

**GOVERNMENT OF ASSAM  
FINANCE DEPARTMENT  
ASSAM SECRETARIAT :: DISPUR :: GUWAHATI - 06.**

FEB.136/2015/28

Dated Dispur, the 14<sup>th</sup> December, 2020

**OFFICE MEMORANDUM**

In continuation of office Memorandum No.FEB(eGU).03/2015/103 dated 05.05.2018, following provisions are notified: -

1. All the Administrative Departments of the Government of Assam and its subordinate Directorates/ Offices/ Agencies etc. (including Institutions receiving Grants-in-aids from the Government of Assam) using Assam e-Procurement portal (<https://assamtenders.gov.in>) are directed to complete all the stages available in the e-Procurement Portal till Award of Contract (AOC), following the proper procedures.
2. Henceforth, all the officers of the departments mentioned at Sl. No. 1 and registered at <https://assamtenders.gov.in> with assigned role as Nodal Officer/Procurement Officer Admin/ Procurement Officer Publisher/ Procurement Officer Opener/ Procurement Officer Evaluator will be responsible for completion of online stages including the Award of Contract (AOC) in proper manner. It is also mandatory for "Fin.Assam" users to upload e-Procurement Tender ID and system generated AOC report in "Fin.Assam".
3. The Finance Department and authorities of the other Departments are advised to verify the actual contract signing date and contract date available in the system generated AOC report and also advised to verify the portal generated report uploaded at "Fin.Assam" before according concurrence to the respective financial proposal.
4. Without compliance of the Sl. No. 3, Finance Department and authorities of other departments are advised not to provide any approval against Financial Sanctions or Ceilings for Payment. This is applicable for all the tenders published at <https://assamtenders.gov.in> or equal to/ above the threshold for doing e-Procurement as notified by the Government of Assam. In this context, support from Assam State e-Procurement Cell, under Finance Department may be sought, if necessary.
5. All the Administrative Departments are requested to circulate the O.M. to the Subordinate Directorates/ Offices/ Agencies/ Autonomous Bodies/ Local Bodies/ Corporations/PSUs etc. (including Institutions receiving Grants-in-aids from the Government of Assam) under their administrative control.

The O.M. shall come into force with immediate effect and the Departments will take all steps to ensure compliance.

Sd/-Samir K. Sinha. IAS  
Principal Secretary to the Govt. of Assam  
Finance Department.

Dated Dispur, the 14<sup>th</sup> December, 2020

Memo.No.FEB.136/2015/28-A

Copy to:

1. The Additional Chief Secretary to the Hon'ble Chief Minister, Assam.
2. The P.S. to the Hon'ble Finance Minister, Assam.
3. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
4. The S.O. to Chief Secretary, Assam.
5. The P.S. to all Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Assam.
6. All Heads of Administrative Departments.
7. All Heads of Departments/Deputy Commissioners/ SDO(C)s.
8. The CEOs of Zilla Parishad, Project Directors, CEOs of Societies/Authorities/Agencies under the State Government.
9. All Branches of Finance Department.
10. All Treasury Officers.
11. The SIO, NIC, Assam State Centre.
12. e-Governance Unit of Finance (Establishment-B) Department for uploading on the website.

By order etc.,

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