Circular

No. AT/Coord/13349/e-MBR   Dated : 10.08.2018

To

   All PCsDA/CsDA

Sub: **Introduction of e-MBR (Monthly Briefing Report).**

It has been decided by competent authority to introduce e-MBR for receiving the Monthly Briefing Reports online from PCsDA/CsDA. As such an application for receiving of MBR online has been developed and embedded into e-MPR (Monthly Progress Report) application. Production Server has been updated on 07/08/2018. Now PCsDA / CsDA are able to forward the MBR after three tier validation to HQrs Office. HQrs Office may be able to download the report as and when required. Existing user of e-MPR will be able to submit e-MBR online.

2.   Following steps may be followed for operating e-MBR :

(i) Administrator / Uploader of PCsDA / CsDA office will Enter the Report after Selecting pre-defined categories.

(ii) Verifier of PCsDA/CsDA office will verify the data. Verifier is able to Add / Edit / Delete the data entered by Uploader. In absence of Uploader, Verifier is able to enter the data.

(iii) Approver i.e. IDAS level officer will Approve the data. Approver is able to Add / Edit / Delete the data entered by Uploader / Verifier. In absence of Uploader / Verifier, Approver is able to enter the data.

(iv) Once data is approved by Approver, the same will be available to HQrs Office for downloading.

(v) Data Blocking System :

   (a) Uploader will not be able to Add / Edit / Delete data after verification done by Verifier.

   (b) Verifier will not be able to Add / Edit / Delete data Once clicked on verify button.

   (c) All three levels will not be able to Add / Edit / Delete data Once clicked on Approve button.

(vi) Report in its proper format will be visible only after approval of report by approving authority.

3.   In view of the above, it is requested that erstwhile Monthly Briefing Report being forwarded manually by PCsDA/CsDA will henceforth be sent online through the e-MBR application developed and embedded into e-MPR from August 2018 onwards.

4.   Any problem faced while operating and uploading the report may kindly be taken up with IT & System Wing of HQrs office.

Please acknowledge receipt.

(J. Lhungdim)
Sr.Jt.CGDA (AT-Coord)