



No. IFA/600/QAR

Dated:07.09.2016

**Instruction Order No.13**

To

All PIFAs/IFAs  
(Services & Command HQrs.)  
(Through CGDA Website)

Sub: Submission of Quarterly Activity Report.

Ref: HQrs. IFA Wing I.O No. 03 of 2016 dated 20.01.2016

With reference to above it is stated that during the the examination of the Quarterly Activity Reports for the QE 06/2016 received from the PIFAs/IFAs following lapses/shortcomings have been observed:

- i) Majority of the IFAs are only mentioning the details of lapses/ shortcomings observed in the financial proposals. The IFAs are not giving any details about the advice rendered by them to the executives and action taken by them to resolve the issues.
- ii) Some<sup>of</sup> the IFAs are giving details of each and every cases processed/concurred in their office during the quarter which runs into pages making the report voluminous. Since the QAR is an executive communication between CGDA and PIFAs/IFAs, <sup>As</sup> such it needs to be kept in that shape of length that it conveys it maximum with minimum words.
- iii) A number of PIFAs/IFAs have brought out in their Quarterly Activity Reports that they are not being involved in budgeting and planning by their respective Service/Command HQrs as per Para 2.5. of Part A of DFPDS-2015.

In this connection, it is informed that this issue already stands taken up with the ACNS (P&P) in Naval HQrs., ADGFP (AHQ) in Army HQrs. and ACAS (Fin P) in Air HQrs. vide HQrs Office (IFA Wing) letter No. IFA/161 dated 06-4-2016 (copy enclosed) to issue necessary instruction in this regard to Command HQrs to involve IFAs in budgeting and planning.

Therefore, all PIFAs/IFAs are requested that the above matter regarding involvement of IFAs in budgeting and planning may kindly be taken up by them with their respective CFAs to ensure necessary action in light of the provisions laid down in Para 2.5 of Part A of DFPDS-2015.

- iv) Some of the Command level IFAs, having sub offices under them continue to furnish QARs without incorporating/consolidating the important issues of their sub offices.

Similarly some of the below command IFAs also still continue to forward their QARs to this HQrs. Office. It is reiterated that in light of IFA Wing I.O No. 03 of 2016 dated 20.01.2016, one consolidated QAR is to be forwarded to this HQrs. Office by the Command level IFAs. Below the command IFAs are not to send any QAR directly to HQrs office.

- v) The QARs are not being furnished timely (i.e. by 10<sup>th</sup> of following the quarter ending) entailing delay in consolidation and put up to Competent Authority at this HQrs. level.

- vi) The QARs are still being furnished by a number of PIFAs/IFAs in the old format.

2. In view of the above, it is requested that the PIFAs/IFAs may kindly ensure compliance of the above points from the ensuing Quarterly Activity Report onwards.

*Nirupama*  
07/9/2016  
(Nirupama)  
Jt. CGDA (Fin)



सत्यमेव जयते

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No. IFA/161

Dated: 06 .04.2016

To

The ACNS (P&P), NHQ

The ADG FP, AHQ

The ACAS (Fin P), Air HQ

Sub:- Involvement of IFAs in Budgeting & Planning.

With reference to above your kind attention is invited to provisions of Para 2.5 of Part A of DFPDS-2015 wherein it is stipulated that "IFAs involvement in Budget estimation and monitoring exercise is crucial. This will not only bridge the existing and much felt gap in role of a financial adviser but will also lay a strong foundation for comprehensive budget review, which may also include, inter-alia, liability and expenditure management and programme financing requirements and prioritization. To make a start in this direction, Defence Services may set up an institutional framework at the Service HQrs and Command Hqs level so as to ensure involvement of IFAs in various Planning and Review Committee processes dealing with provisioning, procurement, Modernizations and Maintenance activities and other related areas."

2. However, some of the Command IFAs have reported that the IFAs are not being involved in budgeting & planning which is against the provisions of DFPDS-2015 quoted above. Therefore, it is requested that necessary instructions may kindly be issued to Command HQrs to ensure necessary action in the light of the provisions of Para 2.5 of DFPDS-2015.

*Nirupama*  
(Nirupama)  
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