

CONTROLLER GENERAL OF DEFENCE ACCOUNTS
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(IFA WING)

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No.IFA/37

Dated: 26.09.2014

Circular No 10 of 2014

To

All IFA's / IFAs

Subject: Delayed submission of Monthly progress report and discrepancies therein.

Despite issue of guidelines by this Hqrs.office regarding submission of MPR, the following discrepancies have been found in the MPR submitted by the IFAs:-

1. The MPR is being received after the due date- resulting in delayed compilation of the report. Submission of the report by 10th of each month may therefore be ensured.
2. The reports are being addressed to Addl. CGDA/Jt. CGDA- sometimes by name also, as well as being faxed to IFA Wing, which increases the volume of correspondence (at higher level). **As far as possible the report may be sent by post only as figures in faxed copies are sometimes not clear and Annexures to the report get mixed up. The report may be addressed to AO (IFA Wing). Wherever WAN connectivity is available the report may be directly uploaded as directed vide circular No IFA/37 dated 14.08.2014.**
3. Some of the IFAs are not submitting the report in the prescribed format circulated vide this office circular of even No; dated 09.03.2011 (Photocopy enclosed). Submission of MPR in the **prescribed format may strictly be ensured.**
4. The amount is being shown in thousands, whereas in the prescribed format of the report, the same is required to be mentioned in lakhs only , resulting in unrealistic and exaggerated figures being shown in the report.
5. CB of the previous month does not tally with OB for the current month. Hence the same is not being accepted by the system.
6. The number of cases cleared in 1st, 2nd and after 2nd round viz. Col.10, 11& 12 respectively does not match with the No. of cases under Col.7 of both AON and FC report concurred.

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7. Difference between *proposed* and *concurring* amount does not match with the savings amount.
8. The break- up of cases under *time- taken* analysis, shown under column 13,14 and 15 does not tally with the total number of AON/FC cases handled during the month.
9. The PIFA/Command IFAs submitting MPR through WAN may continue sending the report by post till the system is fully stabilizes.

Since the MPR contains vital information pertaining to the office, it is of utmost importance that the same contains correct information to serve the desired purpose. It is therefore requested that the time schedules for submission of MPR and accuracy thereof be ensured.



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