



सत्यमेव जयते

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No. IFA/37

Dated: 9 May, 2016

To

All PIFAs/IFAs  
All nominated IFAs  
(Through CGDA Website)

Sub: Online maintenance of Register of Financial Proposals

Ref: IFA Wing letter No. IFA/37 dated: 20<sup>th</sup> Jan, 2016, 21<sup>st</sup> Mar, 2016 and 12<sup>th</sup> Apr, 2016.

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Kindly refer to this HQrs office above cited communication regarding Maintenance of Online Register of Financial Proposals" and subsequent generation of Monthly Progress Report at HQrs office based on the data compiled in the above register **by various PIFA/IFA** offices using SIFA software. However, on analysis of the data entered in the software module for Online Maintenance of Register of Financial Proposals **by PIFAs/IFAs** for the month of April & May 2016, the following has been observed:-

i) Some of the PIFAs/IFAs are not entering the data on day to day basis Some of the O/o PIFAs/IFAs have entered the data pertaining to the whole month on a single day. As a result of which time taken for concurrence of proposals could not be arrived which is a prime indicator for assessing the performance of working of IFA offices in general. All PIFAs/IFAs are, therefore, requested to ensure that the data in respect of Online Maintenance of Registers of Financial Proposals is correctly

entered on day to day basis, **before the files pertaining to the said proposals are dispatched from the office.**

ii) MPRs shows zero opening balance for the month of April 2016 which reveals that outstanding proposals for the previous month (i.e March, 2016) have not been entered in the module.

3. It is, therefore requested that all PIFAs/IFAs may kindly ensure that the data on SIFA software relating to maintenance of online register for financial proposals is correctly entered in the respective fields on day to day basis before dispatch of the said files from the PIFA/IFA office, so that complete & correct MPRs can be generated by IFA wing in HQrs office in respect of all PIFA/IFA offices using SIFA software.

This issues with the approval of Addl.CGDA (Fin).

*Nirupama*  
*9/6/2016*  
(Nirupama)  
Jt.CGDA (Fin)