

**Office of the CGDA, West Block-V, R.K.Puram, New Delhi-110605  
Pr. IFA Wing**

**INSTRUCTION NO. 1 OF 2008<sup>1</sup>**

**No. PIFA/11/MoD(Fin.)**

**Dated: 22<sup>nd</sup> Jan. 08**

To

**All PCsDA/CsDA (providing IFA cover)  
All IFAs (By name)**

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**Subject: Piecemeal observations and delay in processing financial concurrence cases.**

During an interactive session held on 25<sup>th</sup> October 07 between Min. of Def. and the Services, chaired by Chief of Army Staff and attended by FA DS, Def. Secretary and other officials of Ministry and Army HQs, it has been pointed out by the MGO that IFAs are "raising observations repeatedly and delaying the process. It was desirable that the IFAs raised all the observation once only. FA DS stated that IFAs are required to work as a team and she would advise them accordingly. Any specific issue could then be brought to her notice. The Def. Secretary endorsed the view point". [Extract of minutes of the interactive session received from MoD (Fin.)].

2. In some cases observations and return of cases are necessitated due to lack of comprehensive and self contained proposals supported with all relevant data. In this context, please refer to this office Instruction No. 3 of 2007 No. PIFA/MPR/15014 dated 9.3.2007 wherein the high percentage (30%) of returned cases was brought to the notice of all IFAs. IFAs were advised to inform the CFAs about the shortcomings in the proposals and the list of checks to be exercised by the executive before forwarding the proposals to PCDA/CDA/IFA for concurrence so as to minimize the return of cases and optimize the processing time. Reference is also invited to the provisions of para 2.14 DPM 2006 wherein processing of procurement activity within the specified time frame has been emphasized.

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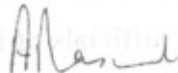
<sup>1</sup> Instruction Nos. 1 to 21 issued in 2007

3. In view of specific directives of MoD (Fin.) as stated above, all IFAs are requested to:


- (i) bring to the notice of the CFAs recurring shortcomings in the proposals.
- (ii) intimate to the CFAs checks which are required to be exercised by the executive while preparing the proposals.
- (iii) to strictly comply with the timeframe as stipulated in para 2.14 of DPM 2006 and Appendix A thereof.

4. Receipt of this communication may please be acknowledged and action taken in this regard may be intimated by return of fax.

Pr.IFA has seen.

  
(Anuradha Prasad)  
Jt.CGDA (IFA)

**Copy to**  
Shri Amit Cowshish  
Addl. FA & JS - for kind information w.r.t.  
Ministry of Defence(Fin.) MoD(Fin.) ID No. 6487/Addl FA (A) dated 26.12.2007.  
South Block, New Delhi-11.

  
(Anuradha Prasad)  
Jt.CGDA (IFA)