No. Sys & Coord/Circular/2019
O/o PCDA (WC) Chd
Date: 27/09/2019

To,

The Officer-in-Charge
All Sections in MO
Local

Sub:- Timely Submission of Monthly MIS Report of Your Section

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It has come to the notice of the competent authority that various sections and Sub-Offices are submitting their MIS Report after the due date which is on or before 1st week of the month which results in its late examination and late submission.

Since the late submission of MIS Report has been viewed seriously by the competent authority. It is, therefore requested that all Sections in MO to submit their MIS Report, before the given due date, failing which action shall be taken by the competent authority.

This issues with the approval of Pr. CDA (WC)

Naveen Sehgal
AO (Sys & Coord Cell)

Copy to:-

1. All Group Officers in MO

For information with a request to ensure submission of MIS & Other reports by due date

2. All OIC Sub-Offices

3. IT & S

For Uploading on Website

Sh. Sahil Goyal, IDAS
DCDA