



No. IFA/600/QAR

Dated:07.09.2016

Instruction Order No.13

To

All PIFAs/IFAs
(Services & Command HQrs.)
(Through CGDA Website)

Sub: Submission of Quarterly Activity Report.

Ref: HQrs. IFA Wing I.O No. 03 of 2016 dated 20.01.2016

With reference to above it is stated that during the the examination of the Quarterly Activity Reports for the QE 06/2016 received from the PIFAs/IFAs following lapses/shortcomings have been observed:

- i) Majority of the IFAs are only mentioning the details of lapses/ shortcomings observed in the financial proposals. The IFAs are not giving any details about the advice rendered by them to the executives and action taken by them to resolve the issues.
- ii) Some^{of} the IFAs are giving details of each and every cases processed/concurred in their office during the quarter which runs into pages making the report voluminous. Since the QAR is an executive communication between CGDA and PIFAs/IFAs, ^{As} such it needs to be kept in that shape of length that it conveys it maximum with minimum words.
- iii) A number of PIFAs/IFAs have brought out in their Quarterly Activity Reports that they are not being involved in budgeting and planning by their respective Service/Command HQrs as per Para 2.5. of Part A of DFPDS-2015.

