



सत्यमेव जयते

भारत सरकार
Government of India

रक्षा मंत्रालय
Ministry of Defence

रक्षा लेखा महानियंत्रक

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To

ALL PIFAs / IFAs

Sub: Preparation & Disposal of Inspection Report.

CGDA Procedure Manual (Revised) Para 311 to 314 lays stress on various guidelines to be observed by the inspecting officers while carrying out inspection by the command IFAs under their administrative jurisdiction or while carrying out inspection of other IFA offices when so detailed by the HQrs. Office.

2. During the recent inspections of IFA offices, it has been observed at the time of review by the higher authorities that guidelines laid down in ibid paras of CGDA Procedure Manual are not being fully observed by the Inspecting Officers and the inspection reports are sometimes finalized without carrying out necessary discussions with the inspectee offices. To give effect to the guidelines contained in CGDA Procedure Manual referred to in the preceding paragraphs, it is enjoined upon all PIFAs/IFAs to adhere to the following guidelines while discharging their function as inspecting officers:-

- (a) The points arising out of the inspection should be discussed by the head of the team with the IFA concerned and the results communicated to the Inspecting Officer. Inspecting Officer will discuss such of those items which cannot be satisfactorily settled with the IFA. Suggestions likely to be helpful in the improvement of methods and procedures should also similarly be discussed and the outcome embodied in the report, if necessary.
- (b) The inspection report will be prepared by the inspection team. The inspection report should be clear and concise. The report as far as possible refer to the relevant rule or order transgressed and mention precisely the nature and extent of transgression.

- (c) The draft inspection report will be shown to and discussed with the IFA before closing the inspection and the result of such discussion indicated suitably in the final report.
- (d) A summary of all important matters and outstanding problems will also be prepared along with inspection report to enable the CGDA to have a correct appreciation of the overall situation and efficiency of work in the concerned office. Areas requiring changes/modification of procedures, if any, will also be highlighted in the summary.
3. Apart from the above, inspection questionnaire circulated vide this HQrs. Circular No. 02 of 2015 got completed by the inspectee office, should form part of the inspection report duly commented upon by the inspecting officer.

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Jt. CGDA (IFA)