



कार्यालय रक्षा लेखा प्रधान नियंत्रक
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No. IA/ 1465/ Circulars

Dt. 01/08/2019

To

Officer In-charge
All sub offices &
Sections of Main Office
(under PCDA Bangalore)

Sub : Submission of Weekly Progress Report (WPR) and Monthly Progress Report (MPR)

As per HQrs office letter No. AT-Coord/00012/MPR-Circular/2018 Dated 30.11.2018, monthly progress report showing the state of work in each office should reach HQrs office by the 5th working day of the following month.

As para 511 of OM part-I, Weekly progress report showing the state of work in each section would be submitted to the Accounts Officer/Senior Accounts Officer/ACDA-in-Charge on Friday morning.

In this connection, the competent authority has directed the following for strict compliance.

1. **Weekly Progress Report (WPR) :**

The report should be submitted to respective GO on every Friday and it should be submitted to PCDA on Monday

2. **Monthly Progress Report (MPR) :**

The report should be submitted to respective GOs on last working day of the month and it should be submitted to IA section by 1st working day of the following month for consolidation and submission to PCDA.

Hence, all the sections/sub-offices under the jurisdiction of PCDA Bangalore are further directed to adhere for timely submission of weekly and monthly reports.

Sr. Accounts Officer (IA)