



F No. DDM/5030/2013/Validation  
 Government of India  
 Ministry of Finance  
 Central Board of Indirect Taxes & Customs  
 Directorate of Data Management, Customs & GST

'A' Wing, 3<sup>rd</sup> Floor, Pushpa Bawan,  
 Madangir Road, New Delhi-110066

Date: 12.07.2018

To  
 All Chief Commissioners of Central Excise, Customs and Service Tax  
 As listed below.

Subject: Check-points/Guidelines for DDM-MPR- Part-I-Revenue to be uploaded in  
 Correction Module-reg.

Dear Sir/Madam,

It has come to our notice that since 2017 July, we have been receiving a large number of requests for corrections in MPRs for Central Excise, Customs and Service Tax. In order to minimize the numbers of errors/mistakes in MPRs validated by Zonal Offices, it is requested that the following guidelines may kindly be adhered to:

1. Requests for approval of any corrections in DDM-MPR- Part-I-Revenue, should duly be approved by the Chief Commissioner, and may be communicated to DDM vide an e-mail/Fax by JC/ADC of C.C office.
2. Commissionerates are strictly allowed to update/correct/revise the data in the correction module if any, that are already been uploaded in MIS web portal under link DDM-MPR -Part-I-Revenue only within 40 days from the **date of first upload** in the MIS. In case of no requests received for correction within this stipulated period, the uploaded data will be treated as Final and frozen automatically.
3. Commissionerates are strictly allowed to carry out the corrections/updation/revision if any, in the database only once.

In case of any query, you may like to contact Shri R.R. Banga, SRO at e-mail ID: [rr.banga@nic.in](mailto:rr.banga@nic.in) / [ratna.chaudhuri@nic.in](mailto:ratna.chaudhuri@nic.in) Ph. 011-29966901.

Yours faithfully

*M.R.R. Reddy*  
 12/7/18

(M.R.R. Reddy)  
 Commissioner (DDM)

Copy to: Prog. MIS for uploading on MPR DDM. webportal.