

[For personal attention of Controllers']

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Important Circular

No. AT-Coord/00012/MPR-Circular/2017

Dated : 20.08.2018

To

All PCsDA/PCA(Fys)/CsDA/CsFA/CIA(Fys).

Sub - Submission of e-Monthly Progress Report on time.

This has reference to this HQrs office Circular No. AT-Coord/00012/MPR-Circular/2017 dated 17.07.2018.

2. It has been observed in MPR for July, 2018 that some of the Pr.Controller/ Controllers have not submitted their MPR on the e-MPR module, as per timeline prescribed (i.e. 2nd working day of the following month) vide HQrs office circular No. IAW-1/00012/MPR-Oct, 2016 dated 17.11.2016. This has been viewed seriously by the higher authorities.

3. In this regard, it is once again requested that the timeline for submission of MPR to HQrs office i.e. 2nd working day of the following month may strictly be complied with in future to avoid adverse comments from higher authorities.


Sr. Jt. CGDA [AT-Coord]

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(Local)

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