

GOVERNMENT OF ASSAM
FINANCE (INSTITUTIONAL FINANCE) DEPARTMENT
DISPUR: GUWAHATI – 06

Office Order

No. FIF.86/2021/1

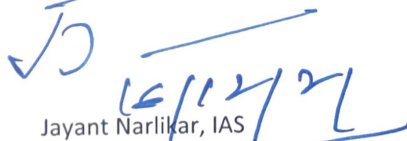
Dated Dispur the 14th December, 2021

In pursuance of the implementation of Direct Benefit Transfer (DBT) schemes in the country and to co-ordinate efforts at the state level in taking the DBT initiative forward, a DBT Cell was set up in the state of Assam vide office order no. FIF.22/2011/PT-I/81 dated Dispur, the 22nd August' 2017.

In order to carry out day to day functions/activities related to DBT and to provide support to DBT Cell, a DBT Project Management Unit (PMU) is hereby set up under Finance (IF) Department in the state of Assam with the following officials.

1. Team Leader, AS-CFMS
2. DBT Domain Expert, AS-CFMS
3. Banking Expert, AS-CFMS
4. IT Support Associate, AS-CFMS

Roles and responsibilities of the DBT PMU is enclosed in Annexure-I


Jayant Narlikar, IAS
Commissioner & Secretary to the Govt. of Assam
Finance Department

Memo No.:FIF.86/2021/1-A

Dated Dispur the 14th December, 2021

Copy to. :

- 1) The Additional Project Director, AS-CFMS for information
- 2) P.S. to the Principal Secretary to the Govt. of Assam, Finance Department for kind appraisal of Principal Secretary to the Govt. of Assam, Finance Department
- 3) Persons Concerned.
- 4) Office File

By Order etc.


Director (IF)
Finance Department, Govt. of Assam

Roles and responsibilities of the DBT PMU:

- (i) Co-ordinate with Centre/ Ministries and disseminating the directives to the respective department in the state.
- (ii) The unit will act as the focal point for implementation of all State owned/ centrally sponsored/ Central sector DBT Schemes in the state of Assam.
- (iii) Assist various departments of Govt. of Assam on DBT related indicators vis-à-vis expected outcomes.
- (iv) In addition, the unit will also function as the research unit to explore possibility of using ICT for better service delivery across range of Govt. services in the state of Assam.
- (v) The unit will also monitor the DBT related IT platforms/ infrastructures of the state.
- (vi) The unit will report to Commissioner and Secretary, Finance to the Govt. of Assam

Role	Responsibilities
Team Leader	<ul style="list-style-type: none"> ● Shall lead the team to implement and roll out DBT schemes in the state. ● Shall be responsible for monitoring, roll out and implementing the DIDS platform. ● Interacting with Scheme Owner Departments, IT related stakeholders, third parties, etc. for DIDS implementation and roll out in the state. ● Participate and organize department and society workshops on DIDS. ● Understand the needs of various scheme owner department regarding DBT schemes to define, plan and implement accordingly.
DBT Domain Expert	<ul style="list-style-type: none"> ● Analyze the socio-economic impacts of DBT and DIDS efforts in the state. ● Running innovations in the state through pilots or/ and experiment as per approval. ● Incentivizing DBT efforts in the state ● Training & Capacity building of state officials regarding DBT schemes and DIDS and document the progress and impacts on that. ● Supervise in the development of IT platform whenever the need arises.

Banking Expert	<ul style="list-style-type: none"> ● Organize and participate in State Level Banker' Committee (SLBC) and State Level Financial Implementation Committee (SLIC) and train the state officials as per requirement. ● Organize exposure visits for the state officials in DBT progressive states for familiarizing them with model practices. ● Conducting benchmarking studies on Best Practices and developing roadmap to incorporate those practices in the state operations.
IT Support Associate	<ul style="list-style-type: none"> ● Analyze the data of various DBT schemes related to the Finance (IF) Department. ● Maintaining a database of beneficiaries in respect of the various schemes related to the Finance (IF) Department. ● Compilation of the data of various schemes related to the Finance (IF) Department for report. ● Monitor and plan End to End digitization of state DBT schemes. ● Supervise and monitor the development of IT platform whenever the need arises. ● Training & Capacity building of state officials regarding DBT schemes (IT) and DIDS.