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No/IFA/499/R&D/Corr

Dated 29 Dec 2016

To

All IFA (R&D)
(Through CGDA Website)

Sub: Creation of database for R&D IFAs with regard to workload, Budget handled, manpower positioned, No. of CFAs, PCs/PNCs etc.

Recently a database has been created with regard to workload, Budget handled, manpower positioned in PIFA/IFA offices (Army, Navy, Air Force etc), No. of CFAs and number of Procurement Committee/PNC meetings etc attended by the officers posted in PIFA/IFA offices during the FY 2014-15 and FY 2015-16. Based on the above database guidelines for positioning of manpower in PIFA/IFA offices have been formulated with the approval of the CGDA. Similar database also needs to be created in the HQrs office for R&D IFA offices.

2. It is therefore requested that to enable this HQrs office to create the above database for R&D IFA offices, requisite information on the enclosed proforma may kindly be forwarded to this HQrs office by 10.01.2017.

3. It may please be ensured that the above information is furnished "Cluster-wise". Information may also be provided in respect of all labs under each cluster.

Nirupama
29/12/2016
(Nirupama)
Jt. CGDA (Fin)

**Data for Creation of Data-base for R&D IFAs
(FY 2015-16)**

1.Name of the IFA_____

2.Address of R&D IFA office to Cluster (Name)_____

Sl.	Name and address of Cluster/Labs	No. of CFAs & Level of CFAs	Name of Addl. IFA/ Jt IFA/ Dir (Fin)/DFA/Dy.IFA	Whether independent charge or additional charge	If holding additional charge, please post of original charge	No. of SAO/AO/AAO posted for examining proposals from R&D labs	Total receipt AON, FC & Misc Cases in FY 2015-16	Total No. of CNC/PNC carried out during FY 2015-16	Total budget 201
									Amount for which concurrence accorded for AON
1	Cluster-----		No. of Addl/Jt IFA_____ No. of Dir/DFA_____ No. of DyIFA_____			(i) No. of SAO/AO_____ (ii) No. of AAO_____			
2	Lab-----		No. of Addl/Jt IFA_____ No. of Dir/DFA_____ No. of DyIFA_____			(i) No. of SAO/AO_____ (ii) No. of AAO_____			
3	Lab-----		No. of Addl/Jt IFA_____ No. of Dir/DFA_____ No. of DyIFA_____			(i) No. of SAO/AO_____ (ii) No. of AAO_____			

* Like DG Cluster, Director Lab etc.

Note: The details workload of all the labs of cluster may be included in the report.

**Data for Creation of Data-base for R&D IFAs
(FY 2014-15)**

1.Name of the IFA_____

2.Address of R&D IFA office to Cluster (Name)_____

Sl.	Name and address of Cluster/Labs	No. of CFAs & Level of CFAs	Name of Addl. IFA/ Jt IFA/ Dir (Fin)/DFA/Dy.IFA	Whether independent charge or additional charge	If holding additional charge, please post of original charge	No. of SAO/ AO/AAO posted for examining proposals from R&D labs	Total receipt AON, FC & Misc Cases in FY 2014-15	Total No. of CNC/PNC carried out during FY 2014-15	Total budget 201
									Amount for which concurrence accorded for AON
1	Cluster-----		No. of Addl/Jt IFA_____ No. of Dir/DFA_____ No. of DyIFA_____			(i) No. of SAO/AO_____ (ii) No. of AAO_____			
2	Lab-----		No. of Addl/Jt IFA_____ No. of Dir/DFA_____ No. of DyIFA_____			(i) No. of SAO/AO_____ (ii) No. of AAO_____			
3	Lab-----		No. of Addl/Jt IFA_____ No. of Dir/DFA_____ No. of DyIFA_____			(i) No. of SAO/AO_____ (ii) No. of AAO_____			

* Like DG Cluster, Director Lab etc.

Note: The details workload of all the labs of cluster may be included in the report.