



रक्षा लेखा महानियंत्रक

उलान बटाररोड, पालम, दिल्ली छावनी- 110010

Controller General of Defence Accounts

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(एकिकृत वित्तीय सलाहकार स्कन्ध) (IFA WING)



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

Date: 21 Mar. 2024

Instruction Order No. 06 of 2024

To

All dedicated/nominated IFAs (where WAN is not available)
(Through 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	1 2 (All Services)	01 for Army 02 for Air force 03 for Navy etc.	Annexure 'A' (List of service code)
2	IFA Office Code	3 4 5 IFA Office Code	Captured wrt to existing computer generated ID in SIFA (EDP Master)	Annexure 'B' (List of IFA office code)
3	Current Financial Year Entry/ Base year	6 7	For 2023-24= 23 (Base year) For 2024-25= 24 (Base Year)	---
4	Level of Concurrence	8 (one digit non numeric)	P=PIFA I=IFA J= Jt.IFA etc.	Annexure 'C' (List of code for Level of concurrence)
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 Code	Office			Fy. (Fy 24)	Year (23-24)	Level of concurrence	Fy. AON Concurrence (Fy 22-23)	Year	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. The standarization is aimed at achieving the complete automation in generation of U.O number and eliminating any manual intervention. U.O number will be automatically generated from SIFA.

4. However for offices where SIFA is not functional due to unavailability of WAN etc; the U.O number has to be generated in the above prescribed format manually till the time WAN is installed and SIFA becomes functional. After installation of WAN the U.O number will be generated through SIFA in an automated format prescribed above. In this context, it is pertinent to mention that work order for all such offices has already been placed by IT&S wing of the CGDA HQrs.

5. 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.

Rakesh K.
Sr. Dy. CGDA (IFA)

Copy to:

IT & S Wing (Local)	With request to upload the main body/structure (Page 1-2) of the instruction on official website of CGDA.
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Sr. Dy. CGDA (IFA)