



सत्यमेव जयते

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D. O. F. No. 296 /236/2014 – CX.9

New Delhi, the <sup>17<sup>th</sup></sup> 15<sup>th</sup> April, 2015

Dear Chief Commissioner/Director General

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

1. **Use of designation based NIC email ids for routine communications:-**

As you are aware that the Board has taken the initiative to create designation based NIC email ids for all the officers of the rank of Commissioners and above with a view to ensure faster, cheaper and efficient flow of information. Details of these email-ids are uploaded on the DDM website (<http://www.cbecddm.gov.in/index.aspx>). However, it has been brought to my notice that the same are not being put to full use. It is needless to reiterate that switch over of routine communications through these email-ids would help in increasing the organizational efficiency. The instructions vide DO dated 24/12/2014 have already been issued to the effect that the communication sent over these email-ids would neither require to be signed nor require to be followed-up by post and fax. Therefore, all the CCs and DGs should take necessary actions to ensure that:-

- 1.1 All the designation based NIC email ids created by DDM are activated by the concerned officers immediately. In case of any difficulty, Commissioner, DDM should be approached and matter resolved quickly. After successful activation of the email-id, the concerned officer should send a test mail to Shri Akhil Kumar Khatri, Commissioner, Meerut-II Audit and Secretary, Central MIS Committee on the email address: [mis.for.cbec@gmail.com](mailto:mis.for.cbec@gmail.com). This work needs to be completed by **24<sup>th</sup> April, 2015 positively**.
- 1.2 An effective mechanism is immediately put in place so that that all the mails sent over these email-ids are promptly and necessarily monitored and acted upon obviating the necessity of reminders by telephone and /or fax.
- 1.3 Proactive actions should be taken to make the routine communication using the aforesaid email-ids a habit among the officers.

2. **Status of timely submission of MPR formats by the Chief Commissioners/Principal Commissioners/Commissioners**

During the meeting of the Central MIS Committee held on 17<sup>th</sup> March, 2015, it was brought to my notice by majority of the Functional Owners that the reports in the new MPR formats were **not being submitted in time**, and/or were being sent using email-ids **other than the designated email-ids**. It was also informed that in some cases the MPRs were revised again and again. While I appreciate that some difficulties were bound to happen in the initial phases of implementation of a new scheme, there is no reason that this should continue to happen even after four months have already passed. I, therefore, earnestly request you to ensure that the desired information in the MPR formats should be emailed or uploaded **positively by the due date i.e. 15<sup>th</sup> of the following month using the designated email-ids only**. The Board would be closely monitoring this and all the Functional Owners have been directed to submit on the 17<sup>th</sup> or the next working day of every month a report indicating the defaulting Zones. I may like to reiterate the instruction (refer the Instruction dated 10<sup>th</sup> October, 2014) already issued that failure to upload information / send e-mail by due date as prescribed would tantamount to no reporting by the concerned Zones.

3. **Utility for uploading of MPR formats by the Chief Commissioners/ Commissioners:-**

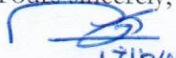
As you are aware that presently all the MPR formats, except the revenue reports contained in Part-I, are required to be emailed by the Zones to the concerned Functional Owners. This system of

transmission of MPRs will continue till the web-based utility for uploading of MPRs is developed. Expeditious actions are being taken by the Functional Owners and the DDM to develop such utility. It has been targeted to operationalize the said utility by **15<sup>th</sup> May, 2015** so that the Zones should be able to upload the reports for the month of April, 2015 onward using the said utility. However, for some time the system of sending the MPRs by emails to the Functional Owners and also uploading the same on DDM website would have to run concurrently. Once the web-based utility is stabilized, the system of sending the reports by emails would be discontinued. You are requested to keep monitoring the CBEC webpage ([http://www.cbec.gov.in/deptt\\_offcr/building-comp-mis-idx.htm](http://www.cbec.gov.in/deptt_offcr/building-comp-mis-idx.htm)) as well as the DDM website for any update on this, and also take preparatory action as appropriate.

**4. Reconciliation of MPRs reports with the MTRs prior to implementation of cadre-restructuring w.e.f. 15<sup>th</sup> October, 2015**

During the meeting of the Central MIS Committee held on 17<sup>th</sup> March, 2015, it was brought to my notice by majority of the Functional Owners that the reports in the new MPR formats are likely to suffer from several deficiencies such as incompleteness, errors etc. during the transition phase due to cadre-reorganization. Therefore, it has been decided that the Zones should carry out thorough reconciliation of the figures reported prior to cadre-restructuring and those after the cadre-restructuring and submit the final reports pertaining to March, 2015 in April, 2015. In other words, the closing balance of March, 2015 should correctly reflect the existing pendencies, so that we can begin the new financial year 2015-16 with clean data.

5. I once again solicit your participative and active cooperation in building a robust and reliable MIS for our organization. Any suggestion, difficulty or query with regard to implementation of the MIS may be sent to Shri Akhil Kumar Khatri, Commissioner, Meerut-II Audit and Secretary, Central MIS Committee on the email address: [mis.for.cbec@gmail.com](mailto:mis.for.cbec@gmail.com).

Yours sincerely,  
  
17/04/15  
(S. B. Singh)

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

**Copy for information to:**

Chairperson, CBEC, North Block, New Delhi  
Member, CBEC, North Block, New Delhi