



रक्षा लेखा महानियंत्रक

उलान बटाररोड, पालम, दिल्ली छावनी- 110010

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No. IFA/5000/e-Con/1/2021/IFA (e-4218)

Date: 21 Mar 2024

Instruction Order No.-05 of 2024

To

All PIFAs/IFAs

(Through SIFA Plus/e-mail)

Subject: Standard format for finalization of U.O number.

With a view to bring uniformity across all the IFA offices, the existing standardized format for generation of U.O number has been reviewed under the aegis of CGDA HQrs. This will be instrumental in integrating the SIFA with TULIP and also serve the purpose of validating U.O number at the time of passing of bills through TULIP. The revised standardization of U.O number will also facilitate easy identification of the IFA office concurring the proposal and the level of concurrence apart from other relevant inputs viz. respective Services, the financial year of UO & AON Concurrence etc.

2. It has been decided that a 15 digit U.O number as per the format prescribed below will be generated through SIFA as a standard format w.e.f 01.04.2024. An illustration is also given below for better appreciation.

Sl. No.	Description	Digit	Explanation	Enclosure for guidance			
1	Organization/Service Code	<table border="1"><tr><td>1</td><td>2</td></tr></table> (All Services)	1	2	01 for Army 02 for Air force 03 for Navy etc.	Annexure 'A' (List of service code)	
1	2						
2	IFA Office Code	<table border="1"><tr><td>3</td><td>4</td><td>5</td></tr></table> IFA Office Code	3	4	5	Captured wrt to existing computer generated ID in SIFA (EDP Master)	Annexure 'B' (List of IFA office code)
3	4	5					
3	Current Financial Year Entry/ Base year	<table border="1"><tr><td>6</td><td>7</td></tr></table>	6	7	For 2023-24= 23 (Base year) For 2024-25= 24 (Base year)	---	
6	7						
4	Level of Concurrence	<table border="1"><tr><td>8</td></tr></table> (one digit non numeric)	8	P=PIFA I=IFA J= Jt.IFA etc.	Annexure 'C' (List of code forLevel of concurrence)		
8							

5	Financial Year of AON concurrence	9	10	For 2023-24= 23 (Base year) For 2024-25= 24 (Base year)	---		
6	Shadow File no. (as per SIFA)	11	12	13	14	15	Consecutive serial no. which was generated for the proposal through SIFA at the time of AON concurrence (termed as Shadow file number in SIFA)

Illustration: UO No. 0100723D2205261

0	1	0	0	7	2	3	D	2	2	0	5	2	6	1
Ser. code	IFA Office Code				Fy. Year (Fy 23-24)	Level of concurrence		Fy. Year AON Concurrence (Fy 22-23)		Consecutive serial no.				

01	Army
007	IFA EC Kolkata
23	Base year of Fy. Year of FC
D	Dy. IFA level
22	AON concurrence Base year (assuming that AON was concurred in 2022-23)
05261	Consecutive serial no (termed as Shadow file number in SIFA)

Service code, IFA office code and alphabetical code for level of concurrence is enclosed as Annexure 'A', 'B' and 'C' respectively.

3. Cases of AON concurrence after 01.04.2024: U.O number on the above mentioned format will automatically be generated through SIFA for all AON proposals concurred after 01.04.2024. It is incumbent upon the IFA offices to ensure that the functionality of repeat shadow file already existing in SIFA is used to obviate generation of new shadow file number for the same proposal.

4. Cases of AON concurrence prior to 01.04.2024: Last 07 digit i.e. financial year of AON Concurrence (Sl No. 5) and shadow file no. (Sl. No. 6) will be auto suggested by the system against the column of U.O number. IFA offices have to verify the correctness of AON concurrence year and the shadow file number. If it is correct, U.O number as per the prescribed format can be generated after clicking the "SUBMIT" button. In case the AON concurrence year and shadow file number is not correct as per their record, IFA offices may use "SEARCH" button in SIFA by entering the concurred amount to locate the correct year of AON concurrence & shadow file number. The year of concurrence & shadow file no. against the concurred amount may then be entered before clicking the "SUBMIT" button. All such proposals need to be segregated and maintained as per the shadow file no. which has been entered manually for generation of U.O number for verification during the inspection.

5. Further, it is reiterated that all IFA offices must use the functionality of repeat shadow file already existing in SIFA so that new shadow file number is not generated for the same proposal. This needs to be strictly complied with, to ensure that there is a proper linkage between AON and FC cases in SIFA.


6. **For Offices where SIFA is not Functional:** For offices where SIFA is not functioning due to non-commissioning of WAN, the U.O number has to be generated in the above prescribed format manually to maintain uniformity. The requisite details for filling up the organisation/service code, IFA Office Code, and Level of concurrence for assigning U.O number is enclosed as Annexure 'A', 'B' and 'C' respectively. A separate Instruction Order No. 06 of 2024 dated 21 March, 2024 is being issued for such offices.

7. In case of any difficulties faced by Field offices in handling of new developed feature in SIFA, following resource person may be contacted for assistance as given below:

- (i) Shri Mukesh Kumar, Sr. Auditor, IFA Wing
Contact No. +91 8130885040
- (ii) Shri Vipin Dahiya, Auditor, IT&S Wing
Contact No. +91 8168041941

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

Encl: As above.


Sr. Dy. CGDA (IFA)

Copy to:

IT & S Wing (Local)	With request to upload the main body/structure (Page 1-3) of the instruction on official website of CGDA.
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Sr. Dy. CGDA (IFA)