

**GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
DISPUR, BLOCK 'F', 2nd FLOOR, DISPUR, GUWAHATI-6**

**ORDERS BY THE GOVERNOR
NOTIFICATION**

Dated Dispur the 4th August, 2021.

No.FEB.129/2021/37: In partial amendment of the Delegation of Financial Power Rules 1999 (as amended), the Governor of Assam is pleased to constitute the following three Committees to appraise and thereafter concur to the implementation of all new projects/ schemes under State Owned Priority Development (SOPD) fund including transfer grants, Centrally Sponsored Schemes, Rural Infrastructure Development Fund (RIDF), Central Sector Schemes, schemes funded by North Eastern Council/ Non-Lapsable Central Pool of Resources and Externally Aided Projects across developmental sectors like power, infrastructure (other than regular infrastructure maintenance of roads etc.), relating to the expenditure in the State Budget.

Each committee will accord concurrence for Administrative Approval, if deemed fit, after appraisal of a project/ scheme under its purview, as per financial limits given below. After the concurrence of the concerned Committee is obtained, the line Department will move a proposal for obtaining the approval of the competent authority for issue of the Administrative Approval, as indicated in Table-I below:

Table I: Concurrence Committees and Approval/ Competent Authority

Sl. No.	Name of the concurrence committee	Members	Value of projects/ schemes	Approval/ Competent Authority
1.	Departmental Finance Committee	Senior Most Secretary of the Department - Chairperson Desk Officer of Administrative Department – Member Secretary Head of Department Concerned Director of the Implementing Agency Senior Financial Adviser of the Department Any other officers as may be decided by the Chairperson	Upto Rs.2 crores	Departmental Minister
2.	Standing Finance Committee	Chief Secretary - Chairperson Senior Most Secretary of the line Department– Member Secretary Desk Officer of Administrative Department	>Rs.2 crores & upto Rs.10 crores	Chief Minister through Departmental Minister

Sl. No.	Name of the concurrence committee	Members	Value of projects/schemes	Approval/Competent Authority
		Head of Department Concerned Director of the Implementing Agency Representative of Transformation & Development Department Senior Financial Adviser of the Department Commissioner & Secretary from the Concerned Control Branch of Finance Department Any other officer as may be decided by the Chairperson		
3.	Special Standing Finance Committee	Hon'ble Minister Finance, Chairperson Senior Most Secretary of the line Department-Member Secretary Desk Officer of the Administrative Department Head of Department Concerned Director of the implementing Agency Representative of Transformation & Development Department Senior Financial Adviser of the Department Commissioner & Secretary from the Concerned Control Branch of Finance Department Director, Budget Any other officers as may be decided by the Chairperson	>Rs.10 crores	a) Chief Minister through Departmental Minister (>Rs.10 crores & upto Rs.100 crores.) b) State Cabinet (>Rs.100 crores.)

1. Meetings of the Committees

- 1.1. Departmental Finance Committee will sit on every Monday. If Monday is a holiday, meeting will be held on next working day.
- 1.2. Standing Finance Committee will sit on every Tuesday. If Tuesday is a holiday, meeting will be held on next working day.
- 1.3. Special Standing Finance Committee will sit on every Thursday. If Thursday is a holiday, meeting will be held on next working day.

2. Modalities for functioning of the Committees

- 2.1. The Administrative Department will submit proposals to the Chairperson of the Standing Finance Committee or the Special Standing Finance Committee, as the case may be, atleast 7 (seven) days before the meeting of the concerned Committee along with checklist at Annexure-I.
- 2.2. In the meetings of the Committee, Member Secretary will elaborate the proposals before the Committee, and make a presentation, if required.
- 2.3. The Standing Finance Committee and Special Standing Finance Committee will be provided with secretarial assistance by a Cell titled Finance Committee Cell, which will be headed by an officer not below the rank of Secretary. The Cell will also be manned by officers from Civil Service, Finance Service, Technical Services alongwith domain experts/ consultants, as required, and other support staff. The function of the Cell will include the following:
 - 2.3.1. The Cell will be constituted under the aegis of Finance Department but it will be functionally autonomous.
 - 2.3.2. The Cell will be the custodian of all records pertaining to the functioning of the two Committees.
 - 2.3.3. The Cell will receive proposals from the Administrative Departments on behalf of the Chairperson of the Committees.
 - 2.3.4. The Cell will not seek any clarification from the Administrative Department and will process the proposals on the basis of the checklists submitted by the Department only, and furnish its observations to Chairperson of the Committee for consideration, in a consolidated manner, two days before the meeting.
 - 2.3.5. The In-Charge of the Cell or his/ her representative will be a special invitee to the meetings of the Committee and will prepare the draft record note of the meetings of the respective Committees and place the same before the Chairperson for approval.
- 2.4. The Chairperson of the Committee may either agree to accord concurrence to a proposal or reject the proposal or ask the Department to resubmit the proposal after necessary modification/ clarification. Concurrence will be accorded only after the Committee is fully satisfied about the merits of the proposal.

3. Submission of proposals by the Departments to Standing Finance Committee and Special Standing Finance Committee.

3.1. The proposals will be minutely scrutinized by the Administrative Department prior to submission to the concerned Committee.

3.2. The proposal will include all components of a project/ scheme including civil works, equipment, human resources etc. so that the scheme can be appraised by the Committee in a holistic manner. However, the Committee will consider concurrence of those components where initial one time capital expenditure is involved. In case, posts are intended to be created, a separate proposal may be processed only after the main proposal is recommended by the Committee.

For example, in case of establishment of a new Medical College Hospital, Health & Family Welfare Department will indicate the total cost on both civil/ electrical works as well as equipment, along with the number of posts to be created. However, Department will have to seek concurrence of the Committee only for the civil/ electrical works and equipment.

3.3. The senior most Secretary will certify that the project/ scheme is essential and that it has been examined and found to be feasible alongwith being administratively prudent and financially cost effective.

3.4. The senior most Secretary will also certify that all provisions of the Assam Public Procurement Act, 2017, the Assam Public Procurement Rules, 2020 and Assam Fiscal Responsibility and Budget. Management (AFRBM) Act, 2005 will be strictly complied with during the implementation of the project/ scheme.

3.5. Each project proposal should indicate the targets given in Table-II below:

Table-II: Physical & Financial targets

Component	Year				Total	
	Year 1		Year 2 & so on		Physical Total	Financial Total
	Physical	Financial	Physical	Financial		
Components 1,2,3 & so on						

3.6. The outcomes of the proposal to be achieved should be indicated. These outcomes should be in the form of measurable indicators which can evaluate the proposal on quarterly/ half yearly/ annual basis.

3.7. Officer identified/ appointed for being directly in charge and responsible for the progress of the proposal, should be mentioned.

3.8. The checklist, in respect of a project/ scheme as stipulated for submission to the Committees from time to time will be signed by the Senior Most Secretary.

4. Social Sector Schemes

- 4.1. In case of Social Sector Schemes, the procedure for Administrative Approval will be the same as in the case of Capital Projects for the first two years of implementation of the scheme, subject to each year's budgetary allocation.
- 4.2. After successful implementation over the first two years, the subsequent concurrences/ approvals in respect of the scheme may be accorded by the Departmental Finance Committee/ Departmental Minister.

5. Limit of Administrative Approval based on budget provision

- 5.1. In case of projects/ schemes, other than that specified in para (5.3) & para (5.4), Administrative Departments will accord such approvals to amounts limited to double the budgetary allocation under the concerned Head of Account. This pool/ bank of Administrative Approvals should be separately maintained by the Administrative Departments.
- 5.2. In case there is additional budget allocation in the same financial year, the scope of granting Administrative Approval will increase by two times the additional fund allocation.

For example, if the budgetary allocation under a particular Head of Account is Rs. 100 crores, in case of projects/ schemes as in para (5.1), the Administrative Departments will limit issue Administrative Approvals up to Rs. 200 crores only. If additional allocation is made in that particular Head of Account through the Supplementary Demand route, the same principle would apply. For example, if Rs. 20.00 crores is provided through Supplementary Demand, then the total Administrative Approval can go up to Rs 240.00 crores under that Head of Account in a financial year.

- 5.3. The principle under para (5.1) will not apply in case of projects/schemes under Centrally Sponsored Schemes, Rural Infrastructure Development Fund (RIDF), Central Sector Schemes, schemes North Eastern Council/Non-Lapsable Central Pool of Resources and Externally Aided Projects. In such cases, Administrative Approvals may be accorded equivalent to the amount sanctioned for a project/ scheme by the Government of India/ funding agency. The concurrence for Administrative Approvals in case of such projects/schemes will be accorded at the level of Departmental Finance Committee only, irrespective of cost of the project/ scheme. However, the approving authority will be as given in Table-I.
- 5.4. In case of special projects, where decisions have been taken about the project based on budgetary announcement or Cabinet decision or at the level of Hon'ble Chief Minister, the principle referred to in Para 5.1 above would not apply. In this case, Administrative Approvals may be accorded for the full amount of the cost of the project irrespective of the amount provided in the budget.

For example, in case of establishment of a new stadium as announced in the budget, Administrative Approval for the entire estimated amount may be given. The normal limit of 200% of the budgetary allocation will not apply in such cases. The concerned Department will maintain a separate pool of Administrative Approvals accorded in such cases, and such Administrative Approvals will not be counted in the pool of Administrative Approvals accorded under Para 5.1.

5.5. The total financial progress against the Administrative Approval already accorded will be taken into consideration while proposing/ issuing new Administrative Approvals in subsequent financial years. The remaining extent of financial progress will be treated as committed liability.

5.6. In case of Social Sector Schemes, Administrative Approvals will be accorded for total amount equal to or less than the budgetary allocation for the relevant financial year.

6. **Communication of Administrative Approval** – Orders conveying Administrative Approval accorded in pursuance of the provisions of this notification shall be generated on the online software solution (www.finassam.in) of Finance Department. Such an order shall be issued online on behalf of the Administrative Department by the Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary of the Department or by any other officer as may be specifically empowered under rule 12 of the Assam Rules of Executive Business.

Provided that the copy of the communication conveying the Administrative Approval accorded shall be forwarded to the Finance Department and the Accountant General, Assam and Treasury Officer concerned by the Sr. Financial Advisor / Financial Advisor in the Administrative Department.

7. Once Administrative Approval for a project/scheme is accorded, the consequent Financial Sanctions will be issued by the Head of the Department (Director/ Chief Engineer etc.) under whose purview the concerned Head of Account lies. The Head of the Department will be fully responsible for compliance with all financial rules and norms, while issuing Financial Sanction and submitting proposal for FOC.

8. **Proposal for Fixation of Ceiling (FOC)** based on the Financial Sanction will be submitted directly by the Head of Department to Finance Department on the online portal, without routing it through the Administrative Department. However, the Administrative Department will be provided access to the online portal to view and monitor the Financial Sanctions accorded/ FOC proposals submitted.

9. Award of contracts/ allotment of works/ placement of supply orders will be done as per Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020, and the existing procedure for award of contracts/ allotment of works/ placement of supply orders.

10. In case of roads & bridges projects of Public Works Department, separate procedure has been laid down in Finance Department's Notification vide No.FEB.73/98/332 dated 20/07/2021.
11. The existing Government rules, Notifications, Office Memoranda etc. pertaining to the provisions of this notification stands superseded/ amended accordingly.
12. This notification will come into force with effect from 15th August 2021.

SA/-

(Samir K Sinha, IAS)
Principal Secretary to the Govt. of Assam
Finance Department

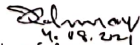
Memo.No.FEB.129/2021/37-A

Dated Dispur the 4th August, 2021

Copy to:-

1. The Chief Secretary, Assam
2. The Chairman, Assam Administrative Tribunal/ Board of Revenue/ PRANAM Commission.
3. All Addl. Chief Secretary/ Principal Secretary/ Commissioner & Secretary/ Secretary to the Govt. of Assam, Dispur.
4. Principal Secretary to Chief Minister Assam.
5. The Accountant General, Assam, Beltola, Guwahati-29.
6. Project Director ASPIRe for enabling necessary features in the finassam.in portal as per the provisions of this notification.
7. All Commissioner of Divisions.
8. All Deputy Commissioners/ Sub Division Officers.
9. All the Heads of Department.
10. All Sr.F.A. / F.A. / Sr.F&AO.
11. The Deputy Director of Printing, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication in the next issue of Assam Gazette.
12. P.S. to all Ministers for kind information of the Hon'ble Ministers.
13. P.S. to Chief State Information Commissioner, Assam.
14. Finance (eGu) Department for necessary uploading.

By order etc.,


Secretary to the Govt. of Assam
Finance (Estt-B) Department

ANNEXURE-I

Check list to be submitted before the Committee

- 1) Name of Administrative Department
- 2) Name of the Project/ Scheme: -
- 3) Total Project/ Scheme Cost: -
- 4) Purpose of the Scheme : -
- 5) Budget Provision (20 Digit H/A):-
- 6) Total Number of targeted beneficiaries: -
- 7) Brief synopsis of the project : -
- 8) Sector to which scheme belongs (Social/ General/Economic) :
- 9) Remarks on feasibility report:-
- 10) Any dispute pertaining to Land, Environment or with any organization related to scheme: -
- 11) In case of land to be acquired, details of cost of land and cost of rehabilitation/ resettlement may be provided.
- 12) Name of implementing agency(s) like PWD etc. may be indicated.
- 13) Mode of implementation: Departmental/Turnkey/Contract/EPC/PPP etc with justification may be given.
- 14) Remarks of HoD on outcome of the scheme: -
- 15) Subsidy component, if any, may be specified:-
- 16) The specific targets proposed to be achieved of the proposal may be mentioned. These targets should be necessarily measurable. These should also be monitorable, against baseline data. The baseline may be indicated.

The targets should be in tabular form as shown below: -

Component	Year				Total	
	Year 1		Year 2 & so on		Physical Total	Financial Total
	Physical	Financial	Physical	Financial		
Components 1,2,3 & so on						

- 17) Specific views of FAO/ Sr. F&AO/ FA/ Sr FA.
- 18) Whether such proposal was earlier submitted & rejected by the committee? If yes reasons may be furnished :-
- 19) Copy of Sanction letter of GOI in case of CSS received or not:-
- 20) Whether approval of concerned Department has been obtained or not in respect of the Sixth Schedule areas:-
- 21) Whether Government of India approval form MEA in respect of EAP has been obtained or not :-
- 22) Whether Cabinet approval has been taken in respect of NABARD Schemes:-
- 23) Certification by the senior most Secretary of Administrative Department that all provisions of Assam Public Procurement Act, 2017, the Assam Procurement Rules, 2020, AFRBM & prevailing circulars/ notifications etc. will be strictly complied with during the implementation of the project/ scheme.
- 24) Certification by the senior most Secretary of Administrative Department that no diversion of funds will be allowed.
- 25) Certification by the senior most Secretary of Administrative Department that the project/ scheme is essential and that it has been examined and is found to be feasible along with being administratively prudent and financially cost effective.

26) Certification by the senior most Secretary of Administrative Department that the above mentioned scheme will be implemented within the stipulated time.

Head of Department
(in case of Departmental Finance Committee)

Head of Administrative Department
(in case of Standing Finance Committee/ Special
Standing Finance Committee)