



सत्यमेव जयते

**Shashi Bhushan Singh**  
Special Secretary & Member

भारत सरकार  
GOVERNMENT OF INDIA  
(वित्त मंत्रालय / राजस्व विभाग)  
MINISTRY OF FINANCE/ DEPARTMENT OF REVENUE  
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D. O. F. No. 296/236/2014 – CX.9

18<sup>th</sup> February, 2015

Dear Chief Commissioner/Director General

**Subject – Building of a comprehensive MIS in CBEC - reg**

Reference is invited to the Instruction dated 10.10.2014, alongwith the annexures issued on the above subject, which is also uploaded on the CBEC website.

2.1 As per para 3 (viii) of the said Instruction dated 10.10.2014, the list of MPR formats was enclosed as Annexure-B, and the MPR formats themselves were together annexed as Monthly Performance Reports (MPRs). The Annexure-B contains the list of the MPR formats, their areas of reporting and their respective Functional Owners. However, on scrutiny, certain discrepancies were noticed between the Annexure-B and the MPR formats. With a view to remove these discrepancies, the Annexure-B has been revised in consultation with all the Functional Owners and same is enclosed as **Annexure B (Version No. 2015.01)**.

2.2 Accordingly, henceforth, the MPR formats as given in the Part-2 to Part-6, should be emailed to the Functional Owners as per the **Annexure B (Version No. 2015.01)**. To facilitate, the designation based NIC email-ids of the respective Functional Owners have also been indicated in the **Annexure B (Version No. 2015.01)**. To avoid any loss of information during the transition, it is requested that the reports pertaining to the month of December'14/January'15, which may have been sent to any other Functional Owner, should also be sent to the Functional Owners as per the **Annexure B (Version No. 2015.01)**.

3. As regards the MPR formats as given in the Part -1, the same, as conveyed earlier vide letter D.O. F. No. 296/236/2014-CX.9 dated 24.12.2014, have to be uploaded on the DDM website.

4.1 Reference is also invited to the D.O. F. No. 296/236/2014-CX.9 dated 24.12.2014 regarding creation and operationalisation of the designation based NIC email-ids. Since then, such email-ids have been operationalised for all the Chief Commissioners, all the Directorates, and also for the officers of the Board upto JS/Commissioner level. This list is enclosed as **Annexure C**. While due care has been taken to avoid any error, if any error/omission is noticed the same should be immediately brought to the notice of the Commissioner (Coord.) at [commrcoord-cbec@nic.in](mailto:commrcoord-cbec@nic.in).

4.2 It is requested that all routine communications should henceforth be made using the aforesaid designation based NIC email-ids. This will not only save money in terms of paper and postage, but also time taken in movement of information within the organisation. However, an



appropriate backup at regular intervals may be kept in the office to meet any unforeseen eventuality of loss of information due to failure in ICT.

4.3 It is once again reiterated that any communication sent from such designation based NIC email-ids shall be deemed to be authentic communication from the officer concerned and would **not** require to be followed by any other mode of communication such as post or fax. Therefore, any communication using such designation based NIC email-ids must be sent by either the officer himself/herself or by a duly authorized officer only. Secondly, since any communication sent to such designation based NIC email-ids would not be followed by any paper or fax communication, all the mails received on such designation based NIC email-ids must be promptly and regularly monitored by the recipient officers to ensure timely compliance.

5. All the Functional Owners are requested to submit the status of implementation of the MIS in the following format:-

**Name of the Functional Owner:-**

**Month:**


Sl No.	Name of the MPR format	List of the CC, Zones from whom reports have not been received by email from their designation based NIC email-ids. (As on 20.02.2015)

Report should be submitted separately for the month of December,14 and January, 15, positively by **25<sup>th</sup> February, 2015** to the Commissioner (Coord.) at [commrcoord-cbec@nic.in](mailto:commrcoord-cbec@nic.in).

6. I once again solicit your participative and active cooperation in building a robust and reliable MIS for our organization. In case of any difficulty, you are invited to approach Commissioner (Coord.), CBEC, New Delhi (email: [commrcoord-cbec@nic.in](mailto:commrcoord-cbec@nic.in)).

Encl: **Annexure B (Version No. 2015.01) & Annexure C**

Yours sincerely,

  
(S. B. Singh)

To:

- The Chief Commissioners/Directors General (ALL)
- Commissioners of Customs, Central Excise and Service Tax (All)
- Joint Secretaries/Commissioners, CBEC
- Commissioners/ADG-DDM/Directorates of Logistics/Legal Affairs/  
Publicity & Public Relations
- Webmaster of CBEC

**Copy for information to:**

Chairperson, CBEC  
Members, CBEC,  
North Block, New Delhi