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“हर काम देश के नाम”

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No.CGDA/Insp.Cell/Domain Expert/2023

Dated: 20 /09/2023

To

All PCsDA/CsDA/PIFAs/IFAs
PCA(Fys) Kolkata

Subject: Inspection of field offices: Composition of inspection teams.

Ref: HQrs letter No.CGDA/Insp.Cell/Domain Expert/2020 & 2022 dated 12.05.2023 & 01.06.2023

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As per the instructions of HQrs office referred to above, Regional/Functional PCDA/CDA and PIFA/IFA offices have been forwarding names of officers in the ranks of SAO/AO/AAO for nomination of the HQrs inspection teams.

2. It has been decided to constitute a fresh panel of officers for nomination as members of the HQrs inspection team based on functional expertise as well knowledge of various Rules , Manuals and Procedures of Government of India/Ministry of Defence besides various Departmental Manuals. It is therefore, directed to furnish the names of officers alongwith the relevant details , as per the prescribed format attached in Annexure 'A' to HQrs office latest by 9th October 2023. Names of officers who are retiring within two years may not be forwarded. The nominated officers will remain in the consideration zone for nomination of HQrs inspection team for a period of one year.

4. It is also intimated that, after nomination for HQrs Inspection duty, references regarding cancellation/exemption request from the officers, will not be considered, except on genuine/medical emergency duly recommended by PCDA/CDA or PIFA/IFA.


(D.K. Gautam)
Senior Accounts Officer (Inspection)

1. Personal details:

Name	:	
Account No	:	
Designation	:	
Present Office/Section serving	:	
Mobile no	:	
NIC email-ID	:	
Date of retirement	:	

2. Functional Expertise

Regional (E section /Store section /M section/GeM Cell/ORs Cell/T section /IFA cell/Accounts/PAO/AOGE/AAOBSSO/LAO Admin(transfer/posting, pay and allowances, TA/DA) etc.	Functional (Pension/Foreign Payment/ Store Section/ M section/ Funds/ UN/ Admin (transfer/posting, pay and allowances, TA/DA etc.)	IFA (Capital/Revenue/Works)

3. Training Courses attended (both Offline/Online):

Conducted by NADFM/OTI/RTC		Conducted by non-DAD institutes (NIFM, ISTM, Capacity Building Commission under iGoT etc.)	
Course Title	Period	Course Title	Period

4. Sound knowledge of important GoI/MoD Manuals/Procedures/Rules (pls tick)

General Financial Rules -17 (with latest amendments)	
Defence Acquisition Procedures (DAP)-2020 with latest amendments	
Defence Procurement Manual (DPM)-2009 with latest amendments	
Manual for Procurement of Goods	
Manual for Procurement of Consultancy & Other Services	
Manual for Procurement of Works	

5. Previous Experience of HQrs Inspection/ Internal Inspection

HQrs Inspection		Internal Inspection	
Office Inspected	Period	Office/section inspected	Period

6. Any other remarks