

भारत सरकार
Government of India
रक्षा मंत्रालय
Ministry of Defence
रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
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No. IFA/600/QAR

Dated: 20 Jan.2016

To

PIFAs/IFAs
PCsDA/CsDA
(Nominated IFAs)

Subject: Revised instructions relating to furnishing of Quarterly Activity Reports

In light of Para 304 (iv) of CGDA Procedure Manual 2014, presently Quarterly Activity Reports are being furnished in narrative form by all PIFAs/IFAs (SAG level & above) demi-officially addressed to CGDA and by all other IFAs below SAG level addressed to Jt.CGDA (IFA).

2. A review of the Quarterly Activity Reports submitted by all PIFAs/IFAs including PCsDA, CsDA functioning as the Nominated IFAs to Hqrs office was carried out. The QARs received from the below Command level IFAs were analysed and it was found that no major issues requiring intervention of Hqrs are being brought out by the lower IFAs. Since no valuable inputs are being received in QARs received from below command level IFAs, it has been decided with the approval of the Competent Authority that henceforth **furnishing of QARs by the below Command level IFAs to Jt.CGDA (IFA) may be discontinued.**

3. The Quarterly Activity Reports will be furnished in the revised format enclosed as Annexure to this letter w.e.f the Quarterly Activity Report for QE March 2016.

PTO

4. The following procedure will be adopted for furnishing of QARs to Hqrs.office.

i) Furnishing of QARs by below Command level IFAs/Nominated IFAs:

In modification of the procedure laid down in Para 304 (iv) of CGDA Procedure Manual-2014, it has been decided with the approval of the Competent Authority that furnishing of QARs by the below command level IFAs to Jt.CGDA (IFA) at Hqrs office may be discontinued.

Henceforth, the QARs will be furnished by the below Command level IFAs/Nominated IFAs to Command level IFAs/PCsDA/CsDA office before 7th of the month following the quarter.

ii) Furnishing of QARs by Command level IFAs/IFA Coastguard/PCsDA/CsDA (Having Sub offices under them)

Command IFAs/IFA Coastguard/PCsDA/CsDA will furnish one Quarterly Activity Report demi-officially to the CGDA pertaining to the whole command by 10th of the month following the quarter. Relevant important issues which the Command IFAs consider worth bringing into the notice of the CGDA may be incorporated in one consolidated QAR furnished in respect of the whole Command.

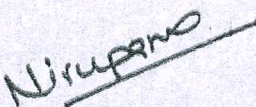
iii): Submission of QARs by following offices (Not having any sub offices under them):

- i. PIFA (Army-M)
- ii) PIFA (Army-O)
- iii) PIFA (NHQ)
- iv) PIFA (Air HQ)
- v) PIFA (IDS)
- vi) IFA DGAFMS
- vii) IFA-Q Army
- viii) IFA (BR)
- ix) IFA (Sea Bird)
- x) IFA (P-75 & P -Varsha)
- xi) IFA (MAP)
- xii) IFA (Capital- Army)
- xiii) IFA (Capital (Navy)
- xiv) IFA Capital (Air)
- xv) IFA (R&D)

These PIFAs/IFAs will continue to furnish QARs demi-officially addressed to the CGDA on the revised proforma.

5. The new procedure will be implemented w.e.f Quarterly Activity Report for QE March 2016. The first QAR for Quarter Ending March 2016 may be submitted to this Hqrs. by 10.04.2016 positively.

6. Please acknowledge receipt.


(Nirupama)
Jt.CGDA (IFA)

Annexure 'A'

Revised Format for Quarterly Activity Report

1. Status of monitoring of ARPP.
2. Status of Monthly Reports from field IFAs.
3. Status of implementation of e-procurement
4. Status of implementation of e-concurrence.
5. Involvement of IFAs in Budget Monitoring
6. Achievement during the quarter.
7. Average time taken by IFAs in disposal of proposals/cases.
8. Major observations/shortcomings/irregularities noticed.
9. 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
10. Problems faced in the functional area.
11. Case of dissent/overruling by CFA, if any.
12. Case studies submitted.
13. Interaction with the executive authorities.
14. Important points of audit objections including test audit objections and draft para on cases concurred by IFA.
15. Status of QAR from below command level IFA/nominated IFAs.
16. Progress of Inspection of sub-offices and their findings.
17. (i) No. of cases concurred by Addl IFA/Jt IFA/Dy IFA

	No. of Cases	Amount
AON Cases		
FC Cases		

- (ii) No. of cases reviewed by IFA out of (i) the above.
- (iii) Outcome of Review of above cases.
18. Any other point (s).