Circular

To

All AOs GE / AAOs BSO

Sub: Forwarding of proposal for inclusion in MFAI report.


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In continuation to the above, it has been observed that MFAI proposals received through nic mail/Zimbra(esectionpcdawc@nic.in) are prepared / drafted in a casual manner by AOs GE offices without giving fruitful information for submission of same to higher authorities for inclusion in draft MFAI, thus rendering the entire exercise as futile.

Attention is invited to various correspondences and important circulars which have already been issued for forwarding MFAI proposal in proper format. However, the following shortcomings are still being observed in respect of proposals received at this end:

i) Copy of relevant rule position is not found referred and enclosed.

ii) Proposals are not drafted in the form of statement of case.

iii) Copies of letters forwarded to executive authorities are also not found enclosed.

iv) Calculation of financial loss is not elaborated.

v) Proper breakdown of loss / basis of calculation is not found mentioned or supported with documents.

vi) Similar nature of irregularities are not clubbed together.
In view of the above, it is requested that while preparing / drafting of MFAI proposals the abovementioned points may be incorporated so as to avoid unnecessary correspondence necessitated by such shortcomings. This letter may be considered as communication in respect of all MFAI proposals forwarded with reference to letter dated 29.01.2019. No separate correspondences will be issued in respect of individual proposals.

Further, this office letter of even number dated 05.12.2018 may also be referred wherein detailed guidelines for drafting of MFAI proposal is already communicated. Please acknowledge receipt.

GO (E) has seen.