

 <p>सत्यमेव जयते</p>	<p>भारत सरकार रक्षा मंत्रालय Government of India Ministry of Defence रक्षा लेखा महानियंत्रक Controller General of Defence Accounts उलान बटार रोड, पालम, दिल्ली छावनी-110010 Ulan Batar Road, Palam, Delhi Cantt - 110010 Ph No. 011 - 25665571, 25665572, FAX No. 011- 25674779. (IFA WING) E-Mail : cgdanewdelhi@nic.in & cgdaifa@gmail.com</p>	 <p>सत्यमेव जयते DEFENCE DEPARTMENT</p>
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CIRCULAR NO-2 of 2015

No. IFA/97

Dated : 02nd Feb 2015

To

All P-IFAs / IFA

Subject: Revised Inspection Questionnaire.

The earlier inspection questionnaire dated 14.07.2011 which was the first attempt of its kind was designed keeping in view the role and functions of the Integrated Finance. The questionnaire covered the issue relating to Administration, Quality Management Review and Compliance mechanism, office automation etc. The purpose of the new system was to internalize inspection itself as a control mechanism and ensure that the officers and staff of IFA are fully involved in the activity of the inspection and know what is expected from them.

This document is not a static document, but would continually evolve with time as we aim towards continual quality improvement. Accordingly, with the gap of time, some changes to the existing system have taken place. Further, based on the feedback received through inspection of IFAs, a need was felt to revise the existing questionnaire. The Draft revised questionnaire was designed and forwarded to the PIFAs/IFAs and concerned Sections of the HQrs office for soliciting their views/comments. Based on the feedback received from all the stakeholders, revised questionnaire has been finalized with the approval of the competent authority and is forwarded for necessary action.

This issues with the approval of Addl CGDA


(V.K. Vijay)
Jt.CGDA (IFA)

PART-I
QUESTIONNAIRE FOR IFA INSPECTION
 (Information to be furnished by the IFA)

1.	Question	Response by PIFA's/ IFA's	Remarks of the HQrs Inspection Team
1	Name & Address of the office, with Telephone/Fax No. (Complete address).		
2	Please indicate status of office accommodation, office furniture, PC & peripherals, internet and availability of basic amenities.		
3	Status of Adm/logistic support provided by the Executive authorities.		
4	Whether annual physical verification of dead stock articles/computers hardware and software is being done regularly? If so indicate the last date of annual stock verification done and also indicate the discrepancy noticed, if any, and action taken thereon?		
5	Status of WAN-connectivity		
6	Whether the IFA module has been implemented in your office. If yes, Indicate the report/return/MIS generated on system.		
7	Indicate:- a) Number of AON/EAC proposals and amount thereof received during the last quarter. b) Out of above, how many were processed on application software. c) Reasons, for not processing all the files on application software (wherever applicable).		

8	Manpower status POST/GRADE HAG/SAG JAG STS/JTS SAO/AO AAO PS/PA/Steno Group C	Auth.	Posted	
9	Details of Dte/Br./Unit/Fmn to whom IFA coverage is provided by your office (Please enclose list separately)	Name of the Br/ level)	CFA(by level)	Unit/Fmn (As per list enclosed)
10	Total number of sub offices which:- (a) Inspection carried out during last one year. (b) Any recurring problem, noticed. (c) What corrective /preventive action has been taken?			
11	Office wise number of observation outstanding as on date..			
12	What steps have been taken to bring improvement in the functioning and efficiency of IFA office?			
13	Whether a structured mechanism has been put in place for IFA-CFA interface. a) Major issues discussed during last two meetings.			
14	Whether manuals/Govt.orders/instructions/SOPs and check lists relevant to your organization are available?			
15	Whether Govt/CGDA/CVC instructions/guidelines regarding processing of procurement proposals are maintained separately and are being discussed in monthly conference and also circulated to lower IFAs (Wherever applicable)			

16	How are Dak/Case files (both inward and outward) being watched?		
17	Indicate: a) Total No. of case files received during the last one year preceding the month of inspection. b) Out of (a) above file cleared within 7 days. c) No. of files cleared with >15 days.. d) Reasons for delay, if any.		
18	Are shadow files being maintained as per instructions issued by HQrs office vide IO No.14 of 2008, letter No.IFA/918-I dated 31.05.10 & Circular No.06 of 2011 dt 06.05.2011.		
19	When was last weeding out of old records done? Is detail of weeded out old records being maintained?		
20	Is receipt of sanction/Supply order with reference to concurrence accorded being monitored and placed in relevant case file.		
21	Whether instructions issued vide CGDA instruction No.3 of 2011 for Delegation of powers to accord concurrence within IFA set-up is being followed. a) No. of cases concurred by Dy.IFA/Jt.IFA/Addl.IFA during last one year. b) No. of cases reviewed by PIFA/IFA c) Any major findings.		

22	Whether Checklist/Check points given in the respective Schedule of IFA Manual and also circulated by Hqrs office, from time to time is being shared with Executive as circulated vide CGDA circular No. 13 of 2014.		
23	Mention amount of imprest and periodicity of recoupment of imprest and Problems faced, if any.		
24	Details of fund allotted/Expdr during the current FY up to the date of inspection.	Contingency	Any other
25	How many training programmes / conferences for the officers/Staff of lower IFAs/Services in your Command were organized during the last three years?	2012: 2013: 2014:	
26	Subject of training and level of participation.		
27	How many disciplinary cases/Court/CAT and AFT cases are pending with oldest date.		
28	Is IFA being involved in preparation of PPPs/Annual Plans?		
29	(a) Whether IFA is involved in the appropriation/re-appropriation of funds allotment position in the organization. (b) How the expenditure against budget allotment is monitored?		
30	Whether provisions of DPM-2009/supplement 2010/GFR-2005/DPP-2013 and other related Govt.orders/instructions regarding in processing of proposals are being adhered to?		
31	Whether availability of items on DGS&D RC is checked while giving AON concurrence.		

32	Whether instruction issued vide CGDA instruction No.2 of 2010 regarding vetting of CST is being adhered to.		
33	Whether rank structure is being adhered while deputing officer for PNC/TPC as per CGDA instruction No.2 of 2009.		
34	Whether the benchmarking is done before opening the commercial bids by the CNC/PNC to determine reasonability of L1 quote and for conducting negotiation?		
35	Whether the UO No. is being allotted while giving EAS concurrence, as per CGDA Instruction order dated 21 December. 2009.		
36	Whether overruling cases are being processed as per CGDA instruction No.3 of 2014.		
37	Whether the proposals related to extension of delivery period (DP) are being initiated before expiry of the original DP as per provisions contained in DPM 2009 . Please also state :- a) No. of cases where DP extension has been processed after completion of original delivery period (Last one year) b) Is validity of PBG covers the extended DP		
38	Whether in option clause/ repeat order cases, it is ensured that: a) The option /repeat order clause has not been exercised as a matter of routine. b) CFA is being determined on the basis of value of original order Qty plus repeat order/option clause Qty. c) PBG is also being obtained for the revised value of the supply order.		

39	<p>Whether in exercising tolerance clause, it is ensured that:-</p> <p>a) It is not exercised as a matter of routine.</p> <p>b) Whether instruction relating tolerance clause issued vide CGDA I.O. No 8 of 2010, is being adhered to.</p>		
40	<p>Whether the Admn. approval by the CFA based on subsequently prepared estimates in respect of works covered under Go Ahead Sanction for urgent works under Para 35 of DWP-2007 has been received within six months after the commencement of works as stipulated in Para.</p>		
41	<p>Whether complaints received, are being recorded in the complaint register. What is the mechanism for monitoring of complaints? How many complaints are pending as on date?</p>		
42	<p>Whether record of Right To Information (RTI) cases is being maintained and replies are being furnished in the stipulated time frame.</p>		
43	<p>Steps taken to promote Hindi in IFA office.</p>		

	SPECIFIC POINTS RELATING TO BORDER ROADS ORGANIZATION		
44	Whether in Agency/Deposit works cases, copy of MOU and cost acceptance letter is being looked into?		
45	Whether credit on account of retrievable materials and stores available from hard rock excavation is being ensured?		
46	Whether the consolidated lists of items/spares/consumables, for which provisioning review is carried out is available in IFA office.		
	REPAIRS & REFITS (NAVY)		
47	Whether the provisions for repairs are made in the original spares contracts.		
48	Whether copies of offloading plans for repairs/refits are available with the IFA office		
49	Whether offloading plans are prepared catering requirement of two to three years and categorized as per provisions of DPM 2009 enumerated in para 14.4.3.		

PART II

POINTS TO BE SEEN BY THE INSPECTION TEAM DURING SAMPLE CHECKING OF CASES

SI No	CHECK POINTS	Remarks for HQrs office Inspection/Review team
1	Prescribed registers, including EDP and for items purchased from DAD Funds are maintained as per provision contained in IFA Manual, OM Part II Vol. I and II and prescribed by HQrs. office vide letter AT/IX/13381/PC-Registers dated 27.12.2005.	
2	Register of financial proposals has been maintained as per CGDA letter IFA/37/PC dated 16.09.2014	
4	Cash Book is being maintained on the prescribed format for the amounts received and spent.	
5	Comment about the coordination with PCDA/CDA and Executives.	
6	Total No. of case studies submitted to HQrs Office during the current calendar year preceding the month of inspection.	
7	Sample the draft supply orders to verify that the same are prepared as per terms & conditions of DPM and terms agreed in CNC/PNC.	
8	Check that copies of all the sanctions issued with the concurrence of IFA /supply order are being received and recorded in the concerned files.	
9	Check and review the system of monitoring of committed liability for the supply orders placed in the previous financial year.	

SI No	CHECK POINTS	Remarks for HQrs office Inspection/Review team
10	<p>Sample some of the case files w.r.t. the following:</p> <p>(a)The proposal is included in the PPP.</p> <p>(b) Statement of case has been prepared giving full details of existing holding, deficiency, replacement, urgency factor, financial implications and distribution of proposed quantity along with list of approved vendors of the particular trade.</p> <p>© Proper market survey has been carried out to avoid cost escalation at the time of procurement.</p> <p>(d) Certificate of availability of funds has been given.</p> <p>(e)Extension of delivery period is not granted as a matter of routine.</p> <p>(f)Procurement of items is authorized under the head in which procurement has been concurred.</p> <p>(g)Vendor is not a general supplier for technical items.</p> <p>(h)Vendor is from the approved list of Vendors or is OEM.</p> <p>(i)In case of change in terms & conditions of the supply orders having financial implications after (j) placement concurrence of IFA has been obtained or not.</p>	
11	<p>The officer Heading the inspection team will record his remarks/comments/views on the overall functioning of IFA and on Admn/logistics support provided by the Executive.</p>	
12	<p>The officer heading the inspection team will call on GOC-in-C/GOC Corps/Area or commandant of the lower formation as applicable, to discuss the functioning of IFA.</p>	