

DIRECTORATE OF LOCAL FUND AUDIT, ODISHA

2ND FLOOR, TREASURY & ACCOUNTS BHAWAN, KHARVEL NAGAR,
BHUBANESWAR

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Letter No:ALFA-09/2015 - 12658

Dt: 20.11.15

From:

Sri A.K. Das, O.F.S.(SAG)
Director, LFA

To

**All the District Audit Officer, LFA/
Audit Officer, Bhubaneswar**

Sub: Online assignment of work & achievement of Reviewing Officers in ALFA

Madam/ Sir

A new module has been incorporated in ALFA portal to keep track of work assigned to the reviewing officers at the District Audit Offices/ Audit Office, LFA & achievement every month. The District Audit Officers/ Audit Officer & Audit Superintendents should follow the following instructions to upload data in ALFA regarding work assigned to the Reviewing Officers & achievement by them.

1. Role of DAO/ AO: The DAOs/ AO shall assign monthly target to the Reviewing Officers in the assigned work to AS module in ALFA well ahead prior to the beginning of the month. In case the DAOs/AO act as reviewing officer he/she shall assign work /target to self. After assigning work to all Reviewing Officers he/ she should click the submit button so that the assignments to each individual reviewing officer shall be displayed in their screen .
2. Role of Reviewing Officer: The Reviewing Officers , after completion of the month , shall fillup their achievements in the appropriate space & submit latest by 3rd working day of the succeeding month.

After submission of their achievements by the reviewing officers by 3rd working day of the month, the DAO/AO shall review the same for their correctness & certify to enable the Director, LFA to view the details. The DAO/AOs , if not satisfied by the data furnished by the Reviewing Officers can edit & certify.

The DAOs/AOs can place data for the month of November 2015 in ALFA on pilot basis, which was already assigned to the Reviewing Officers manually, from **dt.24.11.2015** & can accept the achievement from Reviewing Officers in ALFA from **01.12.2015**. However, Target & achievements of Reviewing Officers from the month of November 2015 should also be sent to this Directorate in hard copy. Work performance for the month of December 2015 to be reviewed in January 2016 by Director, LFA & subsequent months are accepted through online only.

All reviewing Officers should be informed accordingly.

Encl: the process flow

Yours faithfully


Director, LFA

Memo No: 12659

Dt. 20.11.15

Copy to all Officers of DLFA/ Smt. Minati Sahoo, Technical Director, NIC/
all Audit Superintendents, DLFA/ Programme Section / GP Section for
information & necessary action.


Joint Director

PROCESS FLOW IN ALFA for Online assignment of work & achievement of Reviewing Officers

DAO LOG IN_

Annual Plan _ Assign work to AS_ Select
Month & Year_ Go to next step_ ***** _
Save/ Update_ Submit

Reviewer LOG In_

Submit my work as reviewer_ Select Month _
Follow next Step_ ***** _ Save / Update_ _
Submit

DAO Log In_

Assign work to AS_ (Green Colour Check)_
Show / Hide_ I want to modify/ CERTIFY