



**Instruction Order No. 06 of 2016**

No.IFA/10/Gen

Dated: 16 March 2016

To

All Command IFAs  
All PCsDA/CsDA (Having Nominated IFAs under them)

**Subject: Delay in Processing of Financial Proposals by below Command level IFAs.**

Attention is invited to Hqrs office letter No. PIFA/IFA coverage Vol.III dated 01.05.2009 which interalia stipulates that below Command level IFAs are under the Administrative and Functional control of the Command IFAs.

2. While discharging the above functions, Command IFAs are responsible to ensure smooth functioning of their subordinate IFAs. Command IFAs are also to ensure that their subordinate offices are discharging their functions promptly and efficiently as per laid down procedure.

3. Some instances of delay in concurrence of financial proposals at the level of below the command level IFAs have been brought to the notice of this Hqrs by the Command IFAs during preclude meeting of Command IFAs(Air force) held in the Hqrs office on 11.02:2016. The issue has been examined in this Hqrs office and it has been decided that to overcome such eventualities and to ensure timely processing of the financial proposals by the below Command level IFAs, the following guidelines may be followed with by the Command Level IFAs.

(i) Whenever the Command IFAs feel that the proposals are being delayed by any particular below the Command IFA under their administrative control, the reasons thereof may be identified and timely clearance of the proposals by below the Command level IFA may be ensured.

(ii) However, if the delay still persists and below the Command level IFA does not give positive response, the Command IFAs, may call for such files to Command IFA office for examination and may be got disposed of from their offices.

(iii) Similar action may be taken by PCsDA/CsDA in respect of nominated IFAs below Command level. Under no circumstances the proposals may be allowed to accumulate at the level of the below Command level IFAs.

The compliance of the instruction may kindly be ensured.

This issues with the approval of Addl.CGDA (Fin).

Nirupama  
16/3/2016  
(Nirupama)  
Jt.CGDA (Finance)