

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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(IFA WING)

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Circular No 4 of 2012

IFA/QAR/600

Dated 20/04/2012

To

All PIFAs/Command IFAs

Sub:- Quarterly Activity Report (Revised Format)

Ref:- This HQrs Circular No.1 of 2011 issued vide letter No. IFA/37 dated 09.03.2011.

Please refer HQ office circular No.01 of 2011 dated 09.03.2011 cited above. A format of DO letter for forwarding the Quarterly Activity Report (QAR) to HQ office was circulated under above circular. Further, in the Instruction No.08 of 2011 dated 05.09.2011, it was provided that "PIFA/IFA will submit a quarterly report about inspections carried out and their findings. This report will be part of the existing 'Quarterly Activity Report' being submitted by them to HQ office".

2. Accordingly, the revised format of Quarterly Activity Report (QAR) is enclosed at Annexure 'A' for necessary action.

3. It is also requested to ensure that Quarterly Activity report (QAR) should reach this HQ office by 10th of the month following the quarter.


Sr AO (IFA Wing)

e/c

Format for Quarterly Activity Report

- a) Achievements during the quarter.
- b) Average time taken by IFAs in disposal of proposal/cases.
- c) Major observations/shortcomings/irregularities noticed.
- d) Lacunae in procedure, observed, if any
 - (i) In application of procedure laid down in DPM/DPP
 - (ii) In application of orders related to delegation of financial/administrative powers.
- e) Problems faced in the functional areas.
- f) Case of dissent/overruling by CFA, if any.
- g) Case studies submitted.
- h) Interaction with the executive authorities.
- i) Important points of audit objections including test audit objections & draft para on cases concurred by IFA.
- j) Progress of inspection of sub-offices and their findings.
- k) Outcome of Management Review Committee (MRC) meeting held.
- l) Any other point(s).