



सत्यमेव जयते

भारत सरकार
Government of India Ministry of Defence
रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली छावनी-110010

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



Instruction Order No.20 of 2017

No. IFA/10

Dated: 07.04.2017

To

All PIFAs/IFAs
(Dedicated & Nominated)

Sub: **Maintenance of Shadow File in PIFA/IFA Offices.**

Reference is invited to HQrs. IFA Wing I.O. no. 14 of 2008 issued vide HQrs office No. PIFA/I.O./2007-08 dt. 8th July 2008 and Circular No. 06 of 2011 issued vide IFA Wing No. IFA/918-I dated 06.05.2011 relating to maintenance of shadow files in IFA Offices.

2. During inspections of IFA offices recently carried out by Hqrs office, it has been observed that

(i) The shadow files are not being maintained as per the instructions issued vide HQrs. IFA Wing I.O No. 14 of 2008 and Circular No. 06 of 2011 as quoted above. Photocopies of the following important documents listed in Circular No. 06 of 2011 are not found kept in the shadow files:

- Statement of Case and its connected documents
- Draft Tender Enquiry vetted by the IFA.
- TEC Report duly approved by CFA.
- Comparative Statement of Tender (CST)
- Notings on which the concurrence was accorded by IFA
- Sanction accorded by CFA.
- Copy of the vetted draft supply order etc.

3. It has further been observed that in some of the offices only loose scanned copies of notings are being kept in a haphazard manner. Keeping loose scanned copies of documents cannot serve as substitute to maintenance of shadow files.

4. In the absence of shadow files there is no basis for the inspection team of HQrs. Office to carry out inspection of the IFA Offices. Hence the inspection team of HQrs. Office carried out inspection based on few main files called from Command HQrs. Office, which is not a correct practice.

5. Non maintenance of shadow files have been viewed seriously by the Addl CGDA (Fin) during inspections. PIFAs/IFAs are therefore requested to kindly ensure that the shadow files are maintained properly in their offices as per HQrs office Circular No. 06 of 2011.

This issues with the approval of Addl CGDA (Fin) (Nirupama)

Nirupama
(Nirupama)
Jt. CGDA (Fin)