

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAAN BATAAR ROAD, PALAM, DELHI CANTT - 110010.

(IFA wing)

Ph No. 011 - 25665569 - 572. FAX No. 011- 25674779.

Circular No. 13 of 2012.

Dated :- 14--09--2012.

No. IFA/50

To

Sub :- Piecemeal Observations and delay in processing financial concurrence cases.

Ref :- HQrs office Instruction No. 01 of 2008 and Instruction No. 13 of 2010 .

Instructions have been issued by Ministry of Finance vide letter No. 21(1)-B(PD)/2005 dt 02.11.2011 regarding modified cash management system and progress of expenditure against allotment is being monitored on regular basis. The IFAs are required to ensure that procurement proposals are processed within the stipulated time frame to facilitate timely finalization of proposals. However, instances have come to the notice of this HQrs wherein due to piecemeal observations, finalization of proposals got delayed, which is a matter of concern.

2. This HQrs has issued instructions from time-to-time that piecemeal observations shall be avoided and repeated shortcomings noticed in the proposals may be brought to the notice of CFAs for remedial action. It is once again advised that :-

- (i) Observations, if any, may be raised in one go and not in piecemeal.
- (ii) Minor clarifications/informations may be sought via telephone/fax/e-mail from the executives and details of the same recorded on the case file.
- (iii) In case any proposal is required to be returned for the second or subsequent time for want of some information/data, efforts should be made to arrange meetings/liaison with the executive authorities to sort out the issues to avoid delay in processing the case (s).
- (iv) Bring to the notice of CFAs recurring shortcoming noticed in the proposal (s) and circulate check list for processing of proposal (s).
- (v) Ensure that the time frame provided in DPM - 2009 for processing of proposals is adhered to.
- (vi) Organize workshops/discussions involving executives to discuss issues relating to procurement.

Sr AO (IFA wing)