

A wooden hourglass with pink sand, symbolizing time and action. The hourglass is made of light-colored wood and has a glass bulb in the center. The sand is a soft pink color. The hourglass is set against a blurred background of a textured surface.

ACTION
taken as per the
resolutions of the
FIRST EXECUTIVE
COMMITTEE

Item No. : AS-CFMS EC 01.01

Item Description : **Ratification of By-Laws of the Society**

(The draft By-Laws were placed in the previous meeting for vetting of the EC, before placing it to the GB for first time adoption.)

Resolution : **The Bye Laws are ratified by the Executive Committee for placing before Governing Body for adoption.**

Action Taken : **The Agenda of the Governing Body meeting is being prepared; the meeting shall be scheduled in the month of January, 2017 tentatively.**

Item No. : AS-CFMS EC 01.02

Item Description : **Post facto approval for the Bank Account opened in the name of the Society and specification of joint signatories**

(The bank account was opened at Dispur Branch of SBI with SPD and Deputy Director, Budget (FA) as signatories)

Resolution : **The Executive Committee gave the post facto approval for the same.**

Action Taken :

Item No. : AS-CFMS EC 01.03

Item Description : **Post facto approval of the advertisements for the three (3) consultancies**

(Three types of Consultancy Services are planned, one each for Directorate of Accounts and Treasuries (DoAT), Commissionerate of Taxes (CoT), and Commissionerate of Excise. **Post facto approval for the advertisements floated for the consultancies was sought from the EC in the previous meeting.** The procurement method adopted is Quality and Cost Based Selection (QCBS) method and the World Bank's guidelines on procurement of Consultancy Services are being adhered to.)

Resolution : **The Executive Committee gave the post facto approval for the same and also to go ahead with**

the RFPs after concurrence by the world bank.

- Action Taken** : Short listed Firms at EoI stage were issued RFP for the following three consultancies :-
- a) Consultancy for Institutional & GST Readiness Assessment in Commissionerate of Taxes, Assam
 - b) Consultancy services for designing an Integrated Financial Management Information System for Government of Assam. (FMIS)
 - c) Consultancy for Designing and providing implementation support for an E-Governance system for the Department of Excise, Government of Assam, India

The proposal received against each assignment were evaluated by the Evaluation Committee reconstituted vide FEB(WB-PMU)01/2015/237.

The committee submitted their Technical Evaluation Report for onward submission to World Bank for clearance as well as for opening Financial Bids. Upon receipt of Clearances, the financial bids were opened and the composite scores have been declared for each assignment. The Rank1 Firms against each Assignment have been called for Contract negotiation on 01/12/2016. The minutes of Contract negotiation, Composite Scores & Draft Contract Agreement has been forwarded to World Bank for their clearance. The following are the Firms for Award of Contract on receipt of clearance against each assignment :-

- a) Consultancy for Institutional & GST Readiness Assessment in Commissionerate of Taxes, Assam: KPMG
- b) Consultancy services for designing an Integrated Financial Management Information System for Government of Assam. (FMIS): Pricewater House Coopers
- c) Consultancy for Designing and providing implementation support for an E-Governance system for the Department of Excise, Government of Assam: Ernst & Young

This is for appraisal for EC. Subsequently, the contract agreement shall be signed on receipt of concurrence from the World Bank and payments to be made as per payment milestones in the RFP.

Item No. : AS-CFMS EC 01.04

Item Description : **Post facto approval for advertisements for three (3) domain experts and a procurement specialist.**

(A core team for implementation of APFMSP has been constituted in the Finance Department where in the positions of domain experts have been created; domain expert – budget, domain expert – treasury operations, domain expert – treasury regulations. Advertisement inviting applications for the posts was published on 19/12/2015. Approval was also sought from EC to authorize the Chief Secretary to finally approve the selection made by the committee for these posts.)

Resolution : **The Executive Committee gave the post facto approval for the same and also authorized the Chief Secretary to finally approve the select list.**

Action Taken : **The selected Domain Experts are :**

Domain Expert (Treasury Operation):

Shri Narendra Nath Bora (Joined on: 04/07/2016);

Domain Expert (Treasury Regulation):

Shri Kanu Ranjan Dey Tarafder (Joined on: 01/07/2016);

Domain Expert (Budget):

Shri Dandi Sonwal (Not Joined)

Procurement Specialist:

Due to non-availability of candidate fulfilling the requisite World Bank norms for Procurement Specialists, the entire selection was cancelled Later, Smt. Binu Malhotra, Procurement Specialist working under CCSD project has been selected under same terms and conditions initially for 30 days w.e.f. 01/09/2016 to 31/03/2017.

This is for the kind appraisal of EC.

Item No. : AS-CFMS EC 01.06

Item Description : **Approval of HR manual of the Society and approval for staffing of the core team members**

(The HR Policy of the AS-CFMS was initially drafted after referring to the Financial and Service Rules of the Assam SarbaShikshaAbhijaan Mission (ASSAM). The HR Policy of a similar project in Rajasthan was also referred to. The draft of the HR Manual was circulated to the Project Preparation Team for their comments. Further, the proposed HR Manual has been endorsed to Finance (Estt-A) Department. The draft HR Policy as on date has been attached in Annexure IX.)

Resolution : **The EC agreed to the proposal and authorised the Chief Secretary to approve the HR manual once all the comments are received.**

Action Taken : **The HR Policy has been amended as per the views obtained from the Finance Department. HR Policy drafted is being placed in this meeting for vetting of the EC[AS-CFMS EC 02.02]**

Item No. : AS-CFMS EC 01.07

Item Description : **Drawing and Disbursing Officer (DDO) for AS-CFMS**

(As per R&R approved by the Hon'ble Cabinet, clause 15 stipulates that Director of Accounts and Treasury shall be the DDO for the society. As per Clause 20 of the R&R, this can be amended by the EC and then to be placed in GB for ratification.

It was proposed that SAD (Accounts) will act as DDO for AS-CFMS.)

Resolution : **The EC approved the payment drawn by the Society through SAD and advised PD, AS-CFMS to continue with the Director, Accounts & Treasuries, Assam as per the provisions of R&R.**

Action Taken : **Finance Department has declared DoAT as DDO as per the resolutions of AS-CFMS EC 01.07**

Item No. : AS-CFMS EC 01.08

Item Description : Selection of a Statutory Auditor

(Clause 6 of R&R stipulates that the GB shall have powers to appoint an Auditor to the Society. The society is required to follow the world bank procurement procedures in this regard.)

Resolution : EC accepted the proposed World Bank norms to appoint an auditor.

Action Taken : The action would be taken as per the norms of WB as and when required by World Bank.

Item No. : AS-CFMS EC 01.09

Item Description : Engagement of a Chartered Accountant

(The services of a CA shall be required to enable the society to meet these statutory obligations.

It was therefore requested to allow the society to engage a Chartered Accountant on monthly/annual retainership.)

Resolution : The EC agreed in principle for engagement of a CA on retainership through competitive bidding process or on nomination basis from a similar society.

Action Taken : The Request for EoI from eligible CA firms have been sought vide the newspaper advertisement with the last date of submission on 20/10/2016. 12 firms responded to the advt. out of which 6 EoIs were found to be eligible for evaluation. The firms shortlisted after evaluation of EoIs have been issued the RFP with last date of submission on 30/12/2016. Pre Bid Meeting was held 02/12/2016.

Item No. : AS-CFMS EC 01.10

Item Description : Regarding practice of conventional financial rules by AS-CFMS

(The society, in general, will follow the conventional financial rules of the Govt. of Assam. However, any

specific instructions of the World Bank or any other agency as well as their procurement procedures will also need to be adhered to during implementation of the activities specific to the supported project.)

Resolution : **The EC agrees in principle to the methodology proposed in the society.**

Action Taken :

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Item No. : **AS-CFMS EC 01.11**

Item Description : **Administrative control of the e-governance projects to the Society**

(Following projects currently under the e-Governance Unit, Finance (Estt-B) Dept would be brought under the administrative control of AS-CFMS as per the Cabinet Memorandum. This is for the kind appraisal of Executive Committee, AS-CFMS.

1. Finance Department Computerization(Aarthika)
2. Nidhinirikshan – Directorate of Audit (LF)
3. Employee & Pensioner Database
4. File Processing Software at Directorate of Economics & Statistics and Directorate of Accounts and Treasuries
5. Macro Fiscal Projection (MFP) – Directorate of Economics & Statistics (P&D)
6. Budget Preparation & Execution
7. Ceiling Management
8. Receipt Management
9. Training Management Software
10. Asset Management Software
11. Call Register Management Software
12. Project Monitoring Software

The present arrangement of operationalisation of these projects is as per circulars of Finance department at Annexure X.)

Resolution : **The EC instructed Finance Department to do a critical analysis of these projects to find out the feasibility and acceptance of these projects in**

new reform process and also to suggest if some of these projects need to be merged or wound up.

Action Taken : A Committee has been identified by the Finance Department which along with World Bank and the proposed Consultants for FMIS project, may decide for acceptance of these projects.

Item No. : AS-CFMS EC 01.12

Item Description : Directions over the tentative Annual Work Plan

(As per the directions given in the Section IV of the bye-laws, the Annual Work Plan (AWP) for a FY including planned activities as per project reports and those activities which have been accorded technical sanction is to be submitted by the Administrative Department to the SPD, AS-CFMS by 31st October of the year preceding the FY. The SPD shall review all the individual AWP's and shall consolidate these into AWP of the society and present these before the meeting of the EC with his/her recommendations. EC shall review the consolidated AWP and the individual AWP's, if needed, and shall accord its approval with or without modifications. The consolidated AWP as approved by the EC shall then be placed in the immediately next meeting of the GB for approval.

Based on the approval of the AWP by GB, General Administrative Approval (AA) to all the programs/ activities on the AWP will be accorded by the SPD of AS-CFMS to each implementing agency. On approval of the AWP by GB, the Implementation Agency(s) shall be competent to do procurement for activities included in the approved AWP as per the standard procurement procedures as applicable.)

Resolution : The EC agreed in principle to the proposal, directed to start the exercise immediately by the three departments concerned and place the matter for adoption of the AWP in the next EC for placing it before GB.

Action Taken : Annual Work Plan for first 12 months is placed in this Executive Committee meeting for approval as the same is already cleared by the World Bank.

Item No. : AS-CFMS EC 01.13

Item Description : Meeting of EC on regular basis

(As per point 9(a) of the Rules and Regulations of AS-CFMS, 'Meeting of Executive Committee shall be held at least once in four months on the date, time and venue to be decided by the President and notified by the Member-Secretary to all members not less than 48 hours before the date/time of the meeting.')

Resolution : The EC agreed in principle for convening meeting of EC on regular basis, atleast once in a quarter.

Action Taken : The meeting shall be convened at even shorter intervals as may be required.

Item No. : AS-CFMS EC 01.14

Item Description : Internal Communication strategy and change management plan

(As discussed in the wrap up meeting with Chief Secretary on 13/05/16 with the world bank, it is proposed that all the stakeholders of the project need to be identified quickly and a core team of stakeholders to be prioritised for training at AASC, Khanapara so that they become the critical mass to drive the project. The world bank may be requested to provide support for training and also to prioritize the preparation of the change management plan for the project.)

Resolution : EC instructed AS-CFMS to identify target trainees and the training modules that would be trained in the first phase in ToT model. Help from the world bank may be taken in this regard to prepare the training modules.

Action Taken : Shall be initiated once the major consultancies are awarded, as per discussion with World Bank.

Item No. : AS-CFMS EC 01.15

Item Description : Future procurements through e-procurement portal

(The society, in general, will follow the e-procurement procedures set by the Govt. of Assam. However, any specific instructions of the World Bank as well as their procurement procedures will also need to be adhered to during implementation of the project.)

Resolution : EC agreed to the proposal in the principle for subsequent actions to be taken by the SPD in this regard.

Action Taken : AS-CFMS is registered on the assamtenders.gov.in. The Society is already following the procurement through eProcurement platform as per the guidelines of the Finance Department. Many procurements of the society are/were currently/recently live on the website.

Item No. : AS-CFMS EC 01.16

Item Description : Ratification of expenditure incurred till date in the Project or in the Society, and of amount budgeted for FY 2016-17

(Approval was sought from the EC for approval of the expenditure already incurred amounting to Rs.326807.00 The details of the same can be found at Annexure XI.

Further, approval of EC was sought to allow PD, AS-CFMS to make petty expenditures uptoRs. 25,000/- per month from the society funds for the project and also to authorize the Chief Secretary to approve other expenditures to be made out of society funds.)

Resolution : Society fund. The EC further authorized the SPD to make expenditures uptoRs. 25000/- per month from the society funds after exercising due caution. The Chief Secretary was also authorized to approve expenditure beyond this limit if the need arises.

Action Taken :

Item No. : AS-CFMS EC 01.17

Item Description : **Miscellaneous Agenda items and approvals:**

1) Contract of Commissioner of Taxes with NISG

(Placed before the EC for its kind information and necessary post facto approval)

2) DeMPA Mission with Finance (Economic Affairs) Department

(Placed before the EC for its kind information and necessary instructions to Finance (EA) Deptt if any.)

3) Exposure Visit of the State Officials

(Placed before the EC for kind information.)

4) Any other item with the permission of the chair

Immediate Hiring/Appointment of One Assistant and One Peon: EC directed Finance (Estt B) to depute staff for PMU, World Bank activities as interim arrangement till the adoption of HR Policy and recruitment process is over.

Resolution :

Action Taken : RFPs, DPR prepared. Final discussion with the World Bank & NISG held on 22-23/Nov, 2016. Some changes in the RFP are being done by World Bank during issue of final NOC. RFP likely to be issued by the end of January, 2017.

