

OFFICE OF THE CGDA WEST BLOCK-V RK PURAM NEW DELHI
(PRINCIPAL IFA WING)

Instruction Order No. 14 of 2008

No: PIFA/I.O./2007-08

Date:- 8.7.2008

To


All PCsDA/CsDA/IFAs/RTCs including PCDA HRD

On perusal of case files on IFA matters, Addl. FA(A) & JS, MOD (Fin) has brought to the notice of this office that different IFAs are following different systems for recording the remarks of IFA in the cases submitted to them. It has been brought out that one of the IFA has been following a system under which issues are examined on an internal examination sheet, which is then placed on the main file, docketed on the note side of the MF, followed by a brief noting by the Jt IFA/IFA wherein, at times, reference is made to the internal examination sheet also. The internal examination sheet contains the notings made by the Asst/Dy IFA, Jt/Addl IFA and IFA. It has been contended by the IFA that the advantage of following the system is that IHQ gets to know the views of all concerned.

2. Considering that it is the final view of the IFA that matters, the advantage of placing the Internal Examination sheet (in original) on the MF is not clear. If, on the other hand, it is considered that the system has some inherent usefulness, the notings can be made on the main file itself rather on a separate sheet(s) which is/are then anyway placed on main file.

3. In view of above, it is advised that the proposal should be examined by the IFA either on main file with all notings being available on the main file with a shadow file retained by the IFA or alternatively the proposals should be examined internally on the shadow / routine file and only the final noting would go on the main file. In this regard, all IFAs are requested to ensure that shadow files are being maintained by them.

Pr. IFA has seen.


(Anuradha Prasad)
Jt.CGDA (IFA)

Copy to:

1. Addl. FA (A) & JS MoD (Fin.)
2. Addl. FA (D) & JS MoD (Fin.)
3. Jt. CGDA (I), Jt. CGDA (II), Jt. CGDA (A/cs. & Bud)
4. Jt. CGDA (III)
5. Jt. CGDA (Trg. I) & Jt. CGDA (II)
6. Sr. Dy. CGDA (EDPS) - with a request to place the circular on the website.
7. Hindi Cell - For Hindi version please.


(Anuradha Prasad)
Jt.CGDA (IFA)