Important Circular
[Through PCDA (WC) Website]

To

The Officer Incharge,
All Sub Offices (under PCDA (WC) Chandigarh).
All Sections (Main Office, Chandigarh).

Sub: Timely forwarding of MPR Report through E-mail only

Please refer to this office circular No. AN/III/1446/MPR Corr dated 12.12.2018 and 06.01.2021 vide which it was requested to compile figures of MPR upto 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 pcdawcan3.dad@hub.nic.in or Zimbra Mail.

However, of late, it has been observed that some offices are not forwarding the ibid report on time. The non-submission of MPR report on time causes delay in compilation and further forwarding/uploading of same.

Further, it has also been observed that a number of sub-offices are forwarding the MPRs by post also after submitting the same through e-mail/zimbra mail which results in wastage of stationery and wastage of postage expenditure. Also, the MPR reports sent through post does not serve any purpose as the same are being received after 2nd week of the month as the cut off date for uploading of MPR is first week itself.

In view of the above, all Officer-in-charge are requested to strictly ensure timely submission of MPR (i.e. latest by 2nd working day of the following month) through e-mail/zimbra mail only and not to forward hardcopy of the same.

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