



IFA Instruction No. 05 of 2016

No. IFA/3

Dated. 03.03.2016

To

All PIFAs/IFAs/CsDA holding charge of IFA
(Dedicated and Nominated)

Subject: **Command and Control IFA System – Link Officers Arrangement**

Ref: **This Hqrs Circular No. IFA Instruction No.4 of 2010 and Circular No. 7 of 2012**

During CAS-IFA interface meeting held at Air Headquarters on 12.02.2016, following two issues were brought out by the Executive Authorities:-

1 (i) The Executive authorities raised the issue that while proceeding on leave/TD etc. prior intimation is not being given by the PIFA/IFAs to their CFAs (i.e. leave sanctioning authorities) with regard to the details of the officers who will look after the work in the absence of the regular incumbent under the leave chain arrangement.

(ii) Further, the executives also brought out that as the CFAs are not aware of link officer arrangements they are not in a position to directly contact the link officers for handling the work in the absence of regular PIFAs/IFAs. Due to the above, great difficulties are being experienced by the executives in processing, clearance of the financial proposals particularly those which are of urgent nature.

2. The above issues have been examined and it is stated that instructions relating to leave chain arrangements circulated vide Hqrs.office letter No. PIFA/IFA Coverage Vol III dated 01.05.2009 stipulates that **“All IFAs including nominated IFA in sub Office of Controller will give prior intimation of leave/absence on tour etc. to the Command IFA and in case nominated IFAs to their Administrative Controller and controller under whom the link officer is serving and the Major CFAs”** . It transpires that in some PIFA/IFA offices the above instruction are not being complied with.

3. To have a better coordination between CFA and IFA and to avoid hampering of work in the PIFA/IFA offices during any kind absence of the PIFAs/IFAs on account of being on leave/TD etc, it has been decided that:-

- i. Instructions earlier issued vide Hqrs letter reference No. PIFA/IFA Wing/IFA Coverage Vol.III dated 01.05.2009, mentioned in Para 2 above **may kindly be complied and ensured please.**
- ii. Copies of the instructions relating to the existing link arrangement circulated by the Hqrs office vide Instruction No. 4 of 2010 for PIFAs/IFAs and for below command level IFAs vide circular No. 7 of 2012 may kindly be got forwarded to all your CFAs.
- iii. While applying for leave for sanction of the CFA, PIFAs/IFAs may invariably mention the name of the link officer who will look after the work in their absence on account of leave/TD etc.

Nirupama

**(Nirupama)
Jt.CGDA (Finance)**

Copy to:-

1.ACAS (Fin-P), Dte of Fin.Plg Vayu Bhawan New Delhi	For information please with reference to the deliberations in CAS-IFA interface held on 12.02.2016 in the Air Headquarter, New Delhi
2.ADGFP,AHQ, South Block, New Delhi	
3.ACNS (P&P),Naval HQ, South Block, New Delhi	
4.ACIDS (FP), HQ CIDS, South Block, New Delhi	
5.DDG, Coast Guard, CG HQ, New Delhi	

V. Mani

**(V. Mani)
Asstt.CGDA (Finance)**