

CONTROLLER GENERAL OF DEFENCE ACCOUNTS,
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(IFA wing)

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Circular No. 17 of 2012.

Dated :- 28 --12—2012.

No. IFA/50

To

Sub :- **Correspondence with CGDA's office.**

Of late, it has been observed with concern by higher authorities that some of the communications addressed to HQrs office seeking clarifications, interpretation of rules and other important matters etc are being signed at the level of SAO/AO without an indication as to whether such references have been issued with the approval of Pr.IFA/IFA. There have also been instances of forwarding routine issues, which tantamount to passing the responsibility to HQrs office. This has been viewed seriously as violation of provisions of para 436 of OM Pt – I.

1.1 It has also been observed that while referring cases to HQrs office for clarification/decision, neither the complete facts of the case nor views of executives & IFAs are mentioned in the reference. Further, some IFAs also endorse copies of their internal correspondence to HQrs which are made with executives or their sub-offices either to disseminate the decisions of this HQrs office or to ask for some information desired by us. This practice needs to be stopped forthwith.

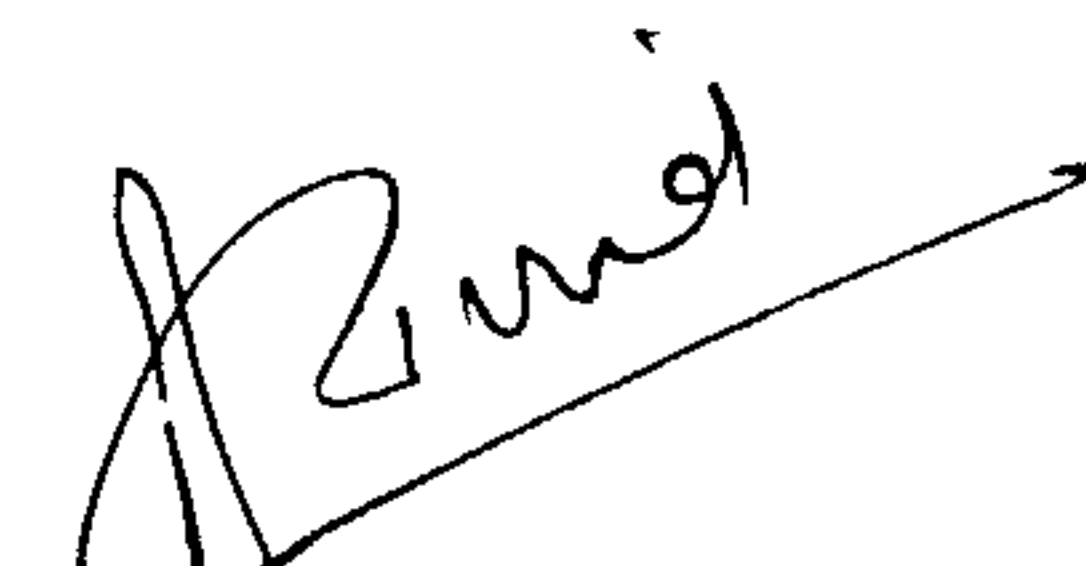
2. In view of above, it is advised that :-

2.1 All the communications addressed to HQrs office on matters relating to clarifications, interpretations of rules and other important matters should invariably be issued with the approval of the Pr.IFA/IFA and should be signed either by the Pr.IFA/IFA or an IDAS officer.

2.2 Further, while making reference to HQrs office seeking clarifications/decisions on the issue, the proposal should contain the background of the case, relevant rule position, exact point of doubt, views of executives & Pr.IFAs/IFAs.

2.3 The practice of endorsing copies of internal correspondence to HQrs office in a routine manner should be stopped forthwith.

3. It is requested that the above instructions may kindly be brought to the notice of all concerned for strict compliance.


Jt. CGDA (IFA)