

Important Circular



कार्यालय, रक्षा लेखा महानियंत्रक

OFFICE OF THE CGDA

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No. Coord/13002/MPR& MBR/2021

Dated : 26.03.2021

To

All PCDA/PCoA(Fys)/CDAs/ NADFM/CDAs(RTC)/DPTI

Subject : Important instruction in respect of Monthly Briefing Report (MBR)

Reference is invited to HQrs office Do No. AT-Coord/13349/MAR/2013 dated 11.7.2013 under which Monthly Briefing Report to be rendered to HQrs office was introduced. Later on with the approval of Competent Authority, it was decided to introduce e-MBR and accordingly application for receiving of MBR was developed and all PCDA/CDAs were informed vide HQrs office letter No. AT/Coord/13349/e-MBR dated 10.8.2018.

2. With the passage of time the format was further revised and communicated to PCDA/CDAs vide No. AT-Coord/13349/e-MBR dated 22.03.2019 and e-MBR is being received in HQrs office as per format notified therein.

3. While reviewing the said report, it has now been decided by the Competent Authority that instead of the e-format of MBR for PCDA/CDAs for reporting, all PCDA/CDAs may mention issues which they want to specifically bring to the notice to CGDA demi officially. The existing format of MBR is therefore discontinued with effect from **1st April 2021**.

Maushumi Rudra

**(Maushumi Rudra)
Jt. CGDA (Coord)**

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IT&S Wing

- For uploading the circular on CGDA HQrs website.

Sd/-

**(Maushumi Rudra)
Jt. CGDA (Coord)**