

 <p>सत्यमेव जयते</p>	<p>भारत सरकार रक्षा मंत्रालय Government of India Ministry of Defence रक्षा लेखा महानियंत्रक Controller General of Defence Accounts उलान बटार रोड, पालम, दिल्ली छावनी-110010 Ulan Batar Road, Palam, Delhi Cantt - 110010 Ph No. 011 - 25665571, 25665572, FAX No. 011- 25674779. (IFA WING) E-Mail : cgdanewdelhi@nic.in & cgdaifa@gmail.com</p>	 <p>सत्यमेव जयते DEFENCE DEPARTMENT</p>
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CIRCULAR NO-2 of 2015

No. IFA/97

Dated : 02nd Feb 2015

To

All PIFAs/IFAs

Subject: Revised Inspection Questionnaire.

The earlier inspection questionnaire dated 14.07.2011 which was the first attempt of its kind was designed keeping in view the role and functions of the Integrated Finance. The questionnaire covered the issue relating to Administration, Quality Management Review and Compliance mechanism, office automation etc. The purpose of the new system was to internalize inspection itself as a control mechanism and ensure that the officers and staff of IFA are fully involved in the activity of the inspection and know what is expected from them.

This document is not a static document, but would continually evolve with time as we aim towards continual quality improvement. Accordingly, with the gap of time, some changes to the existing system have taken place. Further, based on the feedback received through inspection of IFAs, a need was felt to revise the existing questionnaire. The Draft revised questionnaire was designed and forwarded to the PIFAs/IFAs and concerned Sections of the HQrs office for soliciting their views/comments. Based on the feedback received from all the stakeholders, revised questionnaire has been finalized with the approval of the competent authority and is forwarded for necessary action.

This issues with the approval of Addl CGDA


(V.K. Vijay)
Jt.CGDA (IFA)

PART-I
QUESTIONNAIRE FOR IFA INSPECTION
(Information to be furnished by the IFA)

1.	Question	Response by PIFA's/ IFA's	Remarks of the HQrs Inspection Team
1	Name & Address of the office, with Telephone/Fax No. (Complete address).		
2	Please indicate status of office accommodation, office furniture, PC & peripherals, internet and availability of basic amenities.		
3	Status of Adm/logistic support provided by the Executive authorities.		
4	Whether annual physical verification of dead stock articles/computers hardware and software is being done regularly? If so indicate the last date of annual stock verification done and also indicate the discrepancy noticed, if any, and action taken thereon?		
5	Status of WAN-connectivity		
6	Whether the IFA module has been implemented in your office. If yes, Indicate the report/return/MIS generated on system.		
7	Indicate:- a) Number of AON/EAC proposals and amount thereof received during the last quarter. b) Out of above, how many were processed on application software. c) Reasons, for not processing all the files on application software (wherever applicable).		

