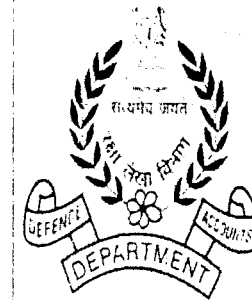




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No.IFA/10

Circular No. 13 of 2014

Dated: 28.11.2014

To

All PIFAs/IFAs

Subject: Sharing of checklist/checkpoints with CFAs for processing of financial proposals.

It has been observed from the "Monthly Financial Report" received from PIFAs/IFAs, that number of financial proposals is either being returned OR are being cleared beyond the prescribed time limits. One of the reason behind returning of files/ delayed clearance of financial proposals, is cross noting and back reference due to incomplete processing of financial proposals lacking requisite supporting documentation/information on the part of CFA.

2. With a view to avoid or reduce cross noting and back references, it is of paramount importance that the proposals initiated on files by the CFA should be comprehensive and self contained. Besides other possible reasons, for processing incomplete proposals, by the executives, is due to lack of updated institutional knowledge on the part of Nodal Directorates/Units/Formations.

3. In order to sensitize the executives about the requisite documentation/information at each stage of the proposals, it has been decided that check lists available against each Schedule of the respective IFA Manual and also circulated by this HQrs from time to time may be shared with CFAs to sharpen their skills in processing of financial proposals in comprehensive, self contained manner including all relevant data pertaining to the case which will go a long way in speedy clearance of financial proposals without cross noting/back references to achieve the desired objective of the integrated finance.

This issues with the approval of Addl CGDA(IFA)

(V.K.Vijay)  
Jt.CGDA (IFA)