

MOST IMPORTANT CIRCULAR

No. IA/I/0204/MPR
O/o the CDA
No.1 Staff road,
Secunderabad - 09
Date: 21 - 11 - 2016

To

- 1) The Addl. CDA (I/C), PAO(ORs) EME, Secunderabad
- 2) The ACDA (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 (DAD) Hyderabad
- 9) All AOs GE in Hyderabad and Secunderabad
- 10) RAO (MES) Secunderabad
- 11) All Sections in Main office.

Sub: Submission date of MPR in E- MPR module.

Ref: Hqrs. Office Most Import Circular No.IAW-1/00012/MPR-Oct, 2016
dated 17/11/2016.

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 5th of the following month. In this regard, it has been decided by Hqrs. Office that henceforth MPRs should reach Hqrs. Office on Second (2nd) Working Day of Following Month.

2. In this regard it is requested that MPR of sections of Main Office and Sub Offices should reach this Section positively by First (1st) Working Day First Session of Following Month.

3. Further, it is requested to fill all the columns of the MPR format (including Oldest date) to avoid any delay in consolidation of MPR. E-MPR may please be sent through E-Mail at secd-iasn-cda@nic.in. Wherever the oldest date is beyond one month, no. of such bills / letters may be mentioned along with the reasons for pending.

This issues as per CDA's direction.


(SIVA SANKAR BANDI)
Asst. Controller (IA)