



भारत सरकार
Government of India
रक्षा मंत्रालय
Ministry of Defence
रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
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No. IFA/37

Dated: 18 Jan. 2016

To

All PIFAs/IFAs
PCsDA/CsDA
(Nominated IFAs)

Subject: Revised instructions relating to submission of MPRs.

A review of the Monthly Progress Reports submitted by all PIFAs/IFAs including PCsDA, CsDA functioning as the Nominated IFAs to Hqrs office was carried out. At present the MPRs are forwarded by all IFAs to Hqrs office. While examining the relevance of the submission of MPR, it has been noticed that in light of PIFA Wing letter Reference No.PIFAs/IFA coverage Vol.III dated 1.5.2009, all IFAs including controller's offices/Sub Offices performing IFA function were to send Monthly Progress Reports to the Hqrs office. Copies of the MPRs were also to be sent to the concerned Command IFAs to enable collation of data pertaining to the entire command by the Command IFA concerned.

2. In view of the above letter, it has been decided with the approval of the Competent Authority that henceforth the Monthly Progress Reports will be submitted on the revised Proforma enclosed as Annexure to this letter w.e.f next FY 2016-17.

3. Following procedure will be adopted while submission of MPRs to IFA Wing Hqrs office.

(i) Submission of MPRs by below Command level IFAs/Nominated IFAs:

In modification of this Hqrs letter No PIFAs/IFAs coverage Vol.III dated 1.5.2009 and IFA/37 dated 09.03.2011 it has been decided that **forwarding of MPRs by the below Command level IFAs to Hqrs office may be discontinued.**

P.T.O.

Henceforth, the MPRs, will be forwarded by the below Command level IFA/Nominated IFAs to the Command IFAs/PCsDA/CsDA office by 7th of the following month.

(ii) Submission of MPRs by Command level IFAs/IFA Coastguard, PCsDA/CsDA (Having sub offices under them)

Command IFAs/PCsDA/CsDA will collate the MPRs received from all below Command level IFAs/Nominated IFAs pertaining to the whole Command and forward one consolidated MPR for the Command to Hqrs office by 10th of the following month.

(iii): Submission of MPRs 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 Force)
- xv) IFA (R&D)

These PIFAs/IFAs will continue to submit the MPR to the Hqrs office on the revised proforma.

4. The new procedure will be implemented w.e.f. FY 2016-17. The first MPR for the month of April 2016 may be submitted to this Hqrs by 10.05.2016 positively.

5. Please acknowledge receipt.

Nirupama
(Nirupama)
Jt.CGDA (IFA)

✓ Copy to:-
EDP Section(Local)

---- For uploading the same on CGDA website.

[Signature]
Sr.A.O.
(IFA Wing)

Part A/1 - Monthly Progress Report for AON/Qty vetting and RFP/TE vetting -- ARMY

SI No.	Minor Head	Number of cases/proposals							Time taken for analysis of concurred cases [Col No 7]		Amount Proposed (in lacs)	Amount Concurred (in lacs)	Economy Achieved (in lacs)
		Opening Balance	Receipt	Total	Concurred	Returned	Closing Balance	Oldest date	Within 7 days	Beyond 7 days			
									10	11			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<u>REVENUE</u>												
1.	105 (CHT)												
2.	106 (MF)												
3.	107 (ECHS)												
4.	110-A(ASC)												
5.	110-C (ACSFP)												
6.	110-C (Ord)												
7.	110-D (Med)												
8.	110-E(Engr)												
9.	110-H (IT)												
10.	110 - I (R&D)												
11.	111 (Works)												
12.	112 (RR)												
13.	800 (TAG)												
14.	800 (SAG)												
15.	800 (Others)												
16.	Others												
	<u>CAPITAL</u>												
17.	Works												
18.	Others												
	Total												

Note : Cases processed under Revenue route and booked to Capital to be reflected against SI No. 18.

Part:A/2 - Monthly Progress Report for Financial Concurrence – ARMY

SI No.	Minor Head	Number of cases/proposals							Time taken for analysis of concurred cases [Col No 7]		Amount Proposed (in lacs)	Amount Concurred (in lacs)	Savings (in lacs)
		Opening Balance	Receipt	Total	Concurred	Returned	Closing Balance	Oldest date	Within 7 days	Beyond 7 days			
									10	11			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	REVENUE												
1.	105 (CHT)												
2.	106 (MF)												
3.	107 (ECHS)												
4.	110-A(ASC)												
5.	110-C (ACSFP)												
6.	110-C (Ord)												
7.	110-D (Med)												
8.	110-E(Engr)												
9.	110-H (IT)												
10.	110 - I (R&D)												
11.	111 (Works)												
12.	112 (RR)												
13.	800 (TAG)												
14.	800 (SAG)												
15.	800 (Others)												
16.	Others												
	CAPITAL												
17.	Works												
18.	Others												
	Total												

Note : Cases processed under Revenue route and booked to Capital to be reflected against SI No. 18.

Part:-A/3 Status of Returned Cases

Number of AON cases returned						Number of FC cases returned					
Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times	Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times
	REVENUE						REVENUE				
1	105 (CHT)					1	105 (CHT)				
2	106 (MF)					2	106 (MF)				
3	107 (ECHS)					3	107 (ECHS)				
4	110-A(ASC)					4	110-A(ASC)				
5	110-C (ACSFP)					5	110-C (ACSFP)				
6	110-C (Ord)					6	110-C (Ord)				
7	110-D (Med)					7	110-D (Med)				
8	110-E(Engr)					8	110-E(Engr)				
9	110-H (IT)					9	110-H (IT)				
10	110 - I (R&D)					10	110 - I (R&D)				
11	111 (Works)					11	111 (Works)				
12	112 (RR)					12	112 (RR)				
13	800 (TAG)					13	800 (TAG)				
14	800 (SAG)					14	800 (SAG)				
15	800(Others)					15	800(Others)				
16	Others					16	Others				
	CAPITAL						CAPITAL				
17	Works					17	Works				
18	Others					18	Others				
	Total						Total				

Note:- The total of return cases should tally with Column No. 07 of A/1 and A/2

Part-A/4: TPC/PNC

Sl No.	Level of Participation	No. of TPC/PNC attended during the month
1	PIFA/IFA	
2	Addl/Jt. IFA	
3	Sr Dy/ Dy IFA	

Part: B/1 - Monthly Progress Report for AON/Qty vetting and RFP/TE vetting – AIR FORCE

SI No.	Minor Head	Number of cases/proposals							Time taken for analysis of concurred cases [Col No 7]		Amount Proposed (in lacs)	Amount Concurred (in lacs)	Economy Achieved (in lacs)
		Opening Balance	Receipt	Total	Concurred	Returned	Closing Balance	Oldest date	Within 7 days	Beyond 7 days			
									10	11			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	REVENUE												
1.	105 (CHT)												
2.	110-A (Air frames)												
3.	110-B (Aviation)												
4.	110-C (MT)												
5.	110-D (provisions)												
6.	110-E (Coal & fire)												
7.	110-F (POL)												
8.	110-G (Ord)												
9.	110 - H (Clothing)												
10.	110-I (Med)												
11.	110-J (Other Misc)												
12.	110-K (R&D)												
13.	110-L (I.T)												
14.	111 (Works)												
15.	800 (Misc)												
16.	Others												
	CAPITAL												
17.	Works												
18.	Others												
	Total												

Note : Cases processed under Revenue route and booked to Capital to be reflected against SI No. 18.

Part: B/2 - Monthly Progress Report for Financial Concurrence – AIR FORCE

SI No.	Minor Head	Number of cases/proposals							Time taken for analysis of concurred cases [Col No 7]		Amount Proposed (in lacs)	Amount Concurred (in lacs)	Savings (in lacs)
		Opening Balance	Receipt	Total	Concurred	Returned	Closing Balance	Oldest date	Within 7 days	Beyond 7 days			
									10	11			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	REVENUE												
1.	105 (CHT)												
2.	110-A (Air frames)												
3.	110-B (Aviation)												
4.	110-C (MT)												
5.	110-D (provisions)												
6.	110-E (Coal & fire)												
7.	110-F (POL)												
8.	110-G (Ord)												
9.	110 – H (Clothing)												
10.	110-I (Med)												
11.	110-J (Other Misc)												
12.	110-K (R&D)												
13.	110-L (I.T)												
14.	111 (Works)												
15.	800 (Misc)												
16.	Others												
	CAPITAL												
17.	Works												
18.	Others												
	Total												

Note : Cases processed under Revenue route and booked to Capital to be reflected against SI No. 18.

Part:-B/3 Status of Returned Cases

Number of AON cases returned						Number of FC cases returned					
Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times	Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times
	REVENUE						REVENUE				
1	105 (CHT)					1	105 (CHT)				
2	106 (MF)					2	106 (MF)				
3	107 (ECHS)					3	107 (ECHS)				
4	110-A(ASC)					4	110-A(ASC)				
5	110-C (ACSFP)					5	110-C (ACSFP)				
6	110-C (Ord)					6	110-C (Ord)				
7	110-D (Med)					7	110-D (Med)				
8	110-E(Engr)					8	110-E(Engr)				
9	110-H (IT)					9	110-H (IT)				
10	110 - I (R&D)					10	110 - I (R&D)				
11	111 (Works)					11	111 (Works)				
12	112 (RR)					12	112 (RR)				
13	800 (TAG)					13	800 (TAG)				
14	800 (SAG)					14	800 (SAG)				
15	800(Others)					15	800(Others)				
16	Others					16	Others				
	CAPITAL						CAPITAL				
17	Works					17	Works				
18	Others					18	Others				
	Total						Total				

Note:- The total of return cases should tally with Column No. 07 of A/1 and A/2

Part-B/4: TPC/PNC

Sl No.	Level of Participation	No. of TPC/PNC attended during the month
1	PIFA/IFA	
2	Addl/Jt. IFA	
3	Sr Dy/ Dy IFA	

Part:C/1- Monthly Progress Report for AON/Qty Vetting and RFP/TE Vetting --NAVY

SI No.	Minor Head	Number of cases/ proposals							Time taken analysis for concurred cases (Col No. 7)		Amount Proposed (in lacs)	Amount Concurred (in lacs)	Economy achieved (in lacs)
		Opening Balance	Receipt	Total	Concurred	returned	Closing Balance	Oldest date	Within 7 days	Beyond 7 days			
									10	11			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<u>REVENUE</u>												
1.	105 (CHT)												
2.	106 (Repairs & Refits)												
3.	110-A (Naval tore)												
4.	110-B (provision)												
5.	110-C (POL- MT)												
6.	110-D (Coal& fire)												
7.	110-E (Oil &fuel)												
8.	110-F (Armament)												
9.	110-G (clo)												
10.	110 - H (med)												
11.	110-I (GS Veh)												
12.	110-J (spare parts)												
13.	110-K (weapon)												
14.	110-L (Lab)												
15.	110-M (Aviation)												
16.	110-O (I.T)												
17.	111 - Works												
18.	112- Joint Staff												
19.	800 (Misc)												
20.	Others												
	<u>CAPITAL</u>												
21.	Works												
22.	Others												
	Total												

Note : Cases processed under Revenue route and booked to Capital to be reflected against SI No. 22.

Part:C/2- Monthly Progress Report for Financial Concurrence --NAVY

SI No.	Minor Head	Number of cases/ proposals							Time taken analysis for concurred cases (Col No. 7)		Amount Proposed (in lacs)	Amount Concurred (in lacs)	Savings (in lacs)
		Opening Balance	Receipt	Total	Concurred	returned	Closing Balance	Oldest date	Within 7 days	Beyond 7 days			
									10	11			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<u>REVENUE</u>												
23.	105 (CHT)												
24.	106 (Repairs & Refits)												
25.	110-A (Naval tore)												
26.	110-B (provision)												
27.	110-C (POL- MT)												
28.	110-D (Coal& fire)												
29.	110-E (Oil & fuel)												
30.	110-F (Armament)												
31.	110-G (clo)												
32.	110 - H (med)												
33.	110-I (GS Veh)												
34.	110-J (spare parts)												
35.	110-K (weapon)												
36.	110-L (Lab)												
37.	110-M (Aviation)												
38.	110-O (I.T)												
39.	111 - Works												
40.	112- Joint Staff												
41.	800 (Misc)												
42.	Others												
	<u>CAPITAL</u>												
43.	Works												
44.	Others												
	Total												

Note : Cases processed under Revenue route and booked to Capital to be reflected against SI No. 22.

Part:-C/3 Status of Returned Cases

Number of AON cases returned					Number of FC cases returned						
Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times	Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times
	REVENUE						REVENUE				
1	105 (CHT)					1	105 (CHT)				
2	106 (MF)					2	106 (MF)				
3	107 (ECHS)					3	107 (ECHS)				
4	110-A(ASC)					4	110-A(ASC)				
5	110-C (ACSF)					5	110-C (ACSF)				
6	110-C (Ord)					6	110-C (Ord)				
7	110-D (Med)					7	110-D (Med)				
8	110-E(Engr)					8	110-E(Engr)				
9	110-H (IT)					9	110-H (IT)				
10	110 - I (R&D)					10	110 - I (R&D)				
11	111 (Works)					11	111 (Works)				
12	112 (RR)					12	112 (RR)				
13	800 (TAG)					13	800 (TAG)				
14	800 (SAG)					14	800 (SAG)				
15	800(Others)					15	800(Others)				
16	Others					16	Others				
	CAPITAL						CAPITAL				
17	Works					17	Works				
18	Others					18	Others				
	Total						Total				

Note:- The total of return cases should tally with Column No. 07 of A/1 and A/2

Part-C/4: TPC/PNC

Sl No.	Level of Participation	No. of TPC/PNC attended during the month
1	PIFA/IFA	
2	Add/Jt. IFA	
3	Sr Dy/ Dy IFA	

Part:-D/3 Status of Returned Cases

Number of AON cases returned					Number of FC cases returned						
Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times	Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times
	REVENUE						REVENUE				
1	105 (CHT)					1	105 (CHT)				
2	106 (MF)					2	106 (MF)				
3	107 (ECHS)					3	107 (ECHS)				
4	110-A(ASC)					4	110-A(ASC)				
5	110-C (ACSFP)					5	110-C (ACSFP)				
6	110-C (Ord)					6	110-C (Ord)				
7	110-D (Med)					7	110-D (Med)				
8	110-E(Engr)					8	110-E(Engr)				
9	110-H (IT)					9	110-H (IT)				
10	110 - I (R&D)					10	110 - I (R&D)				
11	111 (Works)					11	111 (Works)				
12	112 (RR)					12	112 (RR)				
13	800 (TAG)					13	800 (TAG)				
14	800 (SAG)					14	800 (SAG)				
15	800(Others)					15	800(Others)				
16	Others					16	Others				
	CAPITAL						CAPITAL				
17	Works					17	Works				
18	Others					18	Others				
	Total						Total				

Note:- The total of return cases should tally with Column No. 07 of A/1 and A/2

Part-D/4: TPC/PNC

Sl No.	Level of Participation	No. of TPC/PNC attended during the month
1	PIFA/IFA	
2	Add/Jt. IFA	
3	Sr Dy/ Dy IFA	

Part:-E/3 Status of Returned Cases

Number of AON cases returned						Number of FC cases returned					
SI. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times	SI. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times
	REVENUE						REVENUE				
1	105 (CHT)					1	105 (CHT)				
2	106 (MF)					2	106 (MF)				
3	107 (ECHS)					3	107 (ECHS)				
4	110-A(ASC)					4	110-A(ASC)				
5	110-C (ACSFP)					5	110-C (ACSFP)				
6	110-C (Ord)					6	110-C (Ord)				
7	110-D (Med)					7	110-D (Med)				
8	110-E(Engr)					8	110-E(Engr)				
9	110-H (IT)					9	110-H (IT)				
10	110 - I (R&D)					10	110 - I (R&D)				
11	111 (Works)					11	111 (Works)				
12	112 (RR)					12	112 (RR)				
13	800 (TAG)					13	800 (TAG)				
14	800 (SAG)					14	800 (SAG)				
15	800(Others)					15	800(Others)				
16	Others					16	Others				
	CAPITAL						CAPITAL				
17	Works					17	Works				
18	Others					18	Others				
	Total						Total				

Note:- The total of return cases should tally with Column No. 07 of A/1 and A/2

Part-E/4: TPC/PNC

SI No.	Level of Participation	No. of TPC/PNC attended during the month
1	PIFA/IFA	
2	Addl/Jt. IFA	
3	Sr Dy/ Dy IFA	

Part F/1 – Monthly Progress Report for AON/Qty vetting and RFP/TE vetting – Coast Guard

SI No.	Minor/Detailed Head	Number of cases/ proposals							Time taken for analysis of concurred cases [Col.No.7]		Amount Proposed (in lacs)	Amount Concurred (in lacs)	Economy achieved (in lacs)	
		Opening Balance	Receipt	Total	Returned	Concurred	Closing Balance	Oldest date	Within 7 days	Beyond 7 days				
														3
	REVENUE													
1	041/06 (Office Expenses)													
2	041/09 (Material & Supplies)													
3	041/10 (POL)													
4	041/11 (Advt & Publicity)													
5	041/12 (Minor Works)													
6	041/13 (Professional Services)													
7	041/14 (Machinery & Eqpt)													
8	041/22 (IT)													
9	Others													
	CAPITAL													
10	Works													
11	Others													
	Total													

Note : Cases processed under Revenue route and booked to Capital to be reflected against SI No. 11.

Part : F/2 – Monthly Progress Report for Financial Concurrence – Coast Guard

SI No.	Minor/Detailed Head	Number of cases/ proposals							Time taken for analysis of concurred cases [Col.No.7]		Amount Proposed (in lacs)	Amount Concurred (in lacs)	Savings (in lacs)
		Opening Balance	Receipt	Total	Concurred	returned	Closing Balance	Oldest date	Within 7 days	Beyond 7 days			
									10	11			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<u>REVENUE</u>												
1	041/06 (Office Expenses)												
2	041/09 (Material & Supplies)												
3	041/10 (POL)												
4	041/11 (Advt & Publicity)												
5	041/12 (Minor Works)												
6	041/13 (Professional Services)												
7	041/14 (Machinery & Eqpt)												
8	041/22 (IT)												
9	Others												
	<u>CAPITAL</u>												
10	Works												
11	Others												
	Total												

Note : Cases processed under Revenue route and booked to Capital to be reflected against SI No. 11.

Part:-F/3 Status of Returned Cases

Number of AON cases returned						Number of FC cases returned					
Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times	Sl. No.	Miner Head	1 st Round	2 nd Round	More than 2 times	Remarks in case of return of more than 2 times
	REVENUE						REVENUE				
1	105 (CHT)					1	105 (CHT)				
2	106 (MF)					2	106 (MF)				
3	107 (ECHS)					3	107 (ECHS)				
4	110-A(ASC)					4	110-A(ASC)				
5	110-C (ACSFP)					5	110-C (ACSFP)				
6	110-C (Ord)					6	110-C (Ord)				
7	110-D (Med)					7	110-D (Med)				
8	110-E(Engr)					8	110-E(Engr)				
9	110-H (IT)					9	110-H (IT)				
10	110 - I (R&D)					10	110 - I (R&D)				
11	111 (Works)					11	111 (Works)				
12	112 (RR)					12	112 (RR)				
13	800 (TAG)					13	800 (TAG)				
14	800 (SAG)					14	800 (SAG)				
15	800(Others)					15	800(Others)				
16	Others					16	Others				
	CAPITAL						CAPITAL				
17	Works					17	Works				
18	Others					18	Others				
	Total						Total				

Note:- The total of return cases should tally with Column No. 07 of A/1 and A/2

Part-F/4: TPC/PNC

Sl No.	Level of Participation	No. of TPC/PNC attended during the month
1	PIFA/IFA	
2	Addl/Jt. IFA	
3	Sr Dy/ Dy IFA	