

**GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
JANATA BHAWAN, DISPUR, GHY-6**

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur the 20-05-2026

No. FEB 751818/221: In supersession of all earlier Notification issued in this regard and subsequent related directions, a **Special Standing Finance Committee** under Rule 22 of Delegation of Financial Powers Rules, 2022 is hereby constituted as below to consider proposals:

Chairperson : Chief Secretary, Assam

Member Secretary : Sr. Most Secretary of the Administrative Department

Member : Commissioner & Secretary to Govt of Assam, Finance Department

Member : Secretary, Finance (Establishment-B) Department

Member : Desk Officer of the Administrative Department

Member : Head of the Department

Member : Director/Sr FA/FA of the Administrative Department

- All the scheme/projects under State Own Priority Development (SOPD) in the range of Rs 25 Cr. to Rs 100 Cr. shall be considered by this SSFC, in accordance with DFPR,2022 provisions.
- Administrative Departments shall submit information and process SSFC meeting minutes in the *formats enclosed*.
- Sr Most Secretary of the Administrative department shall be responsible for informing all the members about the SSFC meeting, submission of Checklist and processing meeting

minutes.

This order is issued with approval of Competent Authority.

Digitally signed by
JAYANT NARLIKAR
Date: 20-05-2026
16:04:01
Commissioner & Secretary to the Govt. of
Assam,
Finance Department

Memo No. FEB 751818/221-A
2026

Dated Dispur the 20-05-

Copy to:

1. Chief Secretary, Assam for information.
2. All Special Chief Secretary/Additional Chief Secretary/ Principal Secretary/Commissioner & Secretary/ Secretary to the Govt. of Assam, Dispur.
3. Additional Chief Secretary to Hon'ble Chief Minister Assam.
4. The Principal Accountant General (A&E), Assam, Beltola, Ghy-29.
5. All District Commissioners/ Sub-Division Officers.
6. All Head of Departments.
7. Spl Director/Director, Finance (Budget) Department.
8. All Director Finance /Sr. F.A./ FA/F&AO/TO
9. P.S. to all Hon'ble Ministers for kind information of Hon'ble Ministers.
10. Content Manager, Finance (Establishment-B) Department for uploading in the website.

By Order etc.,
E-Signed
Secretary to the Govt. of Assam,
Finance (Estt-B) Department

Annexure-A
CHECKLIST FOR SUBMISSION OF PROJECTS / SCHEMES FOR SSFC

SL.NO	Particulars	Notes of the Administrative Department
1.	Name of the Administrative Department	
2.	Name of the Project/Scheme	
3.	Total Project Cost	
4.	Budget Head of Account with 20-digit classification	
5.	Budgetary amount in current Financial Year	
6.	Summary of the Scheme/project details with envisaged physical outcomes (Should be furnished as annexure to the checklist, if necessary)	
7.	Sector to which the scheme belongs (Social/General/Economic).	
8.	Whether the proposal is for new project/scheme or for revalidation/revision of AA for existing scheme	
9.	Whether the project/scheme has been uploaded in PM-GatiShakti Portal	
10.	If it is a proposal for revalidation of AA for existing scheme, copy of original AA along with information relating to upto date physical and financial progress, reasons for delay and expected date of completion of the scheme/project may be furnished	
11.	If it is a proposal for Revision of AA for existing scheme, copy of original AA along with detailed justification for revision may be furnished. If there is a change of project cost or cost escalation detail justification, supporting papers may be furnished.	
12.	If it is a proposal for Non AA financial sanction under SOPD, budget provision details of the scheme may be furnished. If the proposal is under Grants in Aid head, copy of Utilization certificate against previously released fund (if any) may be furnished.	
13.	The year in which scheme was started (in case of existing Social Sector scheme). Current status of the scheme.	
14.	Is the scheme under Capital head or Revenue head of Account?	
15.	Is the scheme covered under Para 5.4 of Notification No. Feb. 129/2021/37 dated 4th August, 2021. If yes, please attach extract.	
16.	Please indicate maximum amount for which AA can be given in current financial year as per Para 5.1 of Notification No FEB.129/2021/72 dated 28th August, 2021. Please indicate the availability of budget provision supported by calculation sheet signed by Sr. FA	
17.	If the proposal is under budget provision under Loan head, copy of draft loan agreement with UC against previously released fund under the scheme may be furnished.	
18.	Whether view of Finance (Economic Affairs) Department (in case of loan component) obtained? Please furnish extract	
19.	Whether the scheme is under the budget	

	provision of State Finance Commission Grant? If yes, then has views of Finance (Economic Affairs) Department obtained? Please furnish extract.					
20.	Remarks relating to feasibility of the scheme.					
21.	Detailed particulars relating to availability of land for the scheme/project. Any dispute pertaining to Land, Environment & Forest or with any other authority related to the scheme may be indicated					
22.	In case of land to be acquired details of cost of land and cost of rehabilitation / resettlement to be provided.					
23.	Name of the implementing agency.					
24.	Mode of implementation (Departmental/Trunk/ Contract/EPC/P PP etc)					
25.	Expected outcome of the Scheme. Views of the HOD.					
26.	Subsidy component if any may be specified.					
27	The specific targets proposed to be achieved of the proposal may be mentioned. These should be monitorable against baseline data. The baseline may be indicated. The target should be in tabular form as shown below					
	Component	Year				Total
		Physical	Financial	Physical	Financial	
28.	Certification by the Senior Most Secretary of Administrative Department that all provisions of Assam Public Procurement Act, 2017, the Assam Procurement Rules, 2020, AFRBM Act & prevailing circulars/ notifications etc. will be strictly complied with during the implementation of the project/ scheme.					
29.	Certification by the Senior Most Secretary of Administrative Department that no diversion of funds will be allowed.					
30.	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.					
31.	Certification by the Senior Most Secretary of Administrative Department that the above mentioned scheme will be implemented within the stipulated time.					

Sr. Most Secretary of the Department/HoD

Annexure-B

Minutes of the Special Standing Finance Committee Meeting forDepartment

Date & Time:

Venue:

1. SCHEMATIC DETAILS:

- i. Name of the scheme/project & Financial Year:
- ii. Budget provision:
- iii. Head of Account:
- iv. Proposed amount against the proposal:
- v. Time-line for completion of the project/scheme:
- vi. Justification for the Proposal:
- vii. Is there any duplicity in taking up this Scheme with any other fund source, either of GoI or State Govt?:

2. DECISION:

I. DETAILS:

II. Sr. Most Secretary of the Admin. Department shall ensure that—

- i. No diversion of funds will be allowed for any other purpose.
- ii. This Project/Scheme is essential and that it has been examined and found to be feasible and financially cost effective.
- iii. This Scheme shall be implemented within stipulated time of months and no cost escalation will be allowed except in circumstances beyond control of implementing agency with due approval of competent authority as per the extant guidelines.
- iv. Proposal has not been split to surpass any of the DFPR provisions.
- v. All provisions of AFRBM Act, Assam Public Procurement Act, 2017; the Assam Procurement Rules, 2020 and other applicable extant circulars/notifications, etc. will be strictly complied with during the implementation of the Project/Scheme.

The meeting ended with vote of thanks from the Chair.

Signed /Digitally signed by:

1. Chief Secretary
2. Senior Most Secretary of the Administrative Department.
3. Commissioner & Secretary, Finance Deptt.
4. Secretary, Finance (Establishment-B) Department
5. Desk Officer of the Administrative Department
6. HoD of Administrative Department.
7. Director/Sr.F.A/F.A. of the Administrative Department.

Memo No.

Copy to:

1. The S.O. to Chief Secretary to the Govt. of Assam.
2. The Sr. Most Secretary to the Govt. of Assam, Administrative Department

3. The Commissioner & Secretary to the Govt. of Assam, Finance Department.
4. Secretary to the Govt. of Assam, Finance (Establishment-B) Department
5. Desk Officer of the Administrative Department.
6. Head of the Administrative Department
7. Director /Sr.F.A./F.A. of the Administrative Departmrnt.

By order, etc.