

Instruction No. 3 of 2007
Office of the CGDA West Block-V, R.K.Puram, New Delhi-110066
(Pr. IFA Wing)

No. PIFA/MPR/15014

Dated: 09. 03.2007

To

All PCsDA/CsDA/IFAs

Sub: Monthly progress Report for the month of October 2006 to December 2006

Monthly Progress Reports of financial concurrence cases for the months of October 2006 to December 2006 received from all the PCsDA/CsDA/IFAs reveal that the overall percentage of the returned cases is approximately **30%**, which is considered high.


2. Some of the reasons for return of cases may be:

- (a) The necessity for a new type of item proposed is not justified.
- (b) Item not covered under the budget head under which proposed or not covered under the relevant schedule of delegation of financial powers.
- (c) The quantities proposed are not justified with reference to the authorization, scales, present holdings, deficiency and actual requirement etc.
- (d) Inadequate competition, rates being unreasonable, LPP, assessed priced etc not indicated.
- (e) Deficiencies in documentation, certification and tech specs.
- (f) Proposal not processed as per Govt orders/ SOP.

3. In the cases where certain types of shortcomings are recurring in the proposals of particular CFAs, it is requested that immediate steps may be taken to inform the CFAs about the shortcomings and the list of checks to be exercised by them before forwarding the case files to PCsDA/CsDA/IFAs for concurrence to minimize the return of cases and optimize the processing time.

4. Further, Check List to process the financial concurrence cases are available with the PCsDA/CsDA/IFAs. Also there are government orders and SOPs approved by MoD (Fin)/CGDA for most of the proposals covered under the IFA system. Copies of these are available with the PCsDA/CsDA/IFAs. It is requested that copies of the checklists used in PCsDA/CsDA/IFAs may also be provided to the sub offices dealing with the finance work. Action is separately in hand for preparation of standard checklists to process the financial concurrence cases.

5. This issues with the approval of Pr. IFA.


(Varghese Mathew)
Dy.IFA