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 (http://10.48.153.53/ifa). 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 sifa.dad@gov.in

      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.

(Nirupama)

Jt.CGDA (Fin)

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

(Nirupama)

Jt.CGDA (Fin)

Sifa

System Of IFA

User Manual – V1.000

Developed By –

IT & S Wing

Controller General of Defence Accounts
Ulan Batar Road, Palam,
Delhi Cantt - 110010

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

Log In Page

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

Top

Home Page

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

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

Top

Create Code Head

Put the Mouse Pointer over Admin Menu . Create CodeHead Menu will appear. Click on Create CodeHead Menu – Following Screen Will Appear.
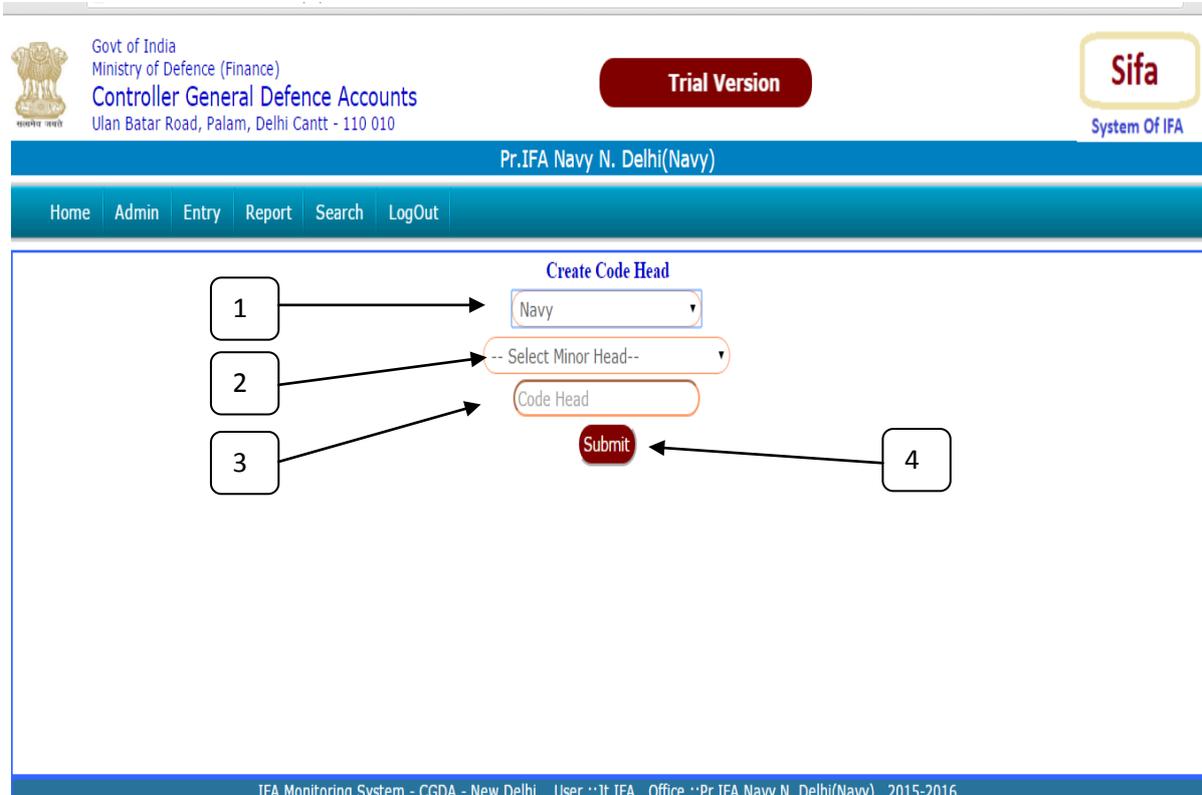
1. Select Service.
2. Seect Minor Head.
3. Enter Code Head
4. Click On Submit to Save Data

Top

Create Unit

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

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.

Top

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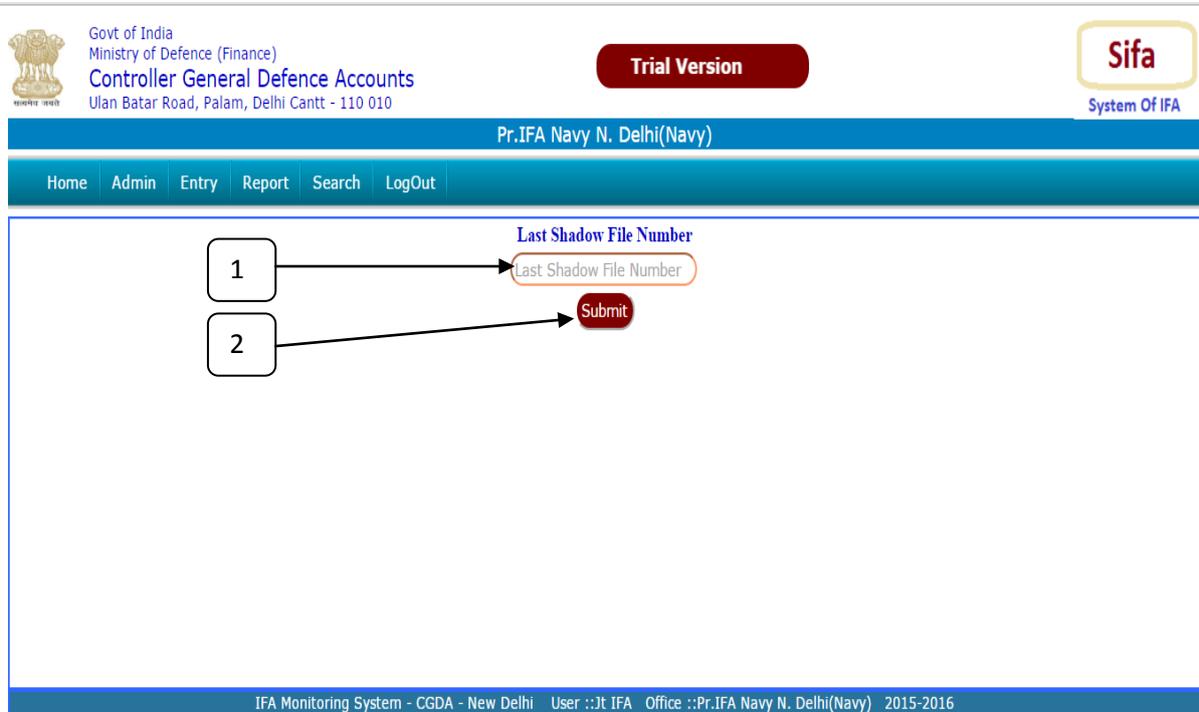
1. Enter Last Shadow File No. (This Number should be captured only once while shifting from Manual System to "SIFA"
2. Click On Submit to Save Data

Top

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.

Top

Create User :

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

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)
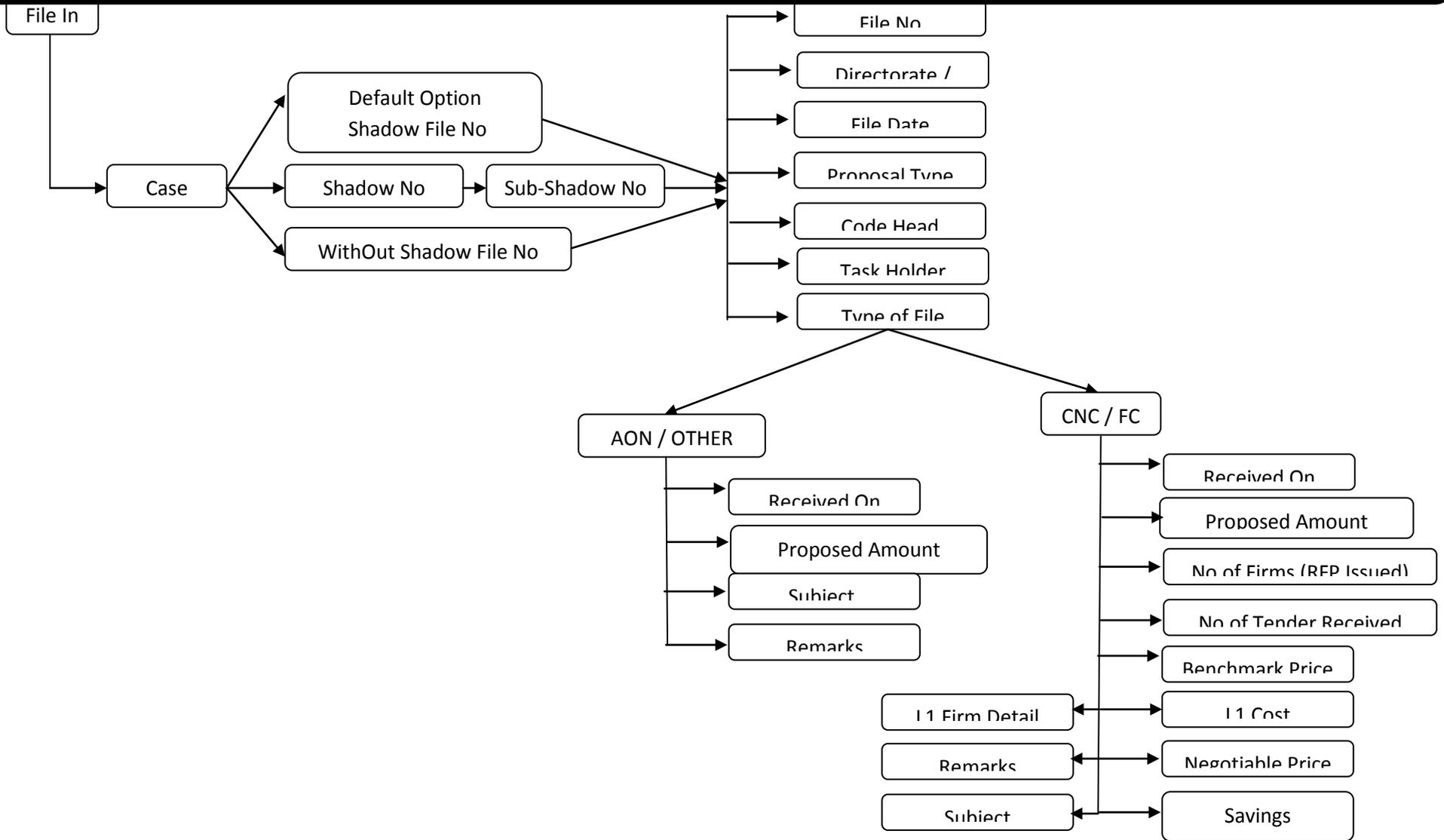
Top

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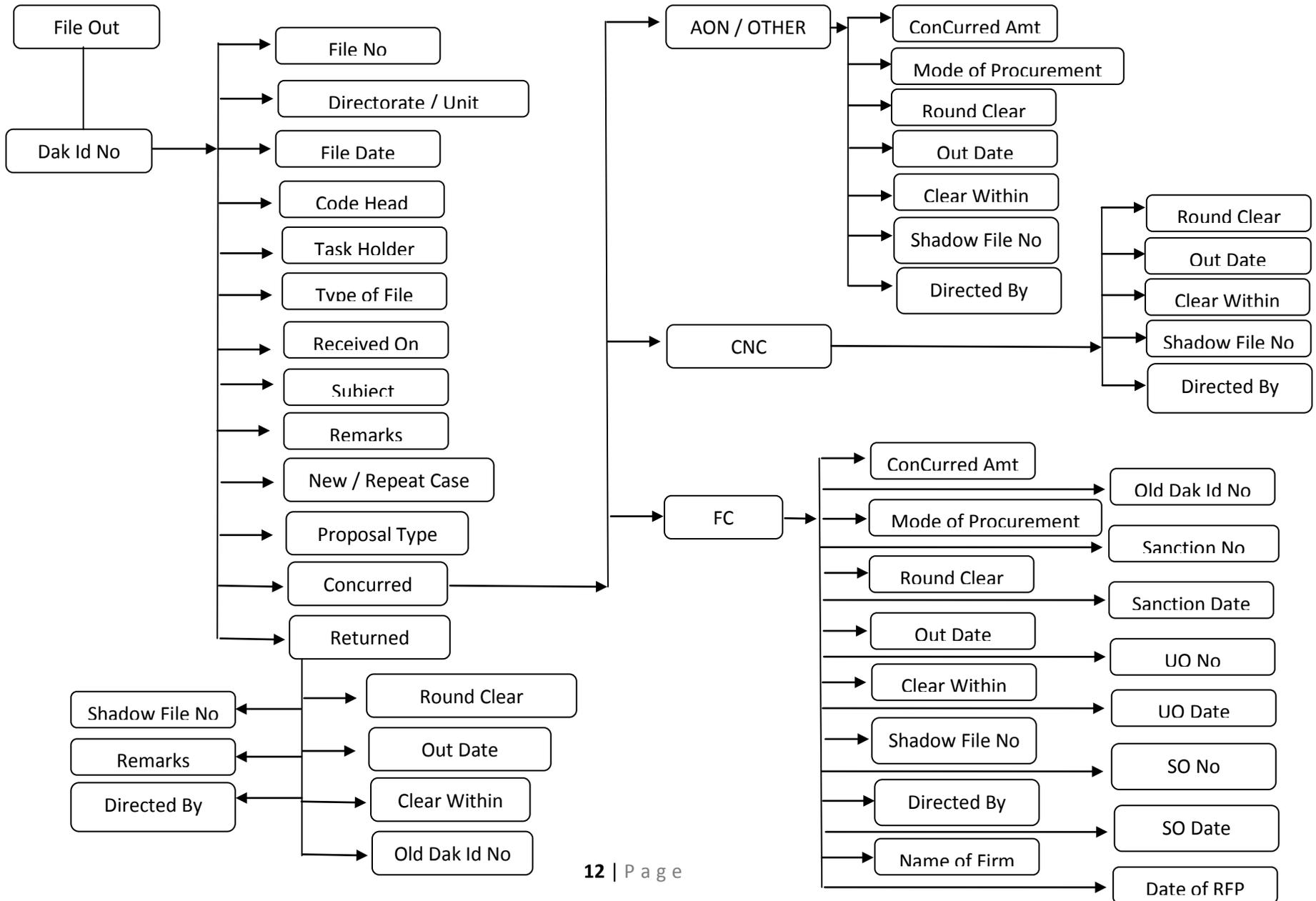

1. Type Old Password.
2. Type New Password.
3. Re-type New Password.
4. Click on Submit Button to Save Data.

Top

Option Wise Data Entry while File In

File In

Case

Default Option
Shadow File No

Shadow No → Sub-Shadow No

WithOut Shadow File No

File No

Directorate /

File Date

Proposal Type

Code Head

Task Holder

Type of File

AON / OTHER

CNC / FC

Received On

Proposed Amount

Subject

Remarks

Received On

Proposed Amount

No of Firms (RFP Issued)

No of Tender Received

Benchmark Price

L1 Firm Detail ↔ L1 Cost

Remarks ↔ Negotiable Price

Subject ↔ Savings

File Out - Option Wise Data Entry

File Out

Dak Id No

- File No
- Directorate / Unit
- File Date
- Code Head
- Task Holder
- Type of File
- Received On
- Subject
- Remarks
- New / Repeat Case
- Proposal Type
- Concurred
- Returned

AON / OTHER
- ConCurred Amt
- Mode of Procurement
- Round Clear
- Out Date
- Clear Within
- Shadow File No
- Directed By

CNC
- Round Clear
- Out Date
- Clear Within
- Shadow File No
- Directed By

FC
- ConCurred Amt
- Mode of Procurement
- Round Clear
- Out Date
- Clear Within
- Shadow File No
- Directed By
- Name of Firm
- Old Dak Id No
- Sanction No
- Sanction Date
- UO No
- UO Date
- SO No
- SO Date
- Date of RFP

Returned
- Round Clear
- Out Date
- Clear Within
- Old Dak Id No
- Shadow File No
- Remarks
- Directed By

Task Holder:

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

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

Top

IFA Report :

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

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

[Top]

Case History :

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

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

Top

IFA Wing Report :

Put the Mouse Pointer over Report Menu . **IFA Wing Report** will appear. Click on **IFA Wing Report** – Following Screen Will Appear.
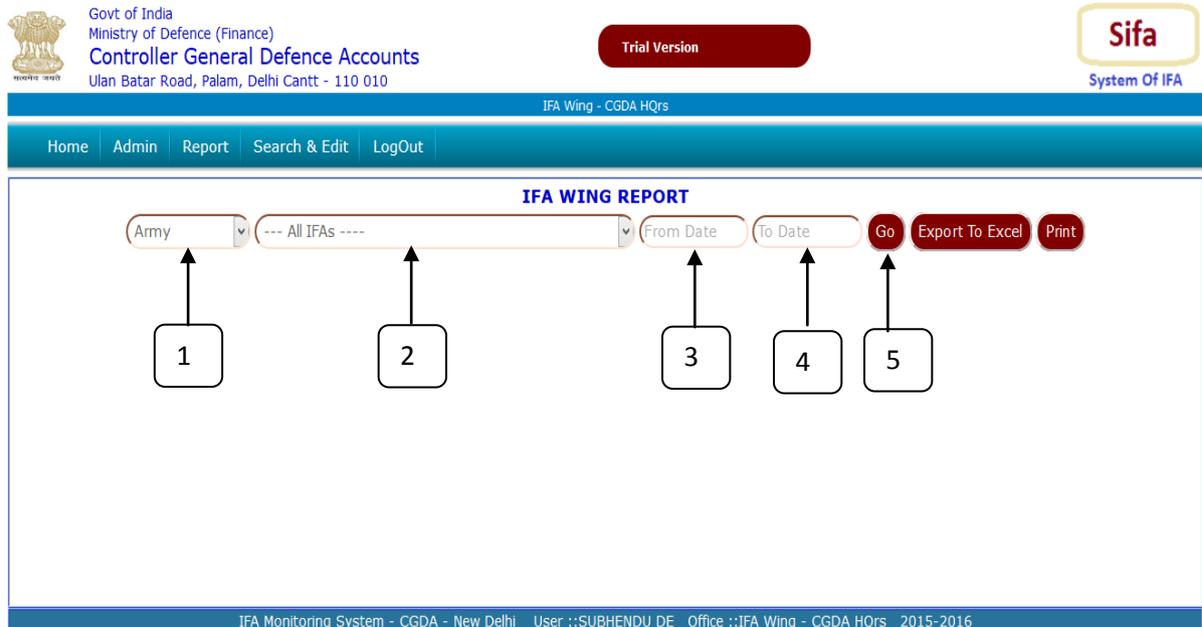
5. Select Service.
6. Select IFA Office (For Consolidated Report Select all Option).
7. Choose From Date.
8. Choose To Date.
9. Click on GO Button .

Following Report Will appear.

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

Top

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:

| 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

All Columns ▾   Records 1-10 of 21 reset

‡ Shadow File No	∙ Dak Id No	‡ Received On	‡ Ref No	‡ Ref Date	‡ Unit	‡ Subject	‡ Proposed	‡ Category	‡ Objective	‡ Code Head	‡ O.I.C	‡ Action	‡ Cleared On
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
1003	4	18-02-2016	TEST|CNC	01-01-2016	Unit1		0	CNC		22501	Mr Y	Concurred	20-02-2016
1002	5	18-12-2016	MNOP|QRST	10-02-2016	Unit1		0	CNC		22501	Mr Y	Concurred	21-02-2016
1002	6	18-02-2016	MNOP|QRST	10-02-2016	Unit1	Test Data	50000	FC	Test Data	22501	Mr Y	Concurred	20-02-2016
1000	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
1003	8	20-02-2016	TEST|CNC	01-01-2016	Unit1	FC Final	24000	FC	Fc Final Remarks	22501	Mr Z	Concurred	20-02-2016
1000	9	21-02-2016	TEST|PIFA-NEW	10-02-2016	Unit2		0	CNC		22501	Mr X	Concurred	21-02-2016
1000	10	21-02-2016	TEST|PIFA-NEW	10-02-2016	Unit2	Testing	40000	FC	Testing	22501	Mr X	Concurred	21-02-2016
1004	11	21-02-2016	pppppp	12-02-2016	Unit1	Test	2000	Other	Test	32501	Mr Z	Concurred	21-02-2016

⏮ ◀ ▶ ⏭ 1 ▾ view all   5 ▾ Entries Per Page Page 1 of 3

IFA Monitoring System - CGDA - New Delhi   User ::Jt IFA   Office ::Pr.IFA Navy N. Delhi(Navy)   2015-2016

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.

Top

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