Circular No. 02 of 2016



Controller General of Defence Accounts Ulan Batar Road, Palam, Delhi Cantt – 110010 Ph No. 011 – 25665571, 25665572, FAX No. 011- 25674779. (IFA WING) E-Mail : cgdanewdelhi@nic.in & cgdaifa@gmail.com



No. IFA/37

Dated: 21st Mar, 2016

To

All PIFAs/IFAs (SHQ) All Command IFAs Nominated IFAs (PCsDA/CsDA/PAOs etc) (Through CGDA Website)

Sub: Online maintenance of Register of Financial proposals

Ref: IFA Wing letter No.IFA/37 dated: 30.07.2014.

Reference is invited to HQrs IFA Wing above cited communication vide which maintaining of a single consolidated register namely - "Register of Financial Proposals" for recording details of financial proposals was introduced. However some PIFAs/IFAs pointed out certain difficulties in maintaining the above single register. Accordingly, with a view to examine the above issues, views/comments of the PIFAs/IFAs were called vide IFA wing letter No. IFA/120 dated: 28.12.2015. Based on the feedback received from the office of PIFAs/IFAs, it has been decided with the approval of the Competent Authority to switch over to Online Maintenance of" Register of Financial Proposals".

2. A software (Sifa) for online maintenance of "Register of Financial Proposals" has been created by IT Wing of the HQrs office, trial version is available in WAN (<u>http://10.48.153.53/ifa</u>). User manual is available in the trial version of Sifa in WAN.

3. In the First Phase, it has been decided that the "Register of Financial Proposals" is to be maintained online in the O/o PIFAs/IFAs Service HQrs/Command IFAs & Nominated IFAs w.e.f 1st April, 2016. Therefore, all PIFAs/IFAs SHQ, Command IFAs & the Nominated IFAs need to ensure that WAN connectivity in their offices is functioning properly. In case of any

difficulty relating to functioning of the WAN, they may approach Sh. V K Vijay, Jt.CGDA (IT) for sorting out the issues immediately.

4. In the Second Phase, the maintenance of Online "Registers of Financial Proposals" is to be implemented in the offices of below the command level IFAs. Therefore, the Command IFAs may kindly ensure that urgent necessary action is taken towards provisioning and proper functioning of WAN connectivity in the offices of below the Command Level IFAs. In case of any problem/any issues in this regard, same may be personally brought to the notice of Jt.CGDA (IT& Sys).

5. To implement the first phase for online maintenance of "Register of Financial Proposals, it is stated that the earlier User ID and Pass Word allotted to PIFAs/IFAs vide Hqrs office letter No. IFA/37 dated14.08.2014 cannot be used for above purpose. To enable the IFA Wing to create new User ID and Pass Word, it is requested that you may authorize an officer for getting the User ID and Pass word. Therefore, the following information may be urgently e-mailed to Hqrs office at <u>sifa.dad@gov.in</u>

a) Name of the Office

b) Name of the Authorized Person

c) Account Number of the Authorized Person

- d) Designation of the Authorized person
- d) Tel/Mobile No. of the Authorized person

6. Copy of the snapshots and User Manual is forwarded herewith for necessary guidance for using the software.

jupper

(Nirupama) Jt.CGDA (Fin)

Copy to – Shri V.K. Vijay, IDAS Jt.CGDA(IT) ---- For information please.

UNPOR

(Nirupama) Jt.CGDA (Fin)

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- > "SIFA" is available only on CGDA MPLS WAN.
- > Url :: <u>http://10.48.153.53/ifa</u>
- For Master User Id Password of IFAs, Please e-mail to <u>sifa.dad@gov.in</u> with Name, Designation, Account No, Mobile No of the Responsible Person. User id password will be given by return mail.

Log In Page

सलमेव जयते	Govt of India Ministry of Defence (Finance) Controller General Defence Accounts Ulan Batar Road, Palam,Dehi Cantt - 110010	Sifa System Of IFA
	User Id Password Financial Year : 2015-2016 • SKLK9 Enter above Code Cick here to refresh. Submit	
	IFA Monitoring System - CGDA - New Delhi	

- ✓ Put User Id and Password.
- ✓ Select Financial Year.
- ✓ Put Captcha. (Click to Refresh if Captcha is not readable)
- ✓ Click On Submit

Home Page

After successful Authentication of User Id and Password following Home Page will appear as follows:

2 Pr.IFA Navy N. Delhi(Navy) Home Admin Entry Report S	भूमित जयते सन्दर्भव जयते	Govt of Indi Ministry of I Controlle Ulan Batar I	Defence (F er Gene	ral Defe		010	Trial Ve			Sifa System Of IFA
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- 1. Status of the Application
- 2. Name of Office Log In
- 3. Menu Bar
- 4. Addressing to User
- 5. User Name, Office Name, Financial Year

Create Code Head

Put the Mouse Pointer over Admin Menu . Create CodeHead Menu will appear. Click on Create CodeHead Menu – Following Screen Will Appear.

स्वमेव जबते	Govt of India Ministry of Defence (Finance) Controller General Defence Accounts Ulan Batar Road, Palam, Delhi Cantt - 110 010	Trial Version	Sifa System Of IFA
		Pr.IFA Navy N. Delhi(Navy)	
Hor	e Admin Entry Report Search LogOut		
		Create Code Head Navy Select Minor Head Code Head Submit 4 A - New Delhi Herr -1t LEA OfficePr LEA Navy N. Delhi/Navy 2015-2016	

- 1. Select Service.
- 2. Seect Minor Head.
- 3. Enter Code Head
- 4. Click On Submit to Save Data

Top

Create Unit

Put the Mouse Pointer over Admin Menu . **Create Unit Menu** will appear. Click on **Create Unit** – Following Screen Will Appear.

Govt of India Ministry of Defence (Finance) Controller General Defence Accounts Ulan Batar Road, Palam, Delhi Cantt - 110 010	Trial Version	Sifa System Of IFA
	Pr.IFA Navy N. Delhi(Navy)	
Home Admin Entry Report Search LogOut		
	Create Unit	
IFA Monitoring System - CGDA -	New Delhi User :: Jt IFA Office :: Pr. IFA Navy N. Delhi (Navy)	2015-2016

- 1. Select Services.
- 2. Enter Directorate / formaton / Unit Name.
- 3. Enter Address of Directorate / formaton / Unit Name.
- 4. Select Section.
- 5. Click on Submit Button to Save Data.

Last Shadow File No:

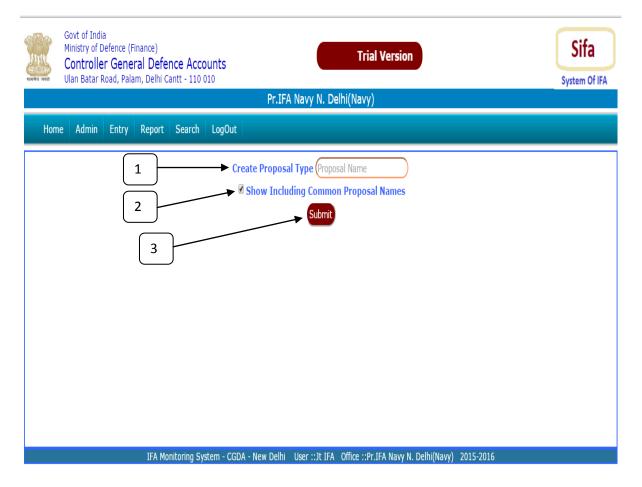
Put the Mouse Pointer over Admin Menu . Last Shadow File Menu will appear. Click on Last Shadow File – Following Screen Will Appear.

Govt of India Ministry of Defence (Finance Controller General D Ulan Batar Road, Palam, De	efence Accounts Ihi Cantt - 110 010	Trial Version	Sifa System Of IFA
	F	Pr.IFA Navy N. Delhi(Navy)	
Home Admin Entry Rep	ort Search LogOut		
	\ \	Last Shadow File Number	
1	· · · · · ·	Last Shadow File Number	
)	Submit	
2			
IF/	A Monitoring System - CGDA - New I	Delhi User ::Jt IFA Office ::Pr.IFA Navy N. Delhi(Navy)	2015-2016

- 1. Enter Last Shadow File No. (This Number should be captured only once while shifting from Manual System to "SIFA"
- 2. Click On Submit to Save Data

Proposal Type

Put the Mouse Pointer over Admin Menu . **Proposal Type** will appear. Click on **Proposal Type** – Following Screen Will Appear.



- 1. Proposal Means : Type of Proposal i.e. AMC, OutSourcing etc. Enter Any Proposal Type Which is not available.
- 2. If not required to see the default Proposal Uncheck the Check Box.
- 3. Click on Submit to Save Data.

Create User :

Put the Mouse Pointer over Admin Menu . **Create User Menu** will appear. Click on **Create User** – Following Screen Will Appear.

Govt of India Ministry of Defence (Finance) Controller General Defence Accounts Ulan Batar Road, Palam, Delhi Cantt - 110 010 IFA Wing - CGDA HQrs	Sifa System Of IFA
Home Admin Report Search & Edit LogOut	
Create User 1 User Id Password 2 Confirm Password Name of User Select Office Name Select Office Name Select Uffice Name Select Uffice Name Select Uffice Name Select Uffice Name Select Uffice Name Select Uffice Name	4 5 6 7
SI No Account No. Name	Block
8327503 Neeraj Gupta	8 0
pifa&avy Jt IFA	
123456 123456	Ø
8320323 SUBHENDU DE	0 0 0
m&o MMMMM	0
xyz Test Persso&	0

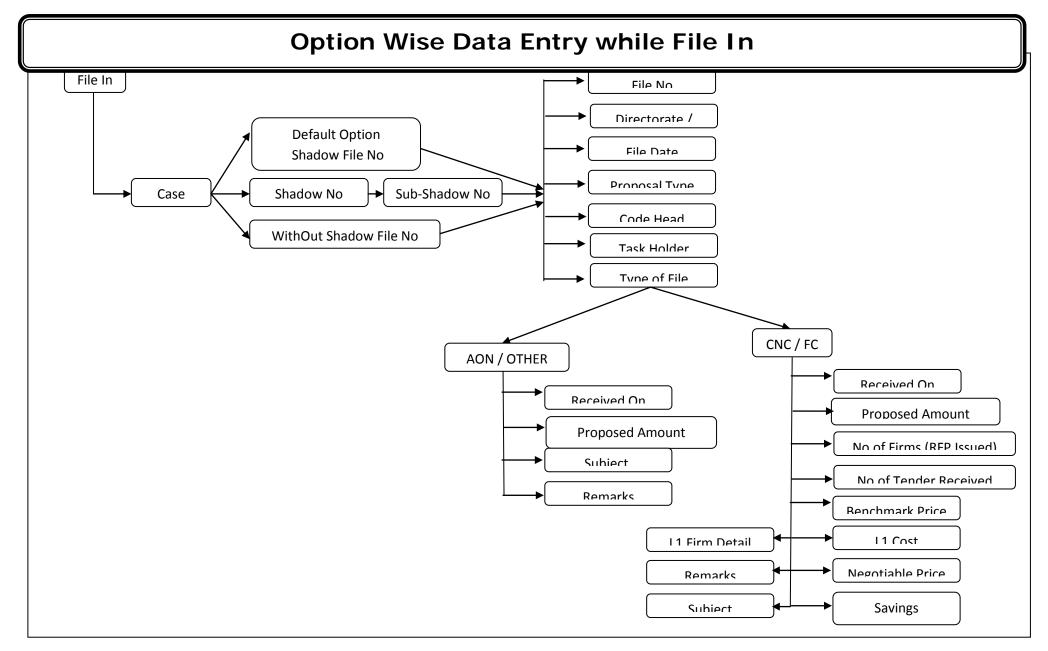
- 1. Type User Id (Use Account No of the Employee).
- 2. Type Password.
- 3. Re-type Password.
- 4. Name of the User.
- 5. Select Office Name.
- 6. Select User Type.
- 7. Click on Submit Button to Save Data.
- 8. Click the Button to Block the User (Transfer Out Case / Any Other Reason)

Change Password :

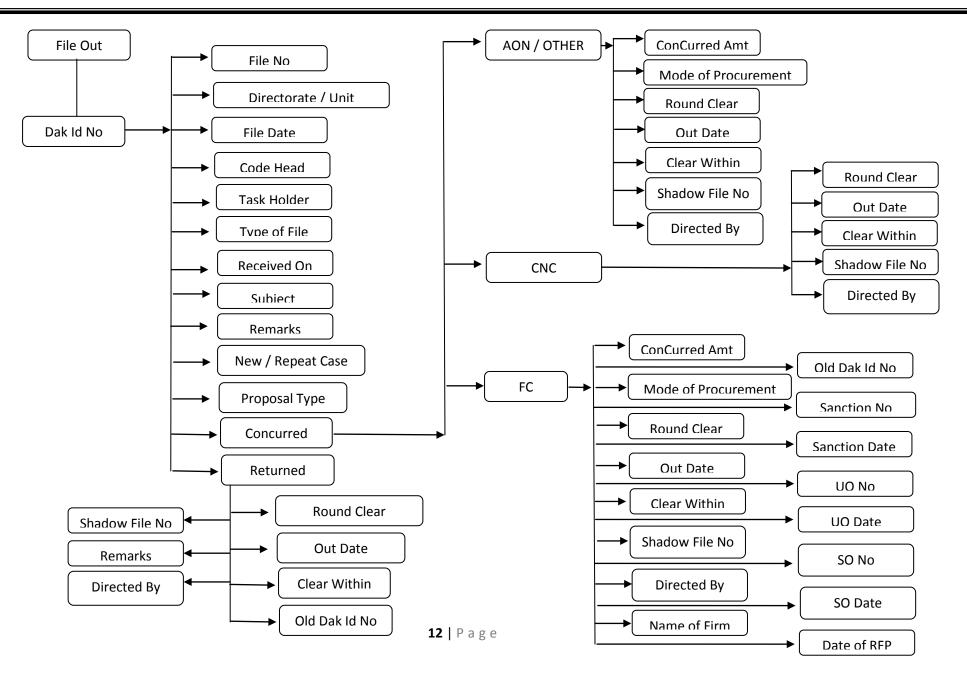
Put the Mouse Pointer over Admin Menu . Change Password Menu will appear. Click on Change Password – Following Screen Will Appear.

Govt of India Ministry of Defence (Finance) Controller General Defence Accounts Ulan Batar Road, Palam, Delhi Cantt - 110 010 Pr.IFA Navy N. Delhi(Navy)	Sifa System Of IFA
Home Admin Entry Report Search & Edit LogOut	
Change Password 1 Old Password 2 New Password 3 Submit 4 IfA Monitoring System - CGDA - New Delhi User ::Jt IFA Office ::Pr.IFA Navy N. Delhi(Navy) 2015-2016	

- 1. Type Old Password.
- 2. Type New Password.
- 3. Re-type New Password.
- 4. Click on Submit Button to Save Data.



File Out - Option Wise Data Entry



Task Holder:

Put the Mouse Pointer over Entry Menu . **Task Holder Menu** will appear. Click on **Task Holder** – Following Screen Will Appear.

Gov Min	rt of India istry of De	fence (Fir		се Ассон	ints	Trial Version		Sifa
				ntt - 110 01		hi(Now)		System Of IFA
						ni(NdVy)		
Home	Admin	Entry	Report	Search	LogOut			
					Create Task Ho	lder		
					Account No		1	
					Name			
					Designation		3	
					Submit	•		4
								\bigcup
		IFA Mor 1			ount Number.	Office :: Pr.IFA Navy N.	Delhi(Navy) 2015-2016	

- 2. Enter Name of the Employee.
- 3. Enter Designation.
- 4. Click on Submit Button to Save Data.

IFA Report :

Put the Mouse Pointer over Report Menu . **IFA Report** will appear. Click on **IFA Report** – Following Screen Will Appear.

सल्पमेय जनते	Min Co	ntrolle	efence (F r Gene	ral Defe	nce Acco antt - 110 (Trial Version	Sifa System Of IFA
Hor	ne	Admin	Entry	Report	Search	LogOut	Pr.IFA Navy N. Delhi(Navy)	
			Pr		N. Delhi(Na	(Print Port Type- From Date To Date Go Export To Excel Print	

- 1. Office Name already selected.
- 2. Select Report Type (Received / Pending /Disposed/Status/ Register).
- 3. Choose From Date.
- 4. Choose To Date.
- 5. Click on GO Button .
 Following Report Will appear.
 Click on 6/7 to send the report to Excel / Direct Print

					REPORTS			
		F	Pr.IFA Navy N. Delhi(Navy) 🔻 Received	• 2016-02-01 2016-0	02-29 Go Export To Exce	el Print	
				File Dessi	Pr.IFA Navy N. Delhi(Navy) ived From 01/02/2016 To 29/02/20	···		
Date In	SI No	Unit	Ref No	Amont Proposed	Subject	Objective	Type of File	Task Holder
8/02/2016	1	Unit2	TEST PIFA-NEW	250000	Test Subject	Test Objective	AON	Mr Y-AAO
8/02/2016	3	Unit1	MNOP QRST	90000	Test Out Sourcing	Test Remarks		Mr X-AAO
9/02/2016	7	Unit2	TEST/PIFA-NEW	4000	Repeat Test Data	Description of the second seco	7	Mr Y-AAO
1/02/2016	12	Unit2	Check	100000	Computer AMC	Amc of Hardwar		Mr Y-AAO
2/02/2016	13	Unit2	Check Minor Head	150000	Test Minor Head	Test Minor Head	\square	Mr Z-AAO
2/02/2016	14	Unit2	sdfsfs	7854	eeeee	fffff	AON	Mr Y-AAO
4/02/2016	15	Unit2	test shadow no	850000	Testing Shadow Number	Shadow Number	AON	Mr Z-AAO
4/02/2016	16	Unit1	Cchhsdhs	650000	Testing	Check	AON	Mr X-AAO
4/02/2016	17	Unit1	ihhhih	500001	tytyt	ytytytyt	AON	Mr Y-AAO
4/02/2016	19	Unit1	test shadow no	5000	Test shadow No	Shadow No	AON	Mr X-AAO
4/02/2016	20	Unit1	test shadow no	5000	Repeat Case	Test Repeat CAse	AON	Mr X-AAO
8/02/2016	4	Unit1	TEST CNC	0			CNC	Mr Y-AAO
1/02/2016	9	Unit2	TEST PIFA-NEW	0			CNC	Mr X-AAO
8/02/2016	6	Unit1	MNOP QRST	50000	Test Data	Test Data	FC	Mr Y-AAO
0/02/2016	8	Unit1	TEST CNC	24000	FC Final	Fc Final Remarks	FC	Mr Z-AAO
1/02/2016	10	Unit2	TEST PIFA-NEW	40000	Testing	Testing	FC	Mr X-AAO
4/02/2016	18	Unit1	jhhhjh	450000	WEWEW	EWEWEW	FC	Mr Y-AAO
8/02/2016	21	Unit2	Save Data	200000	1014		FC	Mr Z-AAO
1/02/2016	11	Unit1	рррррр	2000	Test	Test	Other	Mr Z-AAO

Case History :

Put the Mouse Pointer over Report Menu . **Case History** will appear. Click on **Case Report** – Following Screen Will Appear.

the state of the second s	inance) ral Defence Accounts m, Delhi Cantt - 110 010	Trial Version Pr.IFA Navy N. Delhi(Navy)	Sifa System Of IFA						
Home Admin Entry	Report Search LogOut								
	CASEHISTORY (Pr.IFA Navy N. Delhi(Navy) (1002 60 Export To Excel Print								
Details of Case Directorate/Unit Name Unit1 File Number MNOP QRST CFA schedule xxxx Code Head 22501 Type of Proposal Outsourcing Revenue / Capital Revenue Shadow File Number 1002	AON Diary Number Date Of Receipt Officer In Charge Round Amount Proposed Mode of Tendering GLW Date Of RFP Vetting Z016-02-25 Status Concurred	Pr.IFA Naxy N. Delhi (Navy) Diary Number 5 Date of particle 2016-12-18 2016-12-18 2016-22-11 2016-22-12 3 1 No of Firm RFP 1 1 No of Code Head 1	21						

- 1. Office Name already selected.
- 2. Enter the Shadow File No.
- 3. Choose From Date.
- 4. Click on GO Button .

Above Report Will appear.

Click on 5/6 to send the report to Excel / Direct Print

IFA Wing Report :

Put the Mouse Pointer over Report Menu . **IFA Wing Report** will appear. Click on **IFA Wing Report** – Following Screen Will Appear.

Govt of India Ministry of Defence (Finance) Controller General Defence Accounts Ulan Batar Road, Palam, Delhi Cantt - 110 010	Trial Version IFA Wing - CGDA HQrs	Sifa System Of IFA
Home Admin Report Search & Edit LogOut		
	IFA WING REPORT	
Army C All IFAs 1 2	From Date To Date Go Export To E	Excel Print
IFA Monitoring System - CGDA - New	Delhi User :: SUBHENDU DE Office :: IFA Wing - CGDA HQrs 2015-2016	

- 5. Select Service.
- 6. Select IFA Office (For Consolidated Report Select all Option).
- 7. Choose From Date.
- 8. Choose To Date.
- 9. Click on GO Button .

Following Report Will appear.

Click on 6/7 to send the report to Excel / Direct Print

	Army	· ()	All IFAs -				1.57	WING REPOR	6-02-01 2016	02.20	Even to Ev		
	Anny	· ()	All IFAS -					· (201	2010	-02-29	Export to Ex	Cer Phint	
							IF	A Wing - CGDA HQr	5				
					Monthly	Progress	ive R	eport for AON Vetti			-		
SINo	MinorHead		Number of Cases / Proposal							r Analysis of ises [Col 7]	Amount Proposed	Amount Concurred (in Lacs)	Economy Achieved (in Lacs)
		OB Receipt Total Concurred				Return CB OD			<= 7Days > 7Days		(in .acs)		
1	2	3	4	5	6	7	8	9	10	11	2	13	14
	REVENUE												
1	105 (CHT)	-1	1	0	0	0	0	23-02-2016	0	0			
2	106 (MF)	0	0	0	0	0	0		0	0	6	17 🗆	
3	107 (ECHS)	0	0	0	0	0	0		0	0		· ·	
4	110-A (ASC)	0	0	0	0	0	0		0	0	π Г	ιл	
5	110-C (ACSFP)	0	0	0	0	0	0		0	0	0	0	
6	110-C (Ord)	0	0	0	0	0	0		0	0	0	0	
7	110-D (Med)	0	0	0	0	0	0		0	0	0	0	
8	110-E(Engr)	0	0	0	0	0	0		0	0	0	0	
9	110-H(IT)	0	0	0	0	0	0		0	0	0	0	
	110-I(R&D)	0	0	0	0	0	0		0	0	0	0	
	111(Works)	0	0	0	0	0	0		0	0	0	0	
	112(RR)	0	0	0	0	0	0		0	0	0	0	
	800(Others)	0	0	0	0	0	0		0	0	0	0	
	800(SAG)	0	0	0	0	0	0		0	0	0	0	
	800(TAG)	0	0	0	0	0	0		0	0	0	0	
16	Others	0	0	0	0	0	0		0	0	0	0	
	CAPITAL												
	Others	0	0	0	0	0	0		0	0	0	0	
18	Works	0	0	0	0	0	0		0	0	0	0	

Search :

Put the Mouse Pointer over Search Menu . File, Code Head , Unit, Task Holder will appear. Click on desired menu result will come in same format where respective information may be searched. A Sample Search Engine would be as follows:

समेत जसले Ulan B	atar Road, Palan	n, Delhi Cantt - 11(J 010	Pr.IFA Navy N. Delhi(Navy)							System Of IFA		
Home Admi	n Entry R	eport Search	LogOut				· "						
Al Columns Records 1-10 of 21 rese													
Shadow File No	• Dak Id No	Received On	‡ Ref No	© Ref Date	‡ Unit	‡ Subject	+ Proposed	+ Category	+ Objective	‡ Code Head	\$ 0.I.C	+ Action	÷ Cleared Or
1000	1	18-02-2016	TEST PIFA-NEW	10-02-2016	Unit2	Test Subject	250000	AON	Test Objective	22501	Mr Y	Returned	19-02-2016
1002	3	18-02-2016	MNOP QRST	10-02-2016	Unit1	Test Out Sourcing	90000	AON	Test Remarks	22501	Mr X	Concurred	19-02-2016
.003	4	18-02-2016	TEST CNC	01-01-2016	Unit1		0	CNC		22501	Mr Y	Concurred	20-02-2016
002	5	18-12-2016	MNOP QRST	10-02-2016	Unit1		0	CNC		22501	Mr Y	Concurred	21-02-2016
002	6	18-02-2016	MNOP QRST	10-02-2016	Unit1	Test Data	50000	FC	Test Data	22501	Mr Y	Concurred	20-02-2016
000	7	19-02-2016	TEST PIFA-NEW	10-02-2016	Unit2	Repeat Test Data	4000	AON	Repeat Remarks	22501	Mr Y	Concurred	21-02-2016
003	8	20-02-2016	TEST CNC	01-01-2016	Unit1	FC Final	24000	FC	Fc Final Remarks	22501	Mr Z	Concurred	20-02-2016
000	9	21-02-2016	TEST PIFA-NEW	10-02-2016	Unit2		0	CNC		22501	Mr X	Concurred	21-02-2016
000	10	21-02-2016	TEST PIFA-NEW	10-02-2016	Unit2	Testing	40000	FC	Testing	22501	Mr X	Concurred	21-02-2016
004	11	21-02-2016	рррррр	12-02-2016	Unit1	Test	2000	Other	Test	32501	Mr Z	Concurred	21-02-2016

- 1. Select under which field Search Option Will work or select All Comumn for search from all field.
- 2. Type few letters / numbers to shortlisted the data.

<u>Top</u>

For Any Suggestion Please email to Sifa.dad@gov.in