

Office of the Principal Controller of Defence Accounts,
Seema Sadak Bhawan, Ring Road, Naraina
Delhi Cantt. 110010.

Circular No : 110

Dated : 21st Mar'2013

To,

All AO(P)/AO TF

(As per standard list)

Subject:- Role of DCDA/ACDA/SAO/AO as IFA attached with BRO
Projects/Task Forces.

During Inspection of some of the sub-offices, it has been observed that AOs (Projects)/AOs (Task Forces) are not discharging their duties as financial advisor in conformity with various orders on the subject as laid down in the IFA(BR) Manual, DPM-2009, DPM supplement, GFR-2005 and various Instructions/Orders issued by the IFA wing of CGDA, New Delhi from time to time. Most of the AOs (Project) / Task Force/Formations are discharging their duties simply as an Accountant and Internal Auditor with old concept prior to introduction and implementation of IFA system in BRO. As per revised delegation made by BRDB vide their letter No.04/696/2007/BEA /21801/PC/DGBR/TPC, dated 27/11/2007 financial powers have to be exercised by the competent authority in consultation with DCDA/ACDA/SAO/AO. Further co-located DCDA/ACDA /SAO/AO are expected to play the role of financial advisor to the BRO functionaries in a pro-active manner from the beginning of preparation of Budget to procurement of Goods and Services.

2 The co-located DCsDA/ ACsDA/ SAOs/AOs are required to involve themselves in all the stages as envisaged in para-2.9 of IFA (BR) Manual. All the AOs (P)/AOs (Task Force) are hereby directed to associate themselves in all the stages of procurement of Goods & Services and Civil Works to the extent of scope provided

vide DPM-2009 and supplement thereof, GFR-2005 and IFA (BR) Manual and various Instructional Orders issued from time to time by the Ministry of Finance (works manual issued by Ministry of Finance), Central Vigilance Commission (copy of the same is up-loaded on PCDA (BR) website). The executive authorities may please be advised to submit all the procurement related cases in duplicate at initial stage. One copy may be retained as shadow file in the office of AOs (P)/AOs Task Force for records and reference. The original case file may please be returned to CFA through proper channel duly concurred/observed/objected to as the case may be. All the eventual updation of respective case file may please be kept in the shadow files for records. UO Note Number should be allotted at the time of final concurrence only. Integrated Finance should be consulted for vetting of quantity, mode of tendering, identification of vendors in case of LTE/STE/PAC and vetting of draft RFP, where financial powers are to be exercised with the concurrence of integrated finance (Ref Para -5.3.4 of DPM-2009).The role of DCsDA/ACsDA/SAOs/AOs posted in the office of AOs (P)/AOs Task Force as an IFA for procurement of Goods and Services is summarised as under :-

(a) AON stage

- (i) Necessity angle concurrence
- (ii) Vetting of Quantities
- (iii) Competence of CFA
- (iv) Funds availability
- (v) Mode of Tendering
- (vi) Vetting of Tender Enquiry
- (vii) Amendments to TE/Extension of tender opening date.

(b) Tendering stage -

- (i) Procedural aspects related to Opening of tender
- (ii) Vetting of CST
- (iii) Member of CNC for ranking L-1, holding negotiations etc.
- (iv) Cost analysis of quoted rates

