

**GOVERNMENT OF ASSAM  
FINANCE DEPARTMENT**

**ORDERS BY THE GOVERNOR**

**NOTIFICATION**

**Dated Dispur the 4th May, 2016.**

No: FEB.215/2015/279: In pursuance to the Memorandum of Association of the Assam Society for Comprehensive Financial Management System (AS-CFMS) as approved by the Hon'ble Cabinet in its meeting held on 28/02/2016 vide endorsement dated 01/03/2016 of Political(Cabinet Cell) Department, Govt. of Assam, the Governor of Assam is pleased to constitute the Executive Committee of Assam Society for Comprehensive Financial Management System(AS-CFMS) with the following ex-officio members:-

1)	Chief Secretary to the Government of Assam	President
2)	Senior Most Secretary, Finance Department	Vice President
3)	All officers in the rank of Secretary and above, Finance Department	Members
4)	State Project Director, AS-CFMS	Member-Secretary
5)	Representatives of the Departments of the Governments of Assam, associated with the CFMS-Projects, not below the rank of Secretary	Members
6)	Representative of Planning & Development Department not below the rank of Secretary	Member

**1. Powers and functions of Executive Committee:**

The affairs of AS-CFMS shall be administered, subject to the Rules and Regulations and Bye Laws of the Society, under the overall guidance of Governing Body, and the Executive Committee.

1. It shall be the responsibility of the Executive Committee to endeavor to achieve the objects of the Society and discharge all its functions. The Executive Committee shall exercise all administrative, financial and technical authority in this behalf; including powers to create posts of all AS-CFMS under the Finance Department and make appointments thereon in accordance with the regulations.

Specifically Executive Committee shall exercise powers to authorize creation of technical, administrative and other posts in the AS-CFMS, and to issue retention to such posts and to make payment for the same, provided

- a. the posts shall be as provided in the Project Report of individual CFMS-Projects, and such Project Report have been duly approved by the Governing Body;
- b. the posts so created by AS-CFMS shall be purely temporary and Project Specific and shall cease to exist after closure of the individual CFMS-Projects, unless terminated earlier or as decided by the Executive Committee of the AS-CFMS;

- c. incumbents on deputation to the AS-CFMS from the State Government shall be entitled for 'deputation allowance' and other efficiency linked allowances as deemed fit and proper by the Governing Body;
  - d. AS-CFMS shall deposit the 'Pension Contribution' and 'Leave Salary Contribution' to the appropriate Head of Account as fixed by Accountant general Assam in respect of officers on deputation from the State Government on a regular basis and deduct applicable GPF/GIS/NPS subscriptions and professional taxes from the incumbents monthly salary and deposit the same to the appropriate head of account of the AG/ State Government;
  - e. officials and staff deputed by the State Government to the AS-CFMS may be reverted by the AS-CFMS without assigning any reasons;
  - f. Annual Confidential Reports (ACR) of the Officials on deputation to AS-CFMS is to be recorded, reviewed and accepted and sent to the respective parent department of the incumbent.
2. The Executive Committee shall have under its control the management of all the affairs and funds of the society.
  3. The Executive Committee shall sanction expenditure for the execution of plans, and programmes of the Society as approved by Governing Body.
  4. The Executive Committee may appoint Committees or Subcommittees, by whatever name called, comprising member(s) of the Society and such outside experts and officers of the Society as may be nominated by it for specific tasks, for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Society.
  5. Consider, frame and issue detailed regulations, instructions, guidelines, procedures and processes from time to time in conformity with the statutes and rules for the fulfilment of the objects of the society.
  6. Consider and approve the appointment of the internal auditors of the society.
  7. Fixation of remuneration and other TA/DA charges for members of various Committees and special invitees, while attending the meetings of the various Committees.
  8. Consider and approve eligibility conditions, duration, selection process etc for various types of service providers, vendors, resources including system integrators, developers, stake holders, financial collaborators, public-private partners, franchises, implementers, executors of the various projects under AS-CFMS.
  9. Consider and frame the proposals, Request For Proposal (RFP) and other documents for the approval of the competent authority to achieve the objects of the society
  10. Consider and approve norms, guidelines and terms and conditions and service level agreements with stakeholders.
  11. To handle the projects on job-work and/or outsourcing basis for the Society, lay down terms and conditions and method of hiring such human and other Information Technology resources.
  12. Negotiate, enter into and/or make contracts & deeds on behalf of the Society.

13. To enter into legal and corporate agreements for and on behalf of the society and to sue and defend all legal proceedings on behalf of the society after due approval of Governing Body;
14. Solicit and receive grants, gifts, donations or other contributions from the Central Government, State Government, user charges, cess, contributions, fee and funds in any other forms, shall not be inconsistent or in conflict with the objectives of the society or with the provisions of these Rules;
15. Decide the temporary investment of surplus funds of the Society
16. The Executive Committee shall have the power to enter into arrangement with other public or private organizations or individuals for furtherance of its objects.
17. The Executive Committee may delegate, to the President, Vice President, Member Secretary, or any of its members and / or to a Committee / group or any other officer of the Society such administrative, financial and academic powers and impose such duties as it deems proper and also prescribe limitations within which the powers and duties are to be exercised or discharged.
18. Do all such acts and things as are incidental or conducive to the discharge of the functions and attainment of any of the objects of the Society.

## **2. Meetings of Executive Committee:**

The meetings of the Executive Committee will be held in the following manner:

1. Meeting of Executive Committee shall be held at least once in four months on the date, time and venue to be decided by the President and notified by the Member-Secretary to all members not less than 48 hours before the date/time of the meeting.
2. Five members of Executive Committee will form the quorum. Quorum in the adjourned meetings would not be required.
3. In the event of the President or Vice-President being not present, meeting will be chaired by the senior most member present.
4. Each member of Executive Committee will have one vote; all decisions that cannot be arrived at by consensus will be determined by the majority vote of the members present and voting. In case of equality of votes, the member chairing the meeting will have a casting vote. Any member who has a conflict of interest in any resolution will abstain from voting.
5. The representative of Information Technology Department (not below the rank of Secretary), Assam; Commissioner of Taxes, Assam; and the Directors of the Directorates of Assam such as Accounts & Treasuries, Pension, Audit (Local Fund), Financial Inspections, Small Savings etc. and the Team Leaders of key consultants engaged under the CFMS-Project shall be the permanent invitees to the Executive Committee Meetings. Others may be invited with the approval of the President.
6. The Member Secretary will maintain or cause to be maintained the minutes of the meetings of the Executive Committee.

Sd/-

Dr. Ravi Kota, IAS  
Commissioner &  
Secretary to the Govt  
of Assam,  
Finance Department

1. All Additional Chief Secretaries to the Govt of Assam, Dispur, Guwahati-6
2. All Principal Secretaries to the Govt of Assam, Dispur, Guwahati-6
3. The Commr&Secy to the Chief Minister, Assam for favour of kind information of Honble Chief Minister.
4. The Commissioner & Secretary to the Governor of Assam, RajBhawan, Guwahati.
5. All Commissioner & Secretary to the Govt. of Assam, Dispur, Guwahati.
6. All Secretaries to the Govt. of Assam, Dispur, Guwahati.
7. The Director General of Police, Assam, Ulubari, Guwahati-7.
8. The Staff Officer to the Chief Secretary to the Govt. of Assam, Dispur.
9. The P.S. the Chief Secretary to the Govt. of Assam, Dispur.
10. All Commissioner of Divisions, Assam.
11. All Principal Secretaries of the Autonomous Councils, Assam,
12. The Director, Assam Administrative Staff College, Guwahati-22.
13. All Heads of the Departments.
14. All P.S. to Ministers/ Ministers of State, Assam.
15. The Principal Chief Conservator of Forest, Assam, Guwahati
16. The Director, SIRD, Assam, Guwahati.
17. All Deputy Commissioner/ Sub Divisional Officers (Civil)
18. The Deputy Director, Assam Government Press, Guwahati-21 for publication of the notification in next issue of the Assam Gazette and to submit 500 copies of the Gazette Notification to this Department.

By orders etc.,

*By [Signature]*  
4/5/16  
Dy Secretary to the Govt. of Assam,  
Finance Department,  
Dispur.

*By [Signature]*  
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