Subject: Monthly Briefing Report (MBR).

HQrs office, Delhi Cantt vide their circular No. Coord/13002/MPR&MBR/2021 dated 26/03/2021 (copy enclosed) has decided that instead of e-format of MBR for PCDAs/CDAs for reporting, all PCDAs/CDAs may mention issues, which they want to specifically bring to the notice of CGDA, demi officially. The existing format of e-MBR is, therefore, discontinued with effect from 1st April 2021.

Therefore, all the Sub Offices/Sections are advised to intimate specific issues which they want to bring to the notice of PCDA/CGDA latest by 1st of every month.

PCDA has seen.

Distribution :-

1) PS to PCDA/JCDA/GO(AN)
2) All IDAS officers (Local)
3) All Officers Incharge in Main Office
4) All Sub Offices under PCDA(WC)
5) IT&S Section (Local) .. for uploading on PCDA(WC) Website
Important Circular

No. Coord/13002/MPR& MBR/2021

Dated: 26.03.2021

To:

All PCDAs/PCoA(Fys)/CDAs/ NADFM/CDAs(RTC)/DPTI

Subject: Important instruction in respect of Monthly Briefing Report (MBR)

Reference is invited to HQs office Do No. AT-Coord/13349/MAR/2013 dated 11.7.2013 under which Monthly Briefing Report to be rendered to HQs office was introduced. Later on with the approval of Competent Authority, it was decided to introduce e-MBR and accordingly application for receiving of MBR was developed and all PCDAs/CDAs were informed vide HQs office letter No. AT/Coord/13349/e-MBR dated 10.8.2018.

2. With the passage of time the format was further revised and communicated to PCDAs/CDAs vide No. AT-Coord/13349/e-MBR dated 22.03.2019 and e-MBR is being received in HQs office as per format notified therein.

3. While reviewing the said report, it has now been decided by the Competent Authority that instead of the e-format of MBR for PCDAs/CDAs for reporting, all PCDAs/CDAs may mention issues which they want to specifically bring to the notice to CGDA demi officially. The existing format of MBR is therefore discontinued with effect from 1st April 2021.

Maushumi Rudra
Jt. CGDA (Coord)

Copy to: - 
IT&S Wing - For uploading the circular on CGDA HQs website.

Sd/-
(Maushumi Rudra)
Jt. CGDA (Coord)