Important Circular

To

1. The Officer Incharge,
   All Sub Offices (under PCDA (WC) Chandigarh).
2. All IDAS Officers (Main Office)
3. The Officer Incharge,
   All Sections (Main Office, Chandigarh).

Sub: Submission date of MPR in e-MPR Module.


HQrs. vide their letter cited under reference (copy enclosed) has decided to change the date of submission of MPR through e-MPR module from 2nd working day to 5th working day of the following month.

As such, it has been decided by the competent authority to compile figures up to 30th/31st of the month and submit the MPR to Main Office (AN-III Section) latest by 2nd working day of the following month through e-mail on Zimbra Mail or pedawean3.dad@hub.nic.in.

While preparing/consolidating the data of MPR, following problems are being faced by this office:

1. That MPR is not received in time despite clear instructions on the subject. In order to ensure timely submission of MPR to HQrs. Office, this office has to make repeated request/personal liaison telephonically every month with most of the sub offices.
2. That the MPR is being received on previous format by some offices instead of revised format, The copy of revised e-MPR format is enclosed herewith.

The Officers in-charge are requested to ensure timely submission of e-MPR after complying with the above instructions.

SD & RP

(SAHIL GOYAL)
DCDA (AN)

Copy to:

1. The Officer Incharge,
   IT&S Section
   (Local) For uploading the same in PCDA website

(SAHIL GOYAL)
DCDA (AN)
Most Important Circular

Karyalay, Raksha Leha Mahanaytannak
Ulwan Batar Road, Palam, Delhi 110010
Durashak Sankhya: 011-25665732, 26665734 FAX(011): 25674806, 25674821
Email: empr.cgda@gov.in

No. AT-Coord/00012/MPR-Circular/2018 Dated: 30.11.2018

To,
All PCsDA/PCoA/CsDA/CsFA/CLA.

Sub - Change in submission date of MPR in e-MPR module.

Please refer this HQrs Circular No. IAW-1/00012/MPR-Oct, 2016 Dated 17.11.2016 wherein timeline for submission of MPR has been issued.

2. In view of the receiving trends of MPRs and request received from PCsDA/CsDA offices, the competent authority has agreed to change the date of submission of MPR through e-MPR module by 5th working day of the following month.

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

Maushumi Rudra
Jt. CGDA [AT-Coord]
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**AAO/SAO/ACDA**