Important Circular

[Through PCDA (WC) Website]

To

1. The Officer Incharge.
   All Sub Offices (under PCDA (WC) Chandigarh).

2. The Officer Incharge.
   All Sections (Main Office, Chandigarh).

Sub: Delay in forwarding of MPR Report

Please refer to this office circular No. AN/III/1446/MPR Corr dated 12.12.2018 vide which it was communicated to compile figures upto 30th/31st of the month and submit the MPR Report to Main Office (AN-III Section) latest by 2nd working day of the following month through e-mail on Zimbra Mail or pcdawcan3.dad@hub.nic.in.

However, of late, it has been observed that some sections/offices are not forwarding the MPR report in time despite repeated request/personal liaison (telephonically). Non-submission of MPR report in time, results delay in compilation and uploading of e-MPR. The same has been viewed seriously by the Competent Authority.

In view of the above, all Officer-in-Incharge are requested to ensure timely submission of MPR (i.e. latest by 2nd working day of the following month.) The Officer-in-Incharge concerned would be personally liable for any delay in submission of the same.

Copy to:
1. The Officer Incharge,
   IT&S Section
   (Local)

For uploading the same in PCDA website

(SAHIL GOYAL)
DCDA (AN)

(N C DOGRA)
SR. A.O (AN)