

[For personal attention of Controllers]

Most Important Circular

**Office of the Controller General of Defence Accounts Ulan
Batar Road, Palam, Delhi Cantt-110010**

Contact No.-011-25665732, 25665734 FAX(011): 25674806,25674821
e-mail: empr.cgda@gov.in

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To,

All PCsDA/CsDA/PCoA/CsFA.

Sub - Important Instruction in respect of e-MPR.

In continuation to this office earlier Circulars dated 18.10.2016 and 17.11.2016 the following changes have been made in e-mpr module:-

- (i) Two new fields viz "RTI cases" and "Complaints Cases" have been added, status on which is to be provided in e-mpr module from the report of January, 2017 onwards,
 - (ii) Against each item of report a "Remarks" column has been added for furnishing reasons and breakup of claims pending for more than 30 days.
3. It has been noticed that controllers are not adhering to the time schedule for forwarding e-mpr i.e. by 2nd working day of the month sighting reasons viz. non availability of CDA Administrator/Approver/Checker/Uploader being on Ty-Duty/Leave/Transfer etc. It is enjoined upon Controllers to ensure timely rendition of report by creating alternative User-IDs on temporary basis, as per SOP already forwarded.
4. Any further clarification can be sought through email empr.cgda@nic.in or phone No 011-25665732, 25665734, 25665540.



[Niraj Kumar Gayagi]
Jt. CGDA [IAW]