



भारत सरकार  
Government of India Ministry of Defence  
रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली छावनी-110010

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(IFA WING)

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No. IFA/109

Dated 26.11.2018

**Circular No. 24 of 2018**

To,

All PIFAs/IFAs  
(Through CGDA Website)

Sub: Timely clearance of cases referred to Integrated Finance Division (IFD)  
of Ministries/Department.

A copy of Ministry of Defence (Finance) ID Note No. 10(3)/C/2018  
(TK-II) dated 24.09.2018 on above subject is enclosed herewith for information,  
guidance and necessary action please.

This issues with the approval of Sr.Jt.CGDA (Finance).

(A.K. Bhat)  
Sr.AO (IFA)

1251

**Ministry of Defence (Finance),  
Block, New Delhi  
DAD-Coord  
Room No. 24-A, South Block, New Delhi**

**Sub: Timely clearance of cases referred to Integrated Finance Division (IFD) of Ministries/Departments.**

A copy of Ministry of Defence (Fin/GS-II) ID No. 30(3)/GS-II/18 dated 17.9.2018 forwarding therewith a copy of Ministry of Finance, Department of Expenditure OM No. 23(5)/E.Coord/2018(Pt) dated 30.8.2018 on the above subject is forwarded herewith for information and further necessary action.

*Anu Arora*  
**(Anu Arora)**  
AFA(DAD-Coord)

✓  
**Shri Praveen Kumar Rai, Sr.Dy.CGDA(AN)**  
Office of the CGDA, Ulan Batar Road, Delhi Cantt  
MoD (Fin) ID Note No. 10(3)/C/2018 (TK-II) dated 24.9.2018

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रक्षा लोका वरिष्ठ उप महासंचयक (रक्षा) / Sr. Dy. CGDA (AN)
डाकरी सं० / Dy. No. <i>1001</i>
दि० / Date <i>28/09/18</i>

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Government of India  
Ministry of Defence  
(Fin/GS-II)

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CIRCULAR

**Subject: Timely clearance of cases referred to Integrated Finance Division (IFD) of Ministries/Departments.**

Please find enclosed a copy of OM No. 23(5)/E.Coord/2018(Pt.) dated 30.08.2018 from Ministry of Finance, Department of Expenditure, on the subject cited above for information and compliance.

*K.K. Bhardwaj*  
(K.K. Bhardwaj)  
SO(GS-II)

To:

1. Addl. FA (AK) & JS
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MoD (Fin/GS-II) ID No. 30(3)/GS-II/18 dated 17.09.2018

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F.No. 23(5)/E.Coord/2018 (Pt.)  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi.

Dated: 30<sup>th</sup> August, 2018

Office Memorandum

Sub: Timely clearance of cases referred to Integrated Finance Division (IFD) of Ministries/ Departments

The existing system of IFD in Ministries / Departments has been in place for considerable time to assist the administrative Ministries to freely exercise their delegated powers with the guidance of IFA. The Charter of IFAs lays down the guidelines for the Ministries / Departments towards achievement of their objectives, facilitate implementation of approved programmes with due financial prudence and ensure that monies allocated are spent in time, in the prescribed manner to achieve the intended outcomes.

2. However, instances of delays due to protracted correspondence between the Programme Division of the Ministry / Department and the concerned IFD resulting in non-implementation of the programme in a timely manner as well as cost and time overruns have been brought to notice. In this connection, it is stated that IFDs of Ministries / Departments should ensure that piecemeal observations / queries are avoided while examining the proposals. Queries / observations ought to be raised in a comprehensive manner by IFDs of the Ministries / Departments and adequately addressed by the Programme Divisions to obviate iterations and frequent file movement.

3. In order to streamline the procedure for examination / scrutiny of projects by IFD of Ministries / Departments, the following measures are suggested:-

- a) The Programme Division is to submit proposals complete in all respects to IFD with the approval at appropriate level. For this purpose Ministries /Departments should develop a checklist in consultation with IFD.
- b) The concerned IFD is to examine / scrutinize the proposals and process within a mutually agreed timeframe to be worked within the Ministry / Department. Queries / observations, if any, are to be conveyed in a consolidated manner duly addressing all issues.
- c) The concerned Programme Division is to expeditiously answer to the queries / observations raised by IFD in a comprehensive manner.
- d) In case of any further difference, FAs of the Ministries / Departments are advised to resolve any such issues in a meeting with the Head of the concerned Programme Division and process the proposal accordingly.
- e) It may be ensured that no proposal remains unresolved for more than one month and any difficulty in processing any case despite the above measures, are to be brought to the notice of Secretary of the Department.

3. The FAs of the Ministries / Departments are requested to follow the above instructions.

*Per Gombak*

*Annie G Mathew*

(Annie G Mathew)  
Joint Secretary (Pers)

To

All FAs of Ministries / Departments

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