

**CONTROLLER GENERAL OF DEFENCE ACCOUNTS,
ULAN BATAR ROAD, PALAM, DELHI CANTT – 110010.
(IFA wing)**

Ph No. 011 – 25665569 - 572, FAX No. 011- 25674779.

IFA Circular No. 03 of 2012.

No. IFA/37

Dated :- 19--04—2012.

To

All PIFAs/IFAs
(Dedicated/Nominated).

Sub :-

Maintenance of Registers :

- (i) **Register for AON**
- (ii) **Register for Financial Concurrence/VO No.**
- (iii) **Register for CNC/PNC.**

Ref :-

- (i) HQrs office letter No. AT/IX/IFA/13381/PC-Registers dt 27.12.2005.
- (ii) HQrs office letter No. even dt. 23.09.2011.

CGDA office vide letter No. AT/IX/IFA/13381/PC-Registers dt. 27.12.2005 prescribed for maintenance of registers of CNC/PNC (format enclosed as Annexure – A). Further, vide HQrs office letter No. even dt 23.09.2011, it was advised that register for AON & FC/VO No. cases will be maintained separately as per format circulated vide ibid letter (formats enclosed as Annexure – B & Annexure – C).

2. It has come to notice of HQrs office that some of the IFA offices are not maintaining the above mentioned registers on prescribed format, as a result of which the information being reflected in MPRs do not match when verified on ground. This is a matter of concern and all IFAs are advised to ensure that the registers for AON cases, FC/VO No. cases & CNC/PNC are maintained strictly as per formats enclosed with this letter w.e.f 01.04.2012.

3. A line in confirmation for maintenance of above mentioned registers may please be sent to HQrs office.


(Arvind Kadyan)
Jt.CGDA (IFA)

Annexure – A
(Register for CNC/PNC)

SI No.	Brief Particular of the proposal	Unit/Fmn /Dte	Amount of proposal	Date & time of opening of tenders	Chaired by Name & Designation	Name & designation of the IFA rep	Outcome of the PNC including the amount negotiated
1	2	3	4	5	6	7	8

Fly Leaf Instructions

- To record the details of CNC/PNC participated by the IFA or his rep.
- Purchases exceeding Rs 5 lakhs are necessarily on the advise of TPC to be constituted by the CFA.
- TPC/CNC/PNC will include IFA or his rep as a member.
- Price negotiation with L-1 firm can be considered when the offers received are at wide variation with the estimated cost or when the price quoted are unreasonable. In such cases Price Negotiation is conducted by the CNC.
- This register may be put up to IFA on monthly basis.

Annexure - B
(Format for Register for AON/Qty Vetting cases)

SI No.	Date of Receipt	Unit/Fmn /Dte	IFA File No.	Subject	Date of Concurrence	Amt Proposed	Amt Concurred	Savings	Remarks
1	2	3	4	5	6	7	8	9	10

Fly Leaf Instructions

- Details of all the cases concurred at AON stage will be recorded in the AON register.
- The AON No. will remain continuous through out the financial year.
- The cases concurred for AON and not received for subsequent stages will be taken up with the Executives.
- The register will be submitted to Dy.IFA/IFA/PIFA on the monthly basis.

Annexure – C
(Format for Register for financial concurrence cases/allotment of UO No.)

SI No.	Date of Receipt	Unit/Fmn /Dte	IFA File No.	Subject	AON NO. & date	Date of clearance	Amt Proposed	Amt Concurred	Savings	SO No & date	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Fly Leaf Instructions

- Details of all financial concurrence cases will be recorded in the register for Allotment of UO No.
- The FC/UO NO. will remain continuous through out the financial year.
- The AON No. & date of the proposal will be entered in column NO. 06 of the register.
- The details of the SO would be entered in column No. 11 after receipt of the same.
- The cases in which Financial concurrence has been accorded by IFA offices and sanction not issued by CFA or copy of SO not received should be taken up with the executives.
- The register will be submitted to Dy.IFA/IFA/PIFA on monthly basis.