

**Minutes of the review meeting taken by Chief Secretary on the ensuing visit of the  
15<sup>th</sup> FC to Assam from 25/4/2018 to 27/04/2018**

1. The Chief Secretary took a review meeting with all concerned line departments for discussing about the arrangement to be made for the forthcoming visit of the 15<sup>th</sup> Finance Commission to Assam from **25/04/2018 to 27/04/2018**.
2. The list of officials present in the meeting appended herewith.
3. At the outset, Chief Secretary welcomed all the officials present in the meeting and stated that the visit of the 15<sup>th</sup> Finance Commission to Assam is very crucial since the recommendations of the 15<sup>th</sup> Finance Commission shall determine the Tax Devolution, Transfer of Revenue Gap Grants, State Disaster Response Fund, Local Bodies Grants for PRIs and ULBs, Incentive Grants, Up-gradation Grants, etc. to the state for the period 2020-25. In view of above, Chief Secretary emphasized that the State Government's case is to be presented before the Finance Commission in the proper perspective very systematically and in a focused manner.
4. With due permission from the Chair, the Principal Secretary, Finance Department made a brief power point presentation on the forthcoming visit of the 15<sup>th</sup> Finance Commission. In his presentation the Principal Secretary highlighted the Terms of Reference of the Commission and indicated the followings:
  - (i) Departments which have not yet submitted the information against relevant TOPICS and STATEMENTS (**Annexure-I**);
  - (ii) Departments which have not yet notified their NODAL OFFICERS (**Annexure-II**);
  - (iii) Power Point Presentations sought from the departments but not received yet;
  - (iv) Inputs sought from the departments for incorporating in the Memorandum but not yet been furnished;
  - (v) Highlighted the logistics arrangement required to be made for the forthcoming visit of the 15<sup>th</sup> FC.
5. The meeting after detailed deliberations agreed to the following:
  - (i) All line concerned departments shall submit the above-mentioned information to Finance (EA) Department by 1600 Hrs on 10/04/2018 both in hard copy and soft copy format;
  - (ii) **Venue of the meeting:**  
**Assam Administrative Staff College, Khanapara**  
The Director, AASC shall arrange hall for the meetings and 3 other rooms for the staying of guests/ participants as sought by Finance department; He may also be requested to cooperate with the venue preparation, banner, etc. for the meetings in coordination with Finance Department;
  - (iii) **Accommodation:**  
**At Hotel TAJ VIVANTA** for the entire team including the Chairman, Members, Secretary as well as other Members of the visiting Team;
  - (iv) **Declaring State Guest:**  
GAD may be requested for declaring the Chairman & Members as State Guests.
  - (v) **Security Arrangement:**  
Home department /ADGP(Admn) for according appropriate Security arrangement during the visit of the 15<sup>th</sup> FC and providing PSOs to the Chairman, 4 Members and Secretary of the 15<sup>th</sup> FC.
  - (vi) **Liaison Officers:**  
For the Chairman & 4 Members being declared as **State Guests**, the task may be entrusted to **GAD**.  
The Commissioner of Taxes may be entrusted with the arranging of 8 other officers for the Secretary and other officials of the visiting Team;  
GAD and Commissioner of Taxes may provide the Names, Mobile Nos & email Id of the Liaison Officers to Finance department one week before the visit of the 15<sup>th</sup> FC team;

(vii) **Vehicles required:**

Total no of good condition vehicles may be hired as required for 3 days after obtaining the actual composition of the visiting team.

The Commissioner of Transport shall arrange the vehicles as sought by Finance department in due course.

(viii) **Cultural Programme:**

The Director, Cultural Affairs may be entrusted for organizing a Cultural show on 26/04/2018 at the subsequently finalized venue;

(ix) **Lunch & Tea:**

This may be *entrusted to suitable agency* for arrangement and serving on both days of the meetings by the Finance Department

(x) The Terms of Reference of the 15<sup>th</sup> Finance Commission may be circulated amongst the Political Parties, Trade Organizations, Local Bodies, Autonomous Councils, etc. so as enable them to make a focused and relevant submission before the Commission.

(xi) P&RD /UDD/GDD/WPT&BC and Hill Areas Department may be entrusted with the taking of needful measures for holding discussions with the representatives of PRIs, ULBs, GMC and 3 Autonomous Councils, i.e. BTC/KAAC/DHAC and 6 Autonomous Councils as per the Programme;

The Programme may be circulated amongst these departments after confirmation from the 15<sup>th</sup> FC;

(xii) The Commission Team may be facilitated with arrangement of Telephone, Fax, Wi-Fi and computer at the staying Hotel and Venue of the meeting. MD AMTRON may be entrusted for making necessary arrangement for these items to the Commission Team in consultation with the Finance Department;

(xiii) Finance department may arrange for video recording of the meetings which is generally sought by the Commission. The Director, IPR may be entrusted for video recording and arranging press conference for the team with print and electronic media if the Commission desires so;

(xiv) The Commissioner & Secretary, SAD and DC, Kamrup (Metro) may be requested to depute at least 4 Senior Grade stenographer/recording officers from each of them for the meeting day for recording the proceedings of the meetings;

(xv) As regards field visits, the meeting decided to propose the 15<sup>th</sup> FC to be finalized on the following themes Finance Department will seek approval of higher authority before finalized:

Sl.	Proposed Field visit	Coordinating Deptt.	Overall Supervision
1	Pobitara Wildlife Sanctuary	Env. & Forest	Finance (Eco. Affairs)
2	Erosion & Embankment Breach	Disaster Management, Revenue & Water Resources	Finance (Eco. Affairs)
3	B. Baruah Cancer Hospital	H.&F.W.	Finance (Eco. Affairs)
4	Visit to a PRI Institute/Specific Project	P&RD	Finance (Eco. Affairs)

(xvi) For smooth implementation of all the above activities relating to 15<sup>th</sup> FC visit, Finance Department may constitute 4 Teams entrusting specific activities against each TEAM as per the draft placed in the meeting;

(xvii) **Requirement of Fund:**

For vehicles, POL, stationery items- file cover, Pen ,Water Bottle, mementos to the visiting team and other contingency items etc Sanction for an amount of **Rs.15.00 Lakh** may be accorded through a special A/C drawl Permission

(xviii) Finance (Economic Affairs) Department shall coordinate through a Control Room and the following are the contact persons of the Control Room:

(i) **Mr. Deepak Barman – 9864806808; ; Email Id - dipakfea@gmail.com**

(ii) **Mr. Shyam Mahanta-9435191721; Email - mahantashyam1965@gmail.com**

In case of any clarification required in preparation of materials Deptt. will contact nodal officer Shri Shyam Jagannathan, IAS, Commissioner & Secretary, Finance Department.

It was decided that the Chief Secretary will re-convene a wrap up meeting after a week to review the progress and separately the Chief Secretary also informed all present that the Hon'ble Chief Minister would like to review the draft presentation latest by the 17<sup>th</sup> of April 2018 prior to finalization of the same.

The meeting ended with vote of thanks to the Chair.

  
Chief Secretary,  
Government of Assam

Memo NO FEA (XVFC) 55/2019/30-A  
Copy To:

Dated Dispur the April 6, 2018

1. The Additional Chief Secretary/Principal Secretary/ Commissioner & Secretary / Secretary to the Government of Assam  
.....Department
2. The Principal Secretary to the Hon'ble Chief Minister of Assam for kind information of HCM.
3. The OSD to the Hon'ble Finance Minister for favor of information of the HFM.
4. The SO to the Chief Secretary, Assam for favor of information.
5. The PS to the Additional Chief Secretary to the Government of Assam, Finance department for favor of information of the Addl. CS.
6. The Director General of Police, Assam, Ulubari for favor of information and necessary action.
7. The Principal Chief Conservator of Forest for favor of information and necessary action.
8. The Principal Secretary to the Government of Assam, Finance department for favor of information.
9. The Commissioner & Secretary to the Government of Assam, Finance department for favor of information.
10. The Secretary to the Government of Assam, Finance department for favor of information.

  
Director,  
Finance (EA) Department

## ANNEXURE-I

Statement	Subject	Status
5	Total Number of State Government Employees and Expenditure as on 31st March (2010-11 to 2017-18)	Assembly Secretariat, Governor Secretariat, Judicial, Legislative, Revenue, Pension,PWD(R), PWD(B), GAD (A), GAD(B), Education (Elementary) & (Higher), Health & Family Welfare (A) & (B), UDD, WPT & BC, Labour & Employment, P & RD,Fisheries, Social Welfare Department.
6	Total Number of Employees in Local Bodies and Expenditure as on 31st March (2010-11 to 2017-18)	Information awaited from P & RD, UDD.Hill Areas ,WPT&BC
6a	Total Number of Employees in Fully/Partially Aided institutions and Expenditure as on 31st March (2010-11 to 2017-18)	Information awaited from UDD,Health & Family Welfare, Education (Higher), AH & Vety.,Social Welfare, GDD, WPT & BC, Excise, Revenue, Information & Tech.,Welfare of Tea Tribes
9	Grants from the Central Government	Information awaited fromAG,Assam
16	Financial Performance of SRTCs	Transport Department's information are not properly submitted
17	Utilisation of Fleet	
18	Expected performance of SRTC during the Forecast period	
20	Technical details of Power Utility	
21	Cost Sheet for General of Power Utility	Power Department's information are not properly submitted
22	Details of Consumer Category-wise Sales	
29	Subsidy(Explicit & Implicit)	
		Information awaited from Public Enterprise, Transport,UDD,Health
<b>Topic</b>	<b>Subject</b>	<b>Status</b>
7	Cesses and surcharges	Information awaited from UDD,Health,Phe,Industry& Commerce, Power, Forest,Labour, PWD, Transport
8	User Charges	Information awaited from GDD,P&RD,Health(B),Education (H) Education(S)PW( R ),Environment & Forest
13	Natural Calamities	Information received from Revenue on 23/3/2018. but not proper.
14	Economy Measures and Administrative Reforms	Personal (A) ,(B)
15	VRS	Home (A), (B), (C),Personel (A) & (B), AR & T and P.E.

16	Innovations introduced to Improve Service Delivery	Transport, UDD, P&RD, Home (A), (B) & (C), Education (Secondary) & (Higher), PHE, AR&T, Food & Civil Supplies, Finance (Estt.-B)
17	Schemes to give incentives for innovation	Power, Transport, UDD, P&RD, Home (A), (B) & (C), Education (Secondary) & (Higher), PHE, PWD (Building) AR & T, Food & Civil Supplies.
18	Business process reengineering	Power Agriculture, Transport, P&RD, Home (A) & (B), Education (Secondary) & (Higher), PHE, PWD (Building), AH & Vety., Fisheries, AR & T, Food & Civil Supplies.
19	Subsidies	Agriculture, Handloom & Textile

### Local Bodies

S. No.	Subject		
1	Basic Information of Local Bodies	Information awaiting from P&RD, UDD, GDD & WPT & BC and Hill Areas/ Issued DO letters today (05/04/18) to all concerned	
2	Details of State Finance Commissions (SFC) - Constitution and Submission		
3	Transfer of Resources to Local Bodies - District Panchayats		
4	Transfer of Resources to Local Bodies - Block Panchayats		
5	Transfer of Resources to Local Bodies - Village Panchayats		
6	Transfer of Resources to Local Bodies - Municipal Corporations		
7	Transfer of Resources to Local Bodies - Municipalities		
8	Transfer of Resources to Local Bodies - Town Panchayats		
9	Functions/Services transferred to PRIs and Expenditure thereon		
10	Functions/Services transferred to ULBs and Expenditure thereon		
11	Expenditure and Sources of Revenue/Capital of PRIs		
12	Expenditure and Sources of Revenue/Capital of ULBs		
13	Expenditure and Sources of Revenue of ULBs		
14	Own Revenue (Internal Revenue Mobilization) of PRIs		
15	Own Revenue (Internal Revenue Mobilization) of ULBs		
18	Expenditure of PRIs		
19	Expenditure of ULBs		
20	Status of Accounts of PRIs		
21	Status of Accounts of ULBs		
	<b>Topics on Local Bodies</b>		
22	1 to 7		Information awaiting from P&RD, UDD, GDD & WPT & BC and Hill Areas/ Issued DO letters today (05/04/18) to all concerned

**ANNEXURE –II**

List of the Pending of Nodal Officer for 15th FC	
Sl No	Name of Deptt.
1	A R & T Deptt.
2	Personnel Deptt.
3	Printing & Stationery Deptt.
4	P.W.(B)Deptt.
5	Industries & Commerce Deptt.
6	Education (Higher)
7	Labour Welfare Deptt.
8	Guwahati Development Deptt.
9	Social Welfare Deptt.
10	Health(B) Deptt.
11	Revenue Deptt.
12	Governor Secretariat
13	Finance(A&F)
14	Political(A) Deptt.
15	Finance(Budget)
16	Directorate of Accounts & Treasuries

**Officers present in the Meeting on 15th Finance Commission held on 06/04/2018 at 3.30 P.M. in the Conference Hall, Chief Secretary, Assam**

Sl No	Name & Designation	Department	Contact Number	Signature
1	T. Y. DAS.			
2				
3				
4	V. B. Pyarelal	Add. CS, Finance, T&D, CAD	9401017865	
5	Murkesh Sehay	DRP, Assam	94351-15404	
6	L. S. Changsan, Prn. Secy	Home & Pol, Border	94350 80095	
7	Haranath Saha ADDP CSTNL		9158579797	
8	Shyam Jagannathan	Finance	94351-19100	Shyam/6/4/18
9	Kailash Karthik	Finance	9531069185	Kthi/6/4/18
10	N. Islam Saig	P & R D	94354 93827	
11	R. Begum	P.E. Deptt	9435112941	
12	H. Begum, Dy. Secy.	Legislative Deptt.	9864227564	H Begum/6/4/18
13	Sadhana Hojai, Secy,	Spent & Yrly Wilfan.	94350-77493	
14	Indira Kumar Dasgupta	WPT & BC	94350 27190	
15	R. Barak, Secy	GDD & UDD	9435031854	
16	S. Jogit Kalita Jt Secy	Sec Ed Deptt	94350 24638	SK/6.4.18
17	Kanishk Kumar Nath	Jrnl Secy	9435096923	
18	Arun Das	SA	9435343114	
19	Indira Kumar Dasgupta	Under Secy Public Relations & DPR Deptt	70865 09800	
20	Pragnya Chakrabarti	WPT & BC	99541-32787	
22	P. B. Chandra	TRANSPORT	7896921731	
23	Abhishek Das	PHED	9435081836	
24	S. Arvind	Transport	9435550318	

Sl No	Name & Designation	Department	Contact Number	Signature
25	D. Chakravarty IAS	O/o the Commission of Transport	863524687	
26	M. Goswami	G.M.C	96780-10456	
27	D.K. Bora	Chief Accounts Officer ASTC	9435556742	
28	Raj Chakravarty	Commissioner S.P. Secy, PWD(A)	94351 43907	
29	A. Dubey	P&R's dept	94355- 04132	
30	S.R. Bhuyan Addl. Secretary	Home & Political Dept	8638524500	
31	Manin Kr Das. Deputy Secy	P.W.E.D	9435028961	
32	Dr. Mamani Bhanu Addl. Secy.	Social welfare/ power (E) Dept	9435341846	ms
33	Meeta Kumari Samra	Jt Director	94353-48222	
34	Hemant Kumar Das	Director Finance		
35	Bhageswar Shukla ACS	Addl Secy Handloom Dept	94351-79 028	6/4/18
36	Kamakya Dewashree	D.D.S.	943515540 5	
37	Pankaj Kr. Gogoi	S.O. Sericulture	8761040563	
38	Munira Dutt Patra	Under Secy, Printing & Stationery	97065- 38239	
39	Sanni K. Sinha	P.S. Finance	991003572	
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Sl No	Name & Designation	Department	Contact Number	Signature
49	K. K. Pillai. Add. CS.	Agriculture	9854080000	
50	Jishan Bano, P. Se.	Power Social Welfare	9560603361	
51	V. S. Bhargava, Addl. Secy.	IT, SRT, Cooperation		
52	Rajesh Prasad	Revenue DM, Excise WMD, Tourism	9435025000	
53	Anand Bama	CS Agri Dept	9954088272	
54	Manjit K. Brakma	Secy, Elementary Education	9435026669	 06/11/18
55	Y. Suryanarayana	ADCF	9435078867	
56	RAJNEESA BORA	JUDICIAL	9435611111	 06/04/18
57	Rani Kalpani	INC Dept	9435050115	 06/4/2018
58	Sheela Rahman. Secretary	Industries & Commerce Dept.	9435049590	 6/4/18
59	Amarendra Hegde	Soil Conservation	9435054118	
60	Rajendra Prasad Das Secretary	Water Resource Department	9435198966	 6/4/18
61	Dibakar Bhattacharya OSD to HMWR	W.R. Dept	9435171116	 06/04/18
62	D.D. Sharma S.O.F.A A.H & Vety. Dept.	A.H & Vety. and Eds. Dept.	9435011529	
63	R. S. Kempa	PWRD	9435075302	
64	Anjanab Chaliha Jl. Secy, A.H & Vety.	A.H & Vety	9101258698	 06/04/18
65	Ranjana Bama	Excise & Sea Tribes	9864017202	
66	Umesh Gogoi	Secy. Health	9435037631	
67	Sy. R. Engaly IAS	E & P Dept	9829226558	
68	Pragnya M. Inshad Project	Project Manager Revenue Dept.	9435040006	
69	Machukonda Gogoi Asst Secy.	F.C.SZCA Dept	7002675085	
70	Debagphi Choudhary Director, Plans	Jorgaban	9864034107	
71	L.C. Patnaik	Secretary, Irrigation	8811087525	
72	M.P. Sharma	Army Rev	9859031422	

Sl No	Name & Designation	Department	Contact Number	Signature
73	Smti D. Seng. Joint Secy	Hill Areas Deptt	9435170831	<i>[Signature]</i> 6.4.2018
74	A. A. K. Borah, Dy Secy	"	9435402625	<i>[Signature]</i>
75	Dr. K. Barma, Secy,	Personnel Deptt	9435320787	<i>[Signature]</i> 6.4.2018
76	D. K. Saikia	Power (Eteel)	700256582	<i>[Signature]</i>
77	Ajay Tewari Principal Secy,	UDD/GDD Education (H)	9678001977	<i>[Signature]</i>
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