

Circular No 01 of 2014

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR ROAD, PALAM DELHI CANTT - 110010

(IFA WING)

(email id- Phone-011-25665569-572 fax 011-25674779)

IFA/66

Dated 10/2/2014

To

All Pr IFAs/IFAs/RTCs (Dedicated & Nominated)

Sub: Delayed submission/non submission of Quarterly Activity Report.

Ref: This Hqrs circular No. 1 of 2011 issued vide letter No. IFA/37 dated 09.03.2011 and IFA/QAR/600 dated 20.04.2012 and further instruction issued vide letter No. IFA/QAR/600 dated 27.08.2013.

Despite issue of repeated instructions regarding timely submission of QAR, it is observed that the instances of non submission/delayed submission of QAR are still on the rise which has been viewed with concern by the higher authorities. The practice of non-submission/delayed submission of QAR besides increasing of volume of correspondence also defeats the desired objectives of the report.

It is, therefore, reiterated to ensure submission of QAR well in time so that the same reaches the Hqrs office by 10th of the month following each quarter ending.

The instructions may also kindly be brought to the notice of IFA offices under your functional/Administrative jurisdiction for compliance please.

(Ram Kumar)

Sr Accounts Officer

o/c 14/2/14