



सत्यमेव जयते

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**(IFA WING)**

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**Instruction Order No. 9.04 2016**

No. IFA/37

Dated: 15<sup>th</sup> July, 2016

To

All Command IFAs

- Sub: (i) "Online Maintenance of Register of Financial Proposals" in O/o Below the Command Level IFAs, and  
(ii) authentication of the consolidated Monthly Progress in respect of the whole command by the Command IFAs through SIFA system.

- Ref: i) IFA Wing Circular No. 2 dated: 21<sup>st</sup> Mar, 2016  
ii) IFA Wing letter No. IFA/37 dated: 12<sup>th</sup> Apr, 2016

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With reference to the above, it is informed that in the 1<sup>st</sup> Phase, "Online Maintenance of Register of Financial Proposals on SIFA software has been started in all 32 offices of Pr.IFA/Service HQrs and Command IFAs w.e.f 01.04.2016.

2. With regard to implementation of maintenance of "Online Register of Financial Proposals" in Below the Command IFAs in the 2<sup>nd</sup> Phase, the Command IFAs were requested vide IFA wing letter dated 12.04.2016 quoted above to ensure that urgent necessary action is taken towards provisioning and proper functioning of WAN connectivity by June, 2016 in the office of Below the Command level IFAs under their Administrative and Functional Control.

3. However, it is stated that inspite of the instruction issued vide IFA Wing Circular No. 02 dated 21.03.2016 & IFA Wing letter dated 12.04.2016, the status of WAN connectivity in Below the Command Level offices is not satisfactory as out of total 52 Below the Command IFA offices, in only 16 Below the Command IFA offices the WAN connectivity is functional as on date.

4. As confirmed from the EDP Wing the status of functionality of WAN connectivity in Below the Command IFAs under your command is as under:

**Army/Navy/Airforce/Coast Guard**

**Command IFA :**

Sl. No.	Name of the Below the Command Offices	Status of WAN Connectivity

i) As can be observed from the above, out of total \_\_\_\_\_ below the Command IFAs under \_\_\_\_\_ Command, in only \_\_\_\_\_ below the Command IFAs/in none of the below the Comamnd IFAs the WAN connectivity is functional till date.

5. In light of the above, following instructions are issued for kind compliance please:

i) The Command IFAs are fully responsible for ensuring proper functioning of WAN connectivity in the Below the Command level IFAs.

ii) For implementation of "Online Maintenance of Register of Financial Proposals" in their Below the Comamnd IFAs w.e.f 01.09.2016. (*Revised date*)

iii) As IFA Wing is the Administrator to the PIFA/Service HQrs and Command IFAs for functioning of the SIFA software - the Command IFAs will be the Administrator to the Below the Command IFAs under their administrative and functional control.

iv) The Command IFAs will create and allocate USER ID and Password to the Below the Command IFAs under their Jurisdiction.

For creation of USER ID and Password following details may be called for by the Command IFAs from the Below the Command IFAs under their administrative and functional control.

- a) Name of the Office:
- b) Name of the Authorised Person:
- c) Account Number of the Authorised Person:
- d) Tel/Mobile No. of the Authorised person:

\* In the offices of Below the Command IFAs USER ID and Password may preferably be allocated to the Dy.IFA Incharge.

v) After allotment of the USER ID and password by the Command IFA to the below the Command IFAs under their jurisdiction, the SIFA system can be logged in, by below the Command IFAs using the same. The User Manual is available in the system.

vi) Below the Command IFAs will start entering the data in respect of each and every proposal processed in their office correctly and on a day to day basis, before the said file is dispatched from their office.

vii) The <sup>revised</sup> effective date for "Maintenance of Online Register of Financial Proposals" in the Office of Below the Command IFAs is 1<sup>st</sup> Sept. 2016.

viii) At the end of the month, before submitting the report to the Command IFAs, the MPRs of the office of Below the Command IFAs are to be authenticated by the Head of the Below the Command IFAs through the SIFA system.

ix) Finally, the Command IFAs will be responsible for certifying and authenticating the consolidated MPR in respect of their Command as under -

"It is certified that the consolidated MPR for the month of \_\_\_\_\_ contains the MPR data in respect of the Below the Command IFAs i.e \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ (Name of the O/o below the Command IFAs) falling under the Administrative and Functional control of \_\_\_\_\_ (Name of the Command IFA). And that the data included in the consolidated report is complete and correct for generation of MPR in respect of \_\_\_\_\_ (Name of the Command IFA) by IFA Wing of the HQrs Office."

x) The status of WAN connectivity & "Online Maintenance of Register for Financial Proposals" may be intimated in the Quarterly Activity Report by the Command IFAs.

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