

GOVERNMENT OF ASSAM  
FINANCE (ESTABLISHMENT-B) DEPARTMENT  
JANATA BHAWAN, BLOCK -'F', 2<sup>ND</sup> FLOOR  
DISPUR

**ORDERS BY THE GOVERNOR**  
**NOTIFICATION**

Dated Dispur the 9<sup>th</sup> September, 2021

**No.FEB.161/2021/6:** In pursuance of this Department Notification No.FEB.129/2021/37 dtd. 4<sup>th</sup> August, 2021 all Administrative Department are hereby requested to follow the following modalities for placing proposals before Special Standing Finance Committee:

1. Member Secretary for Special Standing Finance Committee of concerned Administrative Department will submit the proposal to the Chairperson of the committee atleast 7(seven) days before meeting of the committee.
2. Member Secretary will ensure that checklist is properly filled up and certified as per the provision of the Notification as mentioned above. Two copies of checklist should be provided.
3. Meeting of the SSFC will be held on every Thursday at 3.00 PM in Conference hall of Finance Department, Ground Floor, Block-F (if holiday, next working day).
4. Desk Officer of the concerned Department will issue invitation to the concerned officers of the committee of the said meeting with atleast 3 days prior notice.
5. Desk officer will also keep liaisoning with the Finance Committee Cell.  
This has the approval of Hon'ble Minister Finance, Assam.

Sd/- S.I Rahman, ACS  
Secretary to the Govt. of Assam  
Finance Department.

Memo.No.FEB.161/2021/6-A  
Copy for kind information to:-

Dated Dispur the 9<sup>th</sup> September, 2021

1. All Addl. Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Assam, Dispur.
2. PS to Hon'ble Minister Finance, Assam for kind information of HFM.
3. P.S to Principal Secretary, Finance Department for kind information of Principal Secretary.
4. P.S to Commissioner & Secretary (MT/JN), Finance Department for kind information of Commissioner & Secretary.
5. P.S to Secretary (LM/GKP/IR) for kind information of Secretary.
6. Joint Director, Finance (Budget) Department. He is requested to monitor the necessary arrangements of the Conference hall of Finance Department for the meetings of the SSFC.
7. All Heads of Department.
8. Finance (ASCFMS) for necessary uploading.

By order etc.,



Deputy Secretary to the Govt. of Assam  
Finance (Estt.-B) Department.