

Important Circular

**OFFICE OF THE CGDA
ULAN BATAR ROAD, PALAM, DELHI CANTT – 110010**

No. AT-Coord/13002/Reports>Returns/2015-16

Dated : 19/01/2016

To

All PCsDA/CsDA (including PCA(Fys) & CsFA(Fys)/Sub Offices

Sub : Review of Reports and Returns received from Field Offices.

It has been decided by the Competent Authority that the following reports may be continued as per details below:

S. No	Description of the Report & Returns	Periodicity	Authority of initiation of report	Remarks
1.	Monthly Progress Report (MPR)	Monthly	AT/Coord/00012 /MPR	May be continued
2.	Monthly Briefing Report (MBR)	Monthly	AT/Coord/13349/ MAR/2013	May be continued
3.	Financial Advice Report (FA Report)	Quarterly	AT/Coord/13009/ FA Report	May be continued
4.	Quarterly Achievement Report on Personal Targets	Quarterly	AT/Coord/00012/ Targets	May be continued



SAO(AT-Coord)

Copy to:-

- 1) EDP Section - For uploading it on Audit home page (AT-coord) of CGDA website please.

166
21/1/16



SAO(AT-Coord)