



“हर काम देश के नाम”

रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

(एकिकृत वित्तीय सलाहकार स्कन्ध) (IFA WING)

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No. IFA/10/Miscellaneous Issues related to PIFAs/IFAs

Date: 29.07.2022

Instruction order No. 08 of 2022

To

All PCDA/CDAs/PIFAs/IFAs
(Through CGDA's website and SIFA)

Subject: Publication of Part-II office order in respect of IFAs (Below SAG level).

Reference: DAD HQrs letter No. AN/III/3096/I/VOL-III dated 12.03.2009, 24.03.2009 and 11.08.2010.

Kindly refer to DAD HQrs letters cited at reference, under which the duties of Proforma controller and Administrative IFA offices were defined.

2. Para 2 of the DAD HQrs letter dated 11.08.2010 DAD may please be referred to under which it is clarified that establishment related work in respect of IFA offices headed by an officer below SAG level is to be carried out by their respective Proforma controllers. Therefore, it is re-iterated that publication of Part II Office order in respect of IFA Office Headed by below SAG Level is to be carried out by the Proforma Controller.


(Nihar Ranjan)
Accounts Officer (IFA)

Office of the CGDA
West Block-V, R.K. Puram, New Delhi-110066

No. AN/III/3096/I/IFA/VOL-III

Dated:-12.03.2009

To,

All PCsDA/PCA (Fys)
 All CsDA/CFAs (Fys)/IFAs

Sub:- Transfer of work related with DAD Estt., in respect of officers and staff of IFAs.

It has been decided by the Competent Authority that the work shown in the enclosed Annexure 'A' in respect of DAD Estt., (officers & staff) of dedicated IFAs will be carried out by the IFA/Proforma Controller as shown against each with immediate effect. However, in the case of nominated IFAs the work will be continued to be managed by the Controllers as here to fore.

2. Please acknowledge receipt.

R. Devaraj
 (Rajalakshmi Devaraj)
 Dy. CGDA (Projects)

Encl.:-As above.


Copy to:-

1. The Pr. IFA (Local).....for information w.r.t. their
 U.O.No.PIFA/DAD/Esst/2009 dated 09.02.2009.

/
 (J.C. Pandey)
 Accounts Officer (AN)

Item Sl.No.	Work (Item wise)	Office headed by SAG Level officer
A	<u>ADMINISTRATION</u>	
(i)	Publication of Part II Office Orders	IFA
(ii)	Issue of Appointment letter	Proforma Controller
(iii)	Transfer Orders/Deputation	Proforma Controller
(iv)	Retention in service 56(J) FR	Proforma Controller
(v)	Opening/Maintenance of Service Books.	Proforma Controller
(vi)	Nominations CGEIS/GPF/Gratuity	Proforma Controller
(vii)	Home Town, Dependency, LTC & HBA	Proforma Controller
(viii)	Hypothecation/Insurance against HBA	Proforma Controller
(ix)	Providing of Service Book extracts Deputations	Proforma Controller
(x)	Promotion, Increments	Proforma Controller
(xi)	Leave Sanctioning	IFA
(xii)	Maintenance of Leave Accounts. Providing of skeltion accounts	Proforma Controller
(xiii)	Annual Confidential Reports (Initiation)/Probation Clearance	IFA
(xiv)	Maintenance of ACR Dosiers	Proforma Controller
(xv)	Conducting DPC upto AAO level.	Proforma Controller
(xvi)	Annual Property Returns	Proforma Controller
(xvii)	Disciplinary Cases Processing.	IFA
(xviii)	Sanction of Contingent Expdr.	IFA
(xix)	Payment, monitoring of Contingent Expenditure	Proforma Controller
(xx)	Projects/Repairs.	Proforma Controller
(xxi)	Issue of Security Passes	IFA
(xxii)	Issue of CGHS Cards	Proforma Controller
(xxiii) (a)	Sanction for purchase of conveyance advance (MC/Scooter, Motor Car including Computer and Cycle advanc) and Festival Advance.	IFA
(xxiii) (b)	Payment for purchase of conveyance advance (MC/Scooter, Motor Car including Computer and Cycle advanc) and Festival Advance.	Proforma Controller
(xxiv)(a)	Sanction of Honoraruam/OTA	IFA
(xxiv)(b)	Payment of Honoraruam/OTA	Proforma Controller
(xxv)	Processing cases for allotment of Govt. Accommodation	Proforma Controller

B	<u>PAY & ALLOWANCES</u>	
(i)	Drawing & Disbursing of Pay & Allowances	Proforma Controller
(ii)	Fixation of Pay & Adjustment of Increments	Proforma Controller
(iii)	Recovery of Advances and Accounting	Proforma Controller
(iv)	Issue of Form 16, Filing of Qtly. Returns of TDS of I.T.	Proforma Controller
(v)	Uploading License Fee	Proforma Controller
(vi)	Reimbursement of TA/Medical Claims/Conveyance	Proforma Controller
(vii)	In service leave encashment	Proforma Controller
(viii)	Sanction of TA/DA/LTC Advances/Conveyance	IFA
((ix)	Payment /Adjustment of TA/DA Advances/LTC Advances	Proforma Controller
(x)	Sanction of GPF Adv/Wdl.	IFA
(xi)	Payment of GPF Adv/Wdl.	Proforma Controller
(xii)	Preparation, Issue & Receipt of LPCs	Proforma Controller
(xiii)	Originating & responding of DID Schedules/MROs (including deputationis)	Proforma Controller
(xiv)	Recoupment of Imprest	Proforma Controller
C	<u>PENSION</u>	
(i)	New Pension Scheme and uploading data	Proforma Controller
(ii)	Preparation, Scrutiny and Processing of Pension Papers	Proforma Controller
(iii)	Processing of Pensionary Benefits (Leave/CGEIS)	Proforma Controller
(iv)	Processing of GPF Final Settlement cases	Proforma Controller
(v)	Issue of Pensioner's Identity Card	Proforma Controller
D	<u>MISC.</u>	
(i)	Rendition of Establishment related reports/ returns and Issue of circulars (except Leave,ACR's etc.,)	Proforma Controller


 जगदीश चन्द्र पाण्डे
 Jagdish Chandra Pandey
 लेखा अधिकारी /Accounts Officer
 O/o the CGDA, R. K. Puram
 New Delhi-110033

**Office of the CGDA, West Block – V,
R. K. Puram, New Delhi - 110066**

No. AN/III/3096/I/IFA/Vol.-III

Dated: - 24 /03/2009

To,

All PCsDA/PCA (Fys)
All CsDA/CsFA (Fys)/IFAs

Subject: - Transfer of work related with DAD Estt., in respect of officers and staff of IFAs.

Reference:- HQrs. office letter even No. Dt.12/03/2009

In continuation to this HQrs. letter quoted under reference regarding work pertain to DAD Estt. (officers & staff) of dedicated IFAs have to be carried out by the IFA/Proforma Controller, as shown against each. The following addition may please be made in the above quoted letter. Other items of work which have not been specifically mentioned by HQrs letter will be carried out by Proforma Controllers' till further orders.

Sl. No.	Work (item wise)	Office under administrative control of SAG
A(XXIII)	Convening of B.O.O. in compassionate appointment cases	Proforma Controller
A(XXIV)	Granting permission under CCS (Conduct) Rules	IFA

Please acknowledge receipt.

Rajalakshmi
(Rajalakshmi Devaraj)
Dy. CGDA (Projects)

Copy to: -

1. Pr. IFA (Local)
2. Admin -IV Section (Local)
3. AT-Coord Section (Local)
4. EDP Center, EDP Cell (Local)

:- For information.
A Copy of the letter under reference is enclosed herewith for information & necessary action please.

Sa/-
(J. C. Pandey)
Accounts Officer (AN)

51758/2022/IFA

No. A/III/3096/I/IFA/Vol-III
Office of the CGDA,
Ulan Batar Road, Palam
Delhi Cantt - 110 010.

Date : 11/08/2010

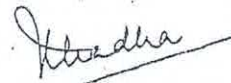
All PCsDA/PIFAs/PCFA (Fys)
All CsDA/CsFA/IFAs

b :- Allocation of DAD Estt. related work between IFAs headed by officers below SAG level and their respective proforma controllers.

A reference has been received from one of the Principal Controllers' office regarding allocation of DAD establishment related work between the IFAs and proforma controllers, where the IFA office is headed by an officer below SAG level.

The matter has been examined in the HQrs office and it has been decided by the competent authority that the DAD establishment related work in respect of IFAs headed by an officer below SAG level is to be carried out by their respective proforma controllers.

However, the directions contained in HQrs letter No. AN/III/3096/I/IFA/Vol-III dated 12.3.2009 relating to transfer of work in respect of IFAs headed by the SAG level will remain unchanged.



(Rajesh Chadha)
ACGDA (SAS)

P/32
27/11/2010

Item No.	Sl.	Work(Item Wise)	IFA Office Headed by SAG Level officer	IFA Office Headed by Officer below SAG level
A		ADMINISTRATION		Proforma Controller
(i)		Publication of Part II Office order	IFA	Proforma Controller
(ii)		Issue of Appointment Letter	Proforma Controller	Proforma Controller
(iii)		Transfer Orders/Deputatuion	Proforma Controller	Proforma Controller
(iv)		Retention in Service 56(J) FR	Proforma Controller	Proforma Controller
(v)		Opening/Maintenance of Service books	Proforma Controller	Proforma Controller
(vi)		Nomoinations CGEIS/GPF/Gratuity	Proforma Controller	Proforma Controller
(vii)		Home Town,Dependency,LTC & HBA	Proforma Controller	Proforma Controller
(viii)		Hypothetication/insurance against HBA	Proforma Controller	Proforma Controller
(ix)		Providing of Service Book extracts	Proforma Controller	Proforma Controller
		Deputations	Proforma Controller	Proforma Controller
(x)		Promotions,increments	Proforma Controller	Proforma Controller
(xi)		Leave Sanctioning	IFA	IFA / C.F.A.
(xii)		Maintenance of Leave Accounts,Providing of skelton accounts	Proforma Controller	Proforma Controller
(xiii)		Annual confidential reports(initiation)/Probation clearance	IFA	IFA /Proforma Controller
**				
(xiv)		Maintenance of ACR Dosiers	Proforma Controller	Proforma Controller
(xv)		Conducting DPC upto AAO Level	Proforma Controller	Proforma Controller
(xvi)		Annual Property Return	Proforma Controller	Proforma Controller
(xvii)		Disciplinary Cases Processing	IFA	IFA / Command I.F
(xviii)		Sanction of Contingent Expdr	IFA	IFA / Command I.F
(xix)		Payment,Monitoring of Contingent Expdr	Proforma Controller	Proforma Controller
(xx)		Projects/Repairs	Proforma Controller	Proforma Controller
(xxi)		Issue of Security Passes ^{Dependency} _{Card}	IFA	IFA /Proforma Controller
xxii		Issue of CGHS Cards	Proforma Controller	Proforma Controller
**				
A (xxiii)	*	Convening of B.O.O. in compassionate appointment cases	Proforma Controller	Proforma Controller
A(xxiv)	*	Granting permission under CCS (Conduct) Rules	IFA	Proforma Controller
(xxiii) (a)		Sanction for purchase of Conveyance advance(MC/Scooter,Motor Car including Computer and cycle advance) and festival advance.	IFA	Proforma Controller
(xxiii) (b)		Payment for purchase of Conveyance advance(MC/Scooter,Motor Car including Computer and cycle advance) and festival advance.	Proforma Controller	Proforma Controller
(xxiv) (a)		Sanction of Honorarium /OTA	IFA	Proforma Controller
(xxiv) (b)		Payment of Honorarium /OTA	Proforma Controller	Proforma Controller
(xxv)	**	Processing cases for allotment of Govt. Accommodation.	Proforma Controller	Proforma Controller