

GOVERNMENT OF ASSAM
FINANCE (BUDGET) DEPARTMENT
BLOCK-F, 2nd FLOOR
DISPUR, ASSAM - 781 006

No.BB.207/2012/Pt/17

Dated Dispur the 14th November, 2018

OFFICE MEMORANDUM

Sub : Online process of Administrative Approval (AA) and Financial Sanction (FS)

In continuation with the announcement in the Budget of 2018-19, the Finance Department has introduced new functionalities in FinAssam portal for online processing of proposals for Administrative Approval and Financial Sanction which are successful rolled out in two phases across the 17 departments namely PWD/ PHE/ Irrigation/ Soil Conservation/ Water Resource/ General Administration/ Secretariat Administration/ Industries & Commerce/ Education(Elementary)/ Education(Secondary)/ Health & family Welfare/ Transformation & Development/ Power/ Finance/ Judicial/ Sports & Youth Welfare/ Guwahati Development Department.

Finance Department now requests all of the other Administrative Departments to process their proposals of AA-FS through the online w.e.f 01/12/2018.

The following are the user guidelines for the execution of the online process :

1. The proposal initiated for Administrative Approval / Financial Sanction by the HoD / DDO, as the case may be , are to be submitted in FinAssam in adherence to the checklist(s).
2. The Administrative Departments, after necessary verification, will issue AA/ FS only on FinAssam in exercise of the provisions as laid down in DFPR or forward it to the Finance (EC) Department through the online process for their concurrence, as applicable.
3. Queries, if any, at each of level of processing the proposal may be raised / generated and met online.
4. For submission of the proposals to Finance Department, the checklist should be filled up by the Administrative Departments online and the same should be printed, signed by the F.A/Sr.FA and the Senior most secretary of the Department, subsequently scanned and uploaded in the system.
5. The proposals once concurred by the Finance Department, will be immediately made available to the authorized users of the Administrative Departments. Subsequently, the Administrative Department can issue the AA/FS in the system.
6. A similar procedure will be followed by the Administrative Departments according AA/FS to the proposal and FS by the HoDs in compliance with the DFPR. The intended users will be able to directly receive the AA/FS.
7. In all of the above cases, a system generated Concurrence No., AA/FS no. will be obtained.
8. All users will be able to access the modules from their existing login credentials already assigned for use of the *finassam.in* portal.
9. It is envisaged that the Departments will take advantage of this facility as it will reduce the processing time for the proposals on AA/FS and help the Departments to keep better financial control over their Budgets.
10. For any problem, query or support, the eGovernance Team may be approached at the Training Hall, 1st Floor, Block-F, Finance Department. Or, may reach out through the Online Helpdesk in the Tab-TSG which appears at the right corner of the screen after login to the portal.

Sd/-

Principal Secretary to the Govt. of Assam,
Finance Department

1. The Principal Secretary to the Hon'ble Chief Minister, Assam.
2. P.S. to all Hon'ble Ministers / Ministers of State, Assam, Dispur.
3. The Staff Officer to the Chief Secretary to the Govt. of Assam, Dispur.
4. The Additional Chief Secretary to the Govt. of Assam, Dispur
5. The Accountant General (A&E) Assam, Beltola, Guwahati.
6. All Principal Secretary / Commissioner & Secretary / Secretary / Joint Secretary / Deputy Secretary to the Govt. of Assam, Dispur.
7. All Heads of Departments / Deputy Commissioners / SDO(C)s / Treasury Officers / Principal Secretaries, Karbi Anglong Autonomous Council, Dima Hasao Autonomous Council and Bodoland Territorial Council

8. Finance EGU, for uploading.

Issued
15/11/18

By Order etc.,



Joint Secretary to the Govt. of Assam,
Finance Department