



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
GUWAHATI
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No. E/I/84/Monthly Report/IFA-CFA/MES

Dated: 27/06/2023

To

The All AO GEs/AO AGEs/AO GE EP/AOCCE

Subject : Implementation of IFA-CFA integration module in MES.

Reference : MO CDA Guwahati letter No.AN/IA/Misc.Corr/Vol-XVI dated: 23/06/2023.

Please find enclosed a copy of HQrs. Office CGDA letter No.IFA/181/GeM/17/2023 dated:16/06/2023 regarding Implementation of IFA- CFA integration modules in MES along with a complete "IFA user Manual" and "IFA Module Workflow" modules for your guidelines, information and necessary action please.

In this regard, please refer to Para-6 of ibid HQrs office letter and monthly report on the subject as per Annexure-C-1 & C-2 may please be submitted through E-mail of E-I Section for on ward transmission of the report to the HQrs. Office.

The above report may please be noted in monthly report return Register.

Enclo :- as above.

(B Rajbongshi)
Sr.Accounts Office(E-I)

Copy to :-

1. The Oi/C AN/IA (Local) :- For information with reference to his no. cited above please.
CDA Guwahati
2. The Oi/CIT Section (Local) :- With a request for uploading in the website please.
CDA Guwahati

(B Rajbongshi)
Sr.Accounts Office(E-I)



रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली छावनी-110010

Ulan Batar Road, Palam, Delhi Cantt. - 110010

(IFA WING)

Phone: 011 - 25665571, email: cgdaifa.dad@gov.in

No IFA/181/GeM/17/2023

Dated: 16/06/2023

To,

The concerned PCsDA/CsDA
(Through email)

Sub: Implementation of IFA-CFA integration module in MES.

Kindly refer to Para 2 of CGDA HQrs letter no. IFA/03/IFA setup/PF/2023 dated 31.03.2023 on implementation of IFA system in MES. The timeline applicable for processing the proposals related to routine/regular maintenance work both, with and without IFA consultation, is applicable w.e.f 01.07.2023. Accordingly this timeline may please be adhered to. In continuation of the same, the Competent Authority has decided to implement online concurrence for the store procurement on GeM portal.

2. In order to implement the IFA-CFA integration on GeM portal, the details of SAOs/AOs/AAOs posted in AO GEs/AAO GEs were called for vide our letter dt 17/05/2023 for creation of GeM IFA user IDs.

On the basis of details received from the PCsDA/CsDA, GeM IFA user IDs have been created for the purpose of online concurrence of GeM store procurement cases. List of GeM IDs is attached as annexure 'A'. **Two GeM IDs** have been created for those AO GE offices which are providing IFA concurrence to CWEs/CEs in addition to GEs - one for processing the proposals of CE/CWEs and another for files of GEs.

3. These GeM IDs may be further be communicated to respective AO GEs/AAO GEs with an advice that AO GEs/AAO GEs should share these IDs with the respective executives so as to map GeM IDs of AO GEs/AAO GEs under their own GeM ID, for the purpose of facilitating online concurrence of GeM store procurement. All proposals of store procurement may be processed in online concurrence mode on GeM portal w.e.f 01.07.2023. Physical files may only be accepted in the cases of exceptional circumstances, under intimation to HQrs IFA Wing.

The officers of the level of JAG/STS/JTS of dedicated IFA offices at certain stations have been mapped with CWEs/CEs as notified vide CGDA letter dt 30/03/2023. To deal with the cases of store procurements of CWEs & CEs, **separate GeM IDs** will be provided to concerned IFAs. These GeM IDs may be shared with the concerned CWEs/CEs to process the store procurement files of the MES organization.

4. Step-by-step procedure for login and changing/resetting password by AO GEs/AAO GEs is attached as annexure 'B'. In addition a complete "IFA User Manual" and "IFA Module Workflow" are attached herewith (in soft copy) for information and guidance of the AO GEs/AAO GEs. The "IFA Module Workflow" may also be shared with the executives for guidance and further necessary action at their end.

5. GeM IDs are office oriented. In the case of posting out of the officer (holding GeM ID), information of the link officer/newly posted-in officer has to be sent immediately to HQrs IFA wing in the format appended below through email at cgdaifa.dad@gov.in.

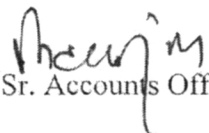
Full Name	Designation	Mobile No.	NIC Email ID	Remark (Posted-in/out)

In the case of leave/temporary duty etc., the ibid. process has to be adopted for the link officer or the officer to whom the additional charge have been assigned. Once the original incumbent rejoins from leave/TD, GeM Id will be again allotted in the name of the original incumbent on receipt of email in this regard.

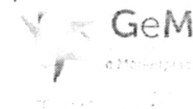
6. PCsDA/CsDA are also requested to forward monthly consolidated report from all the AO GEs/AAO GEs/AGEs(I) under their jurisdiction, to HQrs office by 5th of the subsequent month in soft copy (.xls format) through email (cgdaifa.dad@gov.in) as per the format attached as annexure 'C-1 & C-2' .

7. The IFA-CFA integration on GeM portal for procurement of stores in the MES organisation will be implemented wef **01.07.2023**.

This issues with the approval of Sr.Jt.CGDA(IFA)


Sr. Accounts Officer (IFA)

Annexure 'B'

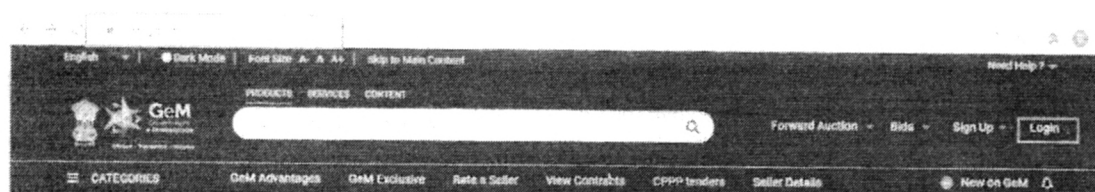


5. Using IFA Module

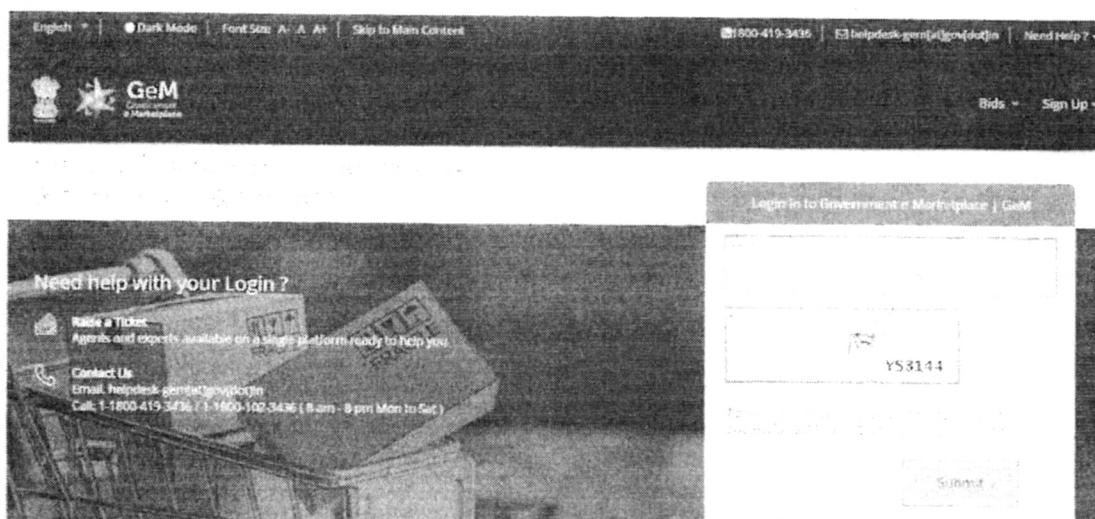
5.1 IFA login

Step 1: Visit <https://gem.gov.in/>

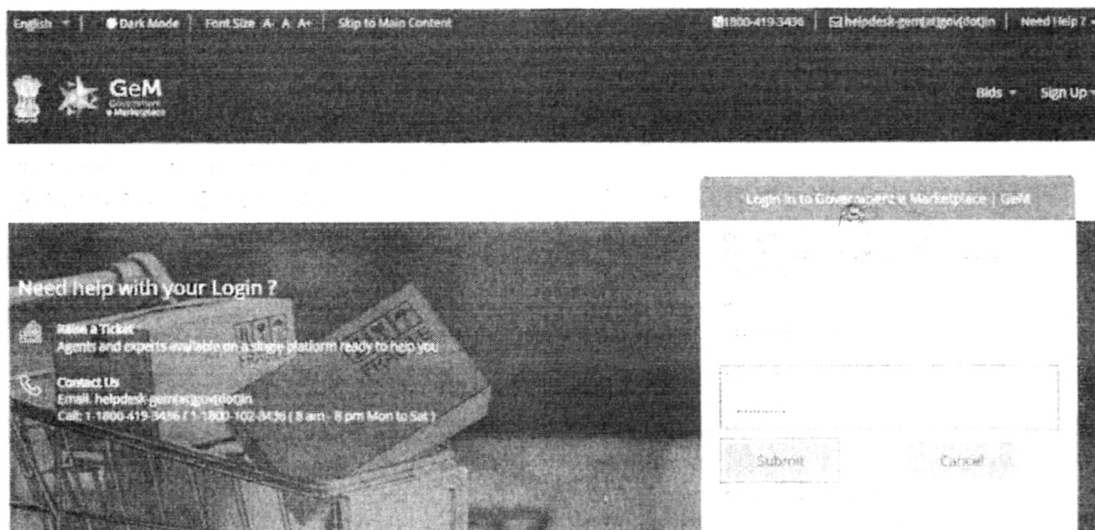
Step 2: Click on Login



Step 3: Enter User ID and Captcha then click Submit as shown below



Step 4: Enter Password and click Submit. (Password are case sensitive)



GeM portal only accepts the correct credentials for the user to successfully log into GeM portal.

5.2 Interface – Post Login

Once logged in, GeM redirects the user to respective/assigned Screen/Dashboard. Following are the two types of interfaces as defined -

1. GeM post login Default screen – For Defence Buyer and IFA HOD
2. IFA Module Dashboard – For IFA Admin, For IFA User, and IFA Sub user

5.3 Accessing IFA Dashboard

Once successfully logged in at GeM, a user can start using IFA module as per their user role and privileges.

5.3.1 IFA Buyer and IFA HOD

After successful login on GeM portal, IFA Buyer and IFA HOD needs to click on **IFA** tab to access IFA Dashboard.

5.3.2 IFA Admin, IFA User and, IFA Sub user

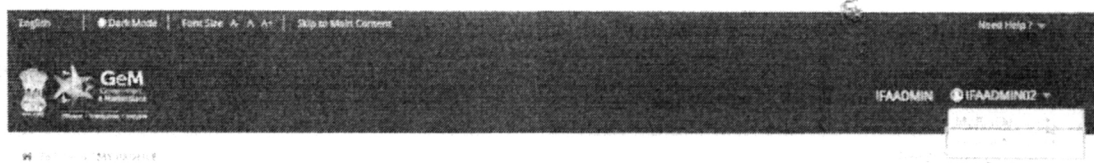
After successful login on GeM portal, the user – IFA Admin, IFA User and IFA Sub User will be redirected to the **Dashboard** as per their assigned user role.

5.4 Changing Password

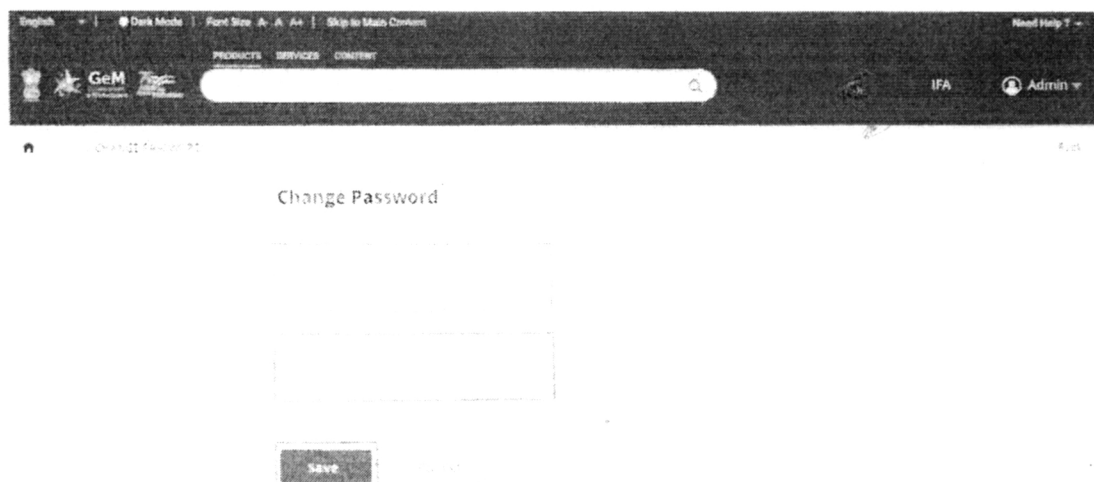
Users are recommended to change their passwords at regular intervals to maintain the privacy and security of their user accounts.

Steps to change the password in IFA module:

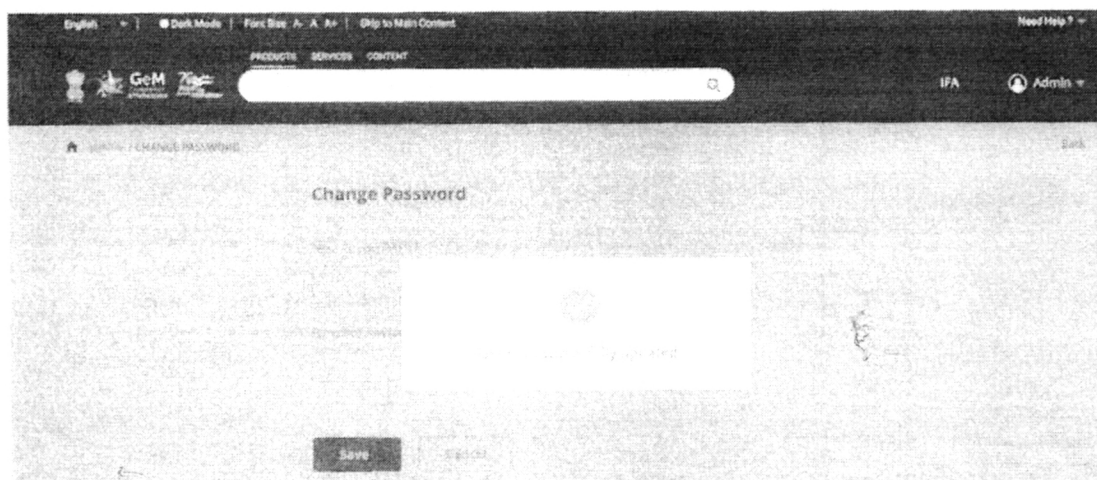
Step 1: Click on the User Type Dropdown, click on 'Change Password' tab.



Step 2: Fill in the required details and save.



Step 3: A message will populate saying "Password successfully updated".



Note: The Password is case sensitive, min 8 & max 16 characters long. It must contain one numeral, one capital letter, should not start/end with space, not more than 2 consecutive characters. In addition, the new password should not be same as previous six passwords.

Monthly Report on Store Procurement

Annexure - C1

Name of PCDA/CDA: _____

Month: _____

Sl. NO.	Name of Office	No. of GeM cases concurred		No. of Outside GeM Cases Concurred	Total Cases Concurred
		No. of GeM cases concurred online	No. of GeM cases concurred offline		
1					
2					
3					

Monthly Report on Works cases

Annexure - C2

Name of PCDA/CDA: _____

Month: _____

Sl. NO.	Name of Office	Admin Approval		Technical sanction		Station where work to be executed	Concurrence for Contract	
		Number & Date	Amount (Rs. In lakh)	Number & Date	Amount (Rs. In lakh)		Contract Proposed Amount (Rs. In lakh)	Concurred Amount (Rs. In lakh)
1								
2								
3								