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NO: IFA/203/AF

Circular No: 04

Dated: 18/02/2015.

To

All P-IFAs/IFAs

Subject: Temporary Duty moves and Leave of IFAs below Command Level.

It has been brought out during various Conferences and IFA-CFA meetings that IFAs below Command level are not giving prior intimation of leave/TD move to their respective CFAs, which is affecting the day to day functioning of the office.

2. In this context, attention is drawn to Para iv (b) of this HQrs letter No: PIFA/IFA Coverage Vol-III dated 01/05/2009 wherein it has been clearly mentioned that all IFAs [STS/JTS level] will give prior intimation of leave/absence on tour etc to their Command IFAs and the Controller under whom the link officer is serving and the major CFAs.

3. It is therefore enjoined upon all IFAs that intimation of leave in respect of dedicated IFAs below Command level IFAs may be communicated in advance to their respective CFAs in order to ensure smoothing functioning of procurement process at unit level.

This issues with the approval of Addl. CGDA [IFA].

[V K Vijay]
Jt. CGDA [IFA]