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**IFA Instruction 1**

File - IFA/113

December 21, 2009

To

1. All PIFAs/IFAs
2. All PCsDA/CsDA holding charge of IFA

Sub - Allotment of U.O. numbers by IFAs

Ref - This Wing I.O. number 10 of 2009

1. The mechanism of allotting U.O. numbers by IFAs was elaborated in above cited I.O. The same has been re-examined at this Hqs based on the provisions of GFR, DPM-2009 and inputs from Defence Services/IFAs.
2. Following issues are relevant -
  - a. GFR merely mentions the need for giving UO number; it does not specify the timing of allotting UO number. A perusal of GFR provisions reveal that it supports the idea of allotting UO number while giving concurrence. The key words in Rule 29 (v) of GFR are "**along with number and date of relevant communication of that department wherein the concurrence was conveyed**". This effectively means that UO number is synonymous with concurrence note made by IFA, thereby meaning that UO number ought to be given at that stage itself.
  - b. One of the central themes of DPM-2009 is to find ways and means to reduce the lead time involved in tendering cycle. **Para 5.5.1** discourages sequential processing of proposals by IFAs and exhorts all concerned to combine various aspects of procurement at AON and EAS stages so that lead time is reduced. **Appendix A** provides the time-frame for different activities of procurement. Sl 8 of this Appendix gives only one stage to IFA for giving EAS concurrence. No separate time-frame is given to IFA for allotting UO numbers.
  - c. DPM-2009 contains enough provisions to enable IFAs to check the authenticity of their vetted Sanctions/Supply Orders/Contracts. **Part-V of Appendix D** mentions that the copy of Supply Order will be marked to IFAs with indication of UO number and date allotted by them. Similarly **Part-V of Appendix E** mentions that the copy of Contract will be marked to IFAs with indication of UO number and date allotted by them. **Sl 12 of Appendix K** provides a para for indicating IFA's U.O. number in the Sanction format. The implications of these provisions are that IFAs get the opportunity to see that their vetted Supply Orders / Contracts / Sanctions have been indeed been issued as concurred by them. This provision adequately covers the concerns of IFAs without increasing the lead-time in tendering.
  - d. Lot-7 of MEIT covering IFA system has been designed in such a manner so as to allow minimum possible entry of files into IFA offices. Under the framework of DPM-2009, it has

been kept as 3 and 4 occasions in respect of Single bid and Two-bid respectively, for an average procurement file as under -

- i. **1<sup>st</sup> entry** - Acceptance of Necessity (AON) stage covering five aspects viz Necessity angle, Quantity vetting, Competence of CFA, Mode of tendering and Vetting of draft RFP.
- ii. **2<sup>nd</sup> entry** - Technical Evaluation Committee (TEC) stage covering one aspect of Advice on commercial clauses in TEC report as per 4.12.8 of DPM-2009.
- iii. **3<sup>rd</sup> entry** - Tender Evaluation Negotiation (TEN) stage covering 3 aspects viz Vetting of CST, Brief for PNC and Nomination of rep.
- iv. **4<sup>th</sup> entry** - Expenditure Angle sanction (EAS) stage covering 4 aspects viz Decision on Acceptance/Retender/Apportionment, Vetting of Supply order/Contract/Sanction, Funds' availability and Allotment of UO number.

The system will automatically allot UO number when the EAS concurrence button will be hit by IFA. The I.O. 10 of 2009 instruction will not only compel design change at Pilot stage but will also add burden to data-entry workload of IFAs with no commensurate value-addition.

3. In view of above, following revised instructions are issued for immediate compliance by all IFAs -
  - i. Henceforth UO number will be allotted while giving EAS concurrence by IFAs. EAS concurrence will consist of 4 aspects as stated above.
  - ii. IFA/their reps will counter-sign the vetted Supply Order/Contract/Sanction and keep a copy of the same in their file.
  - iii. Once copy of formal Supply Order/Contract/Sanction is received, the same will be compared with the vetted copy in file to ensure uniformity in contents. Matter may be taken promptly with the CFA/User in case any deviation from the vetted copies is noticed.
4. The above-cited measure will enhance effectiveness of IFA in checking compliance of their concurrence, increase user satisfaction at all levels, reduce workload at IFA offices, facilitate MEIT Lot-7 implementation and will be in sync with the letter and spirit of DPM-2009 & GFR provisions.
5. This issues with approval of CGDA.



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