

Important Circular

No. AN/I/1001/ACR  
O/o The CDA (Army)  
Meerut Cantt.  
Dt. 19/02/2015

To,  
All Sections (Main Office)  
All Sub Offices of CDA (Army) Meerut Cantt.

Sub: Writing of MTPARs.

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Of late it has been noticed that the MTPARs of the transfer out cases are not being initiated within the time limit resulting delay in finalisation of the MTPARs which leads to unnecessary correspondence.

The same has been viewed with concern by the competent authority and it has been directed that all the Officers-in-charge will ensure the receipt of MTPAR duly filled (Self Appraisal) by the individual concerned on the same day they get relieved from their offices. Necessary steps to finalize the same and onward submission to Main Office may be taken immediately but not later than 30 days from the date of their relief so that timely completion of MTPAR may be ensured.

It is further added that cases where reporting officer is likely to be transferred/superannuated during the last quarter of the financial year will also submit the MTPAR in respect of officials serving under them before their relieving.

The content of the circular may be got noted from all officer/staff for strict compliance.

*please Ack. receipt.*

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- For uploading on website.

*Sg-*  
GO (AN)

*AO*  
AO (AN)