, 2016

Dated :17.11.2016

To,

All PCsDA/CsDA/PCoA/CsFA.

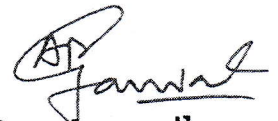
Sub - Submission date of MPR in e-MPR module.

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Please refer this HQrs letters No. AT-Coord/00012/MPR/Vol.XXII dated 03.05.2011 and IAW-1/00012/MPR-2016/XXIX dated 18.08.2016 and important circular No. IAW-1/00012/MPR-2016/Vol. XXIX dated 18.10.2016.

2. Consequent on introduction of E-mpr module, CGDA has desired that duly consolidated & analyzed report received from controllers must be submitted by 5<sup>th</sup> of the following month. Accordingly, it has been decided that henceforth, MPRs in e-mode **must be submitted by 2<sup>nd</sup> working day of following month.**

3. Controllers are therefore, requested to initiate measures to ensure timely submission of MPR.



[Rozy Agarwal]  
Jt. CGDA [IAW]