
	<p>कार्यालय रक्षा लेखा नियंत्रक, रिज मार्ग, जबलपुर-482001 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS RIDGE ROAD, JABALPUR-482001 Email- cda-jbl@nic.in Phone No.- 0761-2603253</p>	
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Important Circular

No. AN/II/1203/MPR

Date:-05.04.2021

To

(Main Office/All Sub-Offices)

Sub:- Inclusion of new fields in e-mpr .

Ref:- This office Circular of even No. dated 12.11.2016.

It has been decided by the HQrs. Office to include two new fields viz. 'GeM Bills' and 'MSMEs/CPSEs Bills' in the existing e-MPR w.e.f. 01.04.2021.

2. It is therefore, requested to forward the e-MPR w.e.f. April 2021 in the format enclosed with this Circular.
3. Please acknowledge receipt.


Sr. Accounts Officer (AN)

Copy to :-

OA Cell (Local)

:- For uploading in CDA Jabalpur website.


Sr. Accounts Officer (AN)

Name of the office/Section.....

Position of letters and bills as on

Sl. No.	Particulars	OB	Rcvd.	Disp.	CB	OD	No. of Letters/ bills within one month	No. of Letters/ bills within over month	No. of Letters/ bills within three month	No. of Letters/ bills within six month	No. of Letters/ bills within twelve month	Remarks in case of letters/ bills over one month
1	Ordinary Letters											
2	Special Letters											
3	Non-DAD 3 rd Party Bills (Suppliers/ Cont./ Misc./ Works Bills)											
4	Non-DAD Personal Claims (TA/DA/LTC, Medical/ GPF/ AFPPF /DSOP)											
5	DAD Personal Claims (TA/DA/LTC, Medical/GPF)											
6	RTI											
7	Complaints											
9	GeM Bills											
10	MSMEs/CPSEs Bills											

Signature of the OI/C