

**GOVERNMENT OF ASSAM  
FINANCE(Estt-B) DEPARTMENT  
DISPUR, GUWAHATI – 06**

ECF:292641

Dated : November 2023

From : Laya Madduri, IAS  
Secretary to the Government of Assam  
Finance Department, Dispur

To : The Divisional Officer  
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Sub : Roll out of Works and Forest module in Finassam : Guidelines thereof

Ref : ecf 292641 1/229116/2023 FD 21030(11)/43/2023 dated 29.07.2023

Sir,

With reference to above, I am directed to inform you that the works and forest module for drawal of fund from Treasury will be rolled out w.e.f. 1<sup>st</sup> December 2023 in Finassam. As a result, cheque drawal by the Divisions of Works and Forest will be discontinued for all types of payments. The claims which were earlier drawn in cheque will be drawn now by submitting bill in Form No. TR 59 and TR 60. For smooth transition to the above system necessary training has been imparted to all the divisions. In view of the roll out you are requested to follow the below mentioned guidelines.

1. The divisional officers under Work and Forest Department will submit digitally signed online bill in Form No. TR59 and TR 60 showing vendor's details and statutory deductions along with digitally signed scanned copy (pdf) of the original passed RA bills/First and final bill/Final bills through Finassam. The Divisional Officers are responsible for the contents and genuineness of the bills, vouchers and other enclosures furnished.
2. The Works and Forest bills are available at Bill creation module in finassam against DDO code of the concerned Divisions. The Divisional Officer and the Accounts Officer will jointly sign in case of works division and the Divisional Officer will sign in case of Forest division using DSC on the bills .
3. The work divisions shall take immediate action for DSC registration of the Accounts Officer in Finassam portal to get user credentials for processing the bills. The Accounts officers are directed to take immediate step for registration with the concerned Treasury officers.
4. The Divisions will ensure upload of the RA bill/ First and final bill/Final bill with digital signature and take all possible measure to avoid duplicity.
5. The use of '8782-Cash Remittance' head for drawal of fund shall be discontinued. Therefore, the balance fund under Deposit Work Class III under cash remittance in 8782 has to be reconciled with Treasury and AG,

Assam before further payment. After reconciliation of the figures with the books of accounts in Treasury and AG, Assam by divisions, the same will be credited into head of account- 8443-00-108-1994-000-00-00 individually for each challan. This transfer will be made in Treasury through transfer credit. The divisions have to submit Transfer bill to treasury. Treasury shall transfer credit the challan amount debiting 8782 and crediting into 8443-00-108-1994-000-00-00. After completion of the above process, the treasury officer shall pass the payment of Deposit work Class III debiting the new challan under head of account 8443-00-108-1994-000-00-00 on submission of online bills by divisions in TR 60. Necessary deduction of agency charge at prescribed percentage to be realized by Divisions.

6. After discontinuation of the head-8782, all funds received by the division from different agencies for execution of works shall be deposited under head of account- 8443-00-108-1994-000-00-00 and payment shall be as mentioned above.
7. The Divisional Officer shall surrender all unused cheques to the treasuries with intimation to Finance Department.
8. Treasuries shall verify arithmetical calculation shown in the memorandum of payment in RA bills/Final bills, vouchers are in tandem with various statutory provisions and reflected correctly in the online TR bill forms at the time of making payment.
9. The treasury shall check budget availability, Financial Sanction as well as FOC wherever applicable against appropriate head of account.
10. Treasuries shall ensure that the expenditure is correctly captured in payment schedule as well as list of payment (LOP) in Treasury accounts as per the functional head of account and deductions shall be captured under proper receipt head in Treasury Cash account.
11. As a result of change of accounting process the monthly accounts of Works and Forest department shall be submitted to AG by the Treasury through IFMIS. The vouchers shall be submitted online to AG, Assam through Finassam portal from Treasury officers login. Treasury officers shall ensure successful submission of digital vouchers and sub vouchers claimed in TR 59 and TR 60. All treasuries will coordinate with Division offices and Accountant General for smooth transition for revised system.

Yours faithfully,

Secretary to the Government of Assam  
Finance Department, Janata Bhawan.

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Dated : November 2023

Copy for information and necessary action to :

1. The Accountant General, Assam (A&E) Assam.Maidamgaon, Guwahati-29
2. The Accountant General, Assam (Audit) Assam.Maidamgaon, Guwahati-29
3. P.S to the Senior most Secretary , Government of Assam

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4. The Principal Chief Conservator of Forest, Aranya Bhawan, Panjabari, Guwahati.

5. The Chief Engineer, Public Works Department (Building & NH), Public Works department (Roads), Irrigation, Public Health Engineering, Water Resources.
6. The Director, Soil Conservation /Inland Water Transport .
7. P.S. to the Commissioner & Secretary to the Govt. of Assam & Project Director, ASPIRe, Finance. Department for kind information of the Commissioner & secretary, Janata Bhawan, Block F.
8. P.S. to Secretary to the Government of Assam, Finance Department.(all branch)
9. All Treasury Officers. He is requested to take action for DSC registration wherever necessary.
10. Accounts officer concerned .....

By order etc

**eSigned**

Secretary to the Government of Assam  
Finance Department, Janata Bhawan.