

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
SECOND
EXECUTIVE
COMMITTEE

Item No. : AS-CFMS 2.01

Item Description : **Result Based Lending:** The Project Director apprised the Executive Committee about results based lending framework and Disbursement Linked Indicators for the three PIUs and the PMU which has been circulated by the DEA.

Resolution : **The Executive Committee noted the same**

Action Taken : **The DLIs were further amended and final version is reflected in the Project Appraisal Document during Negotiation/Approval and Loan Signing. The DLIs is placed below at Annexure I**

Item No. : AS-CFMS 2.02

Item Description : **Ratification of HR Policy:** The Project Director apprised the EC about the draft HR Manual, the process of consultation with concerned departments and their comments on the same. He informed the EC that all the inputs from the concerned departments were duly incorporated in the HR Policy except the comment of Finance (Audit & Fund) Department regarding Para 10 of HR Policy where in it was suggested to follow the Government norms for travelling outside State. It was apprised by the PD that the officials of the Society has to frequently travel outside state for various activities related to the society and it was requested if the PD may be empowered to sanction such travelling of officials outside state

Resolution : **The Executive Committee after detailed discussion directed that the existing Govt. norms should be adhered to regarding Para 10 of the HR Policy. Otherwise, the HR policy stood approved. However, for any alternative situation, PD was directed to put up the matter for consideration of the Chief Secretary as President of EC, for approval. Further, the Finance Department has been requested to revisit the existing Travelling Allowance rules in force. HR Policy after incorporating the aforesaid was to be adopted by the Society.**

Action Taken : **The AS-CFMS has appointed the Support Staff as mentioned in the original HR Manual. Details have been placed in Agenda Item No 3.17. Further there is a need amend the HR Manual as the Project has been signed off and launched now. Further, the Hon'ble**

CM has given a target to make the Public Finance system in Assam among the best in the World.

Accordingly, a revised HR Policy, which is a replica of the ARIAS Society HR Policy, has been placed below in Agenda No 3.06 for the approval of the Executive Committee.

Item No. : AS-CFMS 2.03

Item Description : **Manpower (3nos) hiring for Directorate of Accounts & Treasuries, Assam:** The PD, AS-CFMS informed the EC about the requirement for additional manpower (on contract basis) at DoAT for upgradation of CTMIS. He also apprised the EC that the necessary clearance was obtained from the World Bank regarding the same. The selection process was completed and two candidates have been shortlisted for the post of Software Developer and there was no application received for the post of Oracle DBA.

Resolution : **The Executive Committee approved hiring of additional manpower on contract basis for DoAT and if required, to re-advertise for the post of the Oracle DBA and appoint subsequently after following the due process.**

Action Taken : **The two candidates joined for the post of the Software Developer and are discharging their duties regularly till date. The post of Oracle DBA was re advertised. In spite of re-advertisement, no candidate applied for the same. The matter has been placed below at Agenda 3.02 to re-designate the position to Sr Software Developer based on the immediate requirement.**

Item No. : AS-CFMS 2.04

Item Description : **Man Power for Commissionerate of Tax, Assam:** The Project Director informed the EC about the requirement for additional manpower (on contract basis) at Commissionerate of Taxes for maintenance of TIMS and e-TIMS. He also apprised the EC that the necessary clearance was obtained from the World Bank regarding the same. 6 nos. of manpower has been shortlisted in the order of merit.

Resolution : **The Executive Committee approved hiring of additional manpower on contract basis for**

Commissionerate of Taxes

Action Taken : The four candidates joined for the post and are discharging their duties regularly till date.

Item No. : AS-CFMS 2.05

Item Description : **Engagement of Dr. Ramanathan Somasundaram as Individual Consultant on Single Sourcing for 'Study of Implementation & Scale Up of e-procurement in Assam'**: The Project Director apprised the EC of the need and scope of consultancy regarding Study of Implementation & Scale Up of e-procurement in Assam. He also apprised the executive committee about the process of engagement of consultant initiated by World Bank and vetted by the IT and Finance Departments, and the terms of engagement including the consultancy fees. The Project Director stated that The Work Plan for the study has been submitted by the Consultant and it would be undertaken with the directions of IT Department.

Resolution : **The Executive Committee gave post-facto approval for engagement of Dr. Ramanathan Somasundaram on single sourcing for the aforementioned consultancy.**

Action Taken : **The Society made a presentation to the e-Procurement Steering Committee and the report was accepted by the Committee.**

Action points related to full-fledged implementation of e-procurement & adoption of GeM:

1. Sr. e-Procurement Consultant's (Dr. Ramanathan) contract extension
 2. Onboarding an e-procurement project manager
 3. Onboarding GeM Support Staff
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Item No. : AS-CFMS 2.06

Item Description : **List of Immediate Action Areas to facilitate easier Adoption of e-Tendering System**: The Project Director apprised the EC about the preliminary study conducted by Dr. Ramanathan Somasundaram and the need for implementation of immediate action points to facilitate easier adoption of e-tendering system. (Annexure III)

Resolution : **The Executive Committee gave approval for implementation of the immediate action points**

in a phased manner, in consultation with the department of IT. However, the proposal for arrear salary of FMS personnel was not accepted.

Action Taken : E-Procurement Cell with 2 Sr Training Resources and 5 FMP Resources as approved in last EC has been placed under AS-CFMS

Note on SPFC including e-procurement cell and State Public Procurement Portal team attached at Annexure VIII.an Agenda for discussion at 3.03 has already been approved by HFM

Item No. : AS-CFMS 2.07

Item Description : **Framing of Assam Public Procurement Act, 2016:** The Project Director apprised the EC about the advancements on the front of framing of Assam Public Procurement Act, 2016. The Finance Department is expected to come up with draft Act for vetting from Legislative Department after approval of competent authority.

Resolution : **The Executive Committee noted the same and had directed to complete the work at the earliest.**

Action Taken : **The Assam Public Procurement Act, 2017 has been passed by the Hon'ble Assembly and assented by Hon'ble Governor on 06th April/2017. The Act has has been placed at Annexure IV. The Assam Public Procurement Rules have been prepared and the rules were circulated to the Departments for their views in addition to placing on Public Domain for inputs. Standard Bidding Documents are being prepared and detailed note on the same has been placed at Agenda 3.04**

Item No. : AS-CFMS 2.08

Item Description : **Post facto approval of the advertisements for Consultancy for Policy and Institutional Reform for Strengthening PPP Framework and enabling Environment for the Government of Assam:** The Project Director apprised the EC about the need and scope of Consultancy for Policy and Institutional Reform for Strengthening PPP Framework and enabling Environment for the Government of Assam. He also explained the procedure adopted for selection of the consultancy and mentioned that necessary approval from the World Bank is being obtained

at each step. The technical evaluation on the RFP is under process.

Resolution : **The Executive Committee gave post-facto approval for the advertisement regarding the same as well as approval for completing the procedure of selection of consultancy as per World Bank procurement norms and allotting the work to the selected consultant after due approval of world bank.**

Action Taken : **The consultant has submitted Inception and As-Is assessment reports. Yet to submit the final draft of DPR and content for capacity building.**

Item No. : **AS-CFMS 2.09**

Item Description : **NISG: Consultancy for gap analysis in existing CTD application; RFP for selection of SI for new application software and for Hardware replacement in Data Center and DR Site.:** The Project Director apprised the EC about the advancements in the NISG consultancy work and that the RFP is likely to be issued by end of Jan, 2017 and work allotment by end of March-April, 2017 with approval of the World Bank.

Resolution : **The Executive Committee noted and gave approval for the same.**

Action Taken : **The RFP was floated on 06.02.2017. The Technical Bid was found to be technically responsive & a subsequent meeting with the vendor took place on 17.10.2017. The minutes of the meeting is attached as Annexure V.**

Item No. : **AS-CFMS 2.10**

Item Description : **CTD Peripheral Hardware Procurement:** PD, AS-CFMS apprised the EC regarding the procurement of peripheral hardware for offices under Commissionerate of Taxes after obtaining clearances of World Bank. In this regard, the NCB (National Competitive Bidding) Document had been prepared in consultation with World Bank. The NCB has been floated in the www.assamtenders.gov.in (e-Procurement Portal) as per the guidelines of the Government of Assam. The World Bank shall clear the technical and financial evaluation at every stage.

Resolution : **The EC gave approval for award of contract once**

the bidding process is over.

Action Taken : M/s Accel Frontline Ltd. has bagged the contract for “Supply of Computer, Network H/W and its peripherals including the work of Power supply and Network cabling at various offices under the Commissioner of Taxes, Assam”.

The computers and network peripherals have been delivered and installation and commissioning is going on.

Item No. : AS-CFMS 2.11

Item Description : **Consultancy for Treasury FMIS – As-Is and to study, BPR, DPR, RFP Preparation & selection of SI and Bid Documents for Hardware.** The Project Director apprised the EC about the procedure adopted for selection of consultancy for Treasury FMIS – As-Is and to-be study, BPR, DPR, RFP Preparation & selection of SI and Bid Documents for Hardware and mentioned that necessary approval from the World Bank is being obtained at each step.

Resolution : **Decision:** The EC gave approval for selection of consultant as per World Bank procurement norms and execute the contract with the selected bidder.

Action Taken : **The Contract was signed with successful Bidder and assignment was kicked off on 15th February, 2017. The As-Is, To-Be, FRS report has been approved after detailed discussions with various stakeholders across Departments and with Principal Secretary, Finance (RK)**

Item No. : AS-CFMS 2.12

Item Description : **Consultancy for Excise E-Gov Solution: As-Is and to study, BPR, DPR, RFP Preparation & selection of SI and Bid Documents for Hardware:** The Project Director apprised the EC about the procedure adopted for selection of consultancy for Excise E-Gov Solution: As-Is and to study, BPR, DPR, RFP Preparation & selection of SI and Bid Documents for Hardware, and mentioned that necessary approval from the World Bank is being obtained at each step.

Resolution : **The EC gave approval for selection of consultant as per World Bank procurement norms and execute the contract with the selected bidder.**

Action Taken : **The Contract was signed with successful Bidder and assignment was kicked off on 13th February, 2017. The As-Is. The team has visited West Bengal, Goa and have held detailed workshops with the vendor community (TCS, Wipro & Trimax IT Infrastructure & Services Limited) to understand the various solutions in addition to evaluating the existing AmtronSolution and TO-BE are being discussed with various stakeholders to freeze the requirements. Detailed activity under the assignment is Placed at Annexure VI**

Item No. : **AS-CFMS 2.13**

Item Description : **Consultancy for CTD Institutional Assessment & Capacity Building**

The Project Director apprised the EC about the procedure adopted for selection of consultancy for CTD Institutional Assessment & Capacity Building, and mentioned that necessary approval from the World Bank is being obtained at each step.

Resolution : **The EC gave approval for selection of consultant as per World Bank procurement norms and execute the contract with the selected bidder**

Action Taken : **The Contract was signed with successful Bidder i.e KPMG and assignment was kicked off on 14th February, 2017.**

The reports on Functional Assessment and assessment of Institutional Readiness for GST, Report on Tax analytic unit, Roadmap for Risk Based audit system, Workshop on GST awareness are some of the major activities undertaken under the Assignment

Detailed note is attached as Annexure VII

Item No. : **AS-CFMS 2.14**

Item Description : **CTD & DoAT- Primary Network connectivity:**

PD, AS-CFMS apprised that to strengthen the Network Connectivity for the existing applications in the Commissionerate of Taxes & Directorate of Accounts & Treasuries, Assam, the society has decided to engage BSNL on Single Sourcing to provide 2MBPS MPLS Line for all the remote locations. It was further apprised that network connectivity is one of the

prerequisite for rolling out of GST in Assam and possibility of exploring vendors through bidding process was undertaken in CCSD, another World Bank project in Assam. However, even after wasting 10 long months, no telecom service provider came forward to submit the bid except BSNL. Accordingly, as per advice of world bank, theSLA has been drafted and shared for engaging BSNL to develop the Primary Connectivity of CTD &DoAT offices. The World Bank will not be able to fund the activity as BSNL does not agree to their clause of internal audit by World Bank authorities and this has been told to us by the WB that similar situation has also happened in other states like Himachal Pradesh. The Society proposes to fund the activity so as expedite the sanction and release of advance funds to BSNL so that work can be completed in time due to roll out of GST in coming few months.

Resolution : **The EC after detailed discussion and deliberation constituted a Committee headed by Shri V.B. Pyarelal, IAS, Addl. Chief Secretary, Finance Department and with following members:**

a) Dr Ravi Kota, IAS, Commissioner & Secretary, Finance Department

b) Shri Rajesh Prasad, IAS, Commissioner & Secretary, Excise Department

c) Shri Anurag Goel, IAS, Commissioner Taxes and PD, AS-CFMS, -Member Convenor

d) Shri M.S. Manivannan, IAS, Secretary, Planning & Development Department

The Committee was to submit a report regarding whether the Primary Connectivity should be through bidding route or by direct nomination to BSNL. Also, it was to examine if the funds will be provided through the departmental budget or through the society without reimbursement by the World Bank. The President, EC was authorized to take necessary decision based on the report of the committee.

Action Taken : **The Committee came up with recommendations which subsequently been placed before the President EC, AS-CFMS for approval. The minutes of the meeting of Committee recommendation has been placed at Annexure VIII. The payment**

for Primary Connectivity of CTD has been made to BSNL post signing of SLA and accordingly the work has been initiated by BSNL. The Payment of BSNL for DoAT connectivity is under process.

Item No. : AS-CFMS 2.15

Item Description : **Strengthening network connectivity for CTD, DoAT & Excise offices-** Secondary Service Provider: The Project Director apprised the EC about selection of secondary service provider for CTD and DoAT, with approval of world bank and through the issue of RFP vetted by them.

Resolution : **The EC gave approval for floating the Bid and award the work with the approval of world Bank once all the clearances are received from World Bank, only after the way forward for the primary connectivity is 1rganized.**

Action Taken : **As per the clearance of the committee and subsequently approval of President EC, AS-CFMS, the Bid Document for Secondary Connectivity is being prepared. The same is expected to be floated within this month.**

Item No. : AS-CFMS 2.16

Item Description : **Annual Work Plan and Procurement Plan:** The Project Director presented the Annual Work Plan and Procurement Plan before the EC for approval which has been prepared in consultation with the World Bank and has already been approved by them.

Resolution : **The Executive Committee approved the AWP and Procurement Plan for FY 2016-17.**

Action Taken : **The detailed list of the Activity undertaken as per the AWP and PP vis -a vis its status is being placed at Annexure VI- The AWP and PP for FY 2017-18 is placed at Agenda Item no 3.05**

Item No. : AS-CFMS 2.17

Item Description : **Constitution of Debt and Cash Management Unit under the Finance Department and engagement of Shri L Lakshmananan Advisor-Debt & Cash Management as an Individual Consultant to be procured through Single Source method:** The Project Director apprised the EC about the Constitution of Debt and Cash Management Unit under the Finance

Department and engagement of Shri L Lakshmananan Advisor-Debt & Cash Management as an Individual Consultant to be procured through Single Source method.

Resolution : **The Executive Committee approved the engagement of Shri L Lakshmananan, as Advisor-Debt & Cash Management as an Individual Consultant procured through Single Source subject to receipt of Clearances from World Bank.**

Action Taken : **The Advisor-** Cash and Debt management has joined the post and has been actively involved in the capacity building of the Finance Department. He has submitted a report for establishing Cash & Debt Management Unit efforts to set it up are under - way.

Item No. : **AS-CFMS 2.18**

Item Description : **Electrical and Civil Works in the Data Centre hosted at Commissionerate of Taxes for CTD and DoAT:** The Project Director apprised the EC about the need for Electrical and Civil Works in the Data Centre hosted at KarBhawan for CTD and DoAT. He also informed that two fire incidents broke out in/around server room on 20th August 2016 and 1st December 2016. He mentioned that the World Bank has already issued NOC for the works.

Resolution : **The EC gave approval for floating the bid in principle but work order is to be issued subject to the receipt of certificates from Director General, Fire & Emergency Services for Fire Safety and Chief Electrical Inspectorate for Electrical Safety.**

Action Taken : **The Certificate from both Director General, Fire and Emergency Services for Fire Safety and Chief Electrical Inspectorate for Electrical Safety has been obtained and their recommendations have been suitably incorporated in the Bid Document. The Bid has been floated and the successful bidder M/s DS Systems Pvt. Ltd. has been awarded the contract after signing the agreement. PWD (Electrical) has approved the electrical layout diagrams submitted by the bidder. However, the contract needs to be amended as there has been a new requirement of one additional 400KVA DG Set. Once Bank issues NoC of the above arrangement,**

CoT will instruct the bidder to execute the work as approved.

Item No. : AS-CFMS 2.19

Item Description : DoAT Server Hardware & Network Equipments Procurement: The Project Director apprised the Executive Committee that during the last mission of World Bank, it was felt that as the servers of the DoAT(CTMIS) have already outlived their life and there are lots of enhancement work which is going on or would be required in near future. In this regard, he also explained the need and scope of procurement of DoAT Server Hardware & Network Equipment.

Resolution : The Executive Committee gave approval to go ahead with the tendering process subject to NOC from the World Bank.

Action Taken : The Bid Document is being prepared. The Bid has been floated and last date of Bid submission was on 29/11/2017 and the opening was on 04/12/2017. On opening it was found that no Bid was submitted.

Item No. : AS-CFMS 2.20

Item Description : Administrative Expenses towards the Society:

a) Hiring of Vehicle: PD, AS- CFMS that vehicle(s) are required during World Bank mission visits and even for various other activities during normal times under the project. In this regard, approval is sought from the Executive committee for hiring of vehicle(s) on need basis by the Project Director.

b) Project Allowance: The World Bank has suggested that the persons working under the project may be given a project allowance to incentivize performance. In this regard, the Project Director may be authorized to sanction project allowance to the PMU core team members @10% of the basic pay and to the PIU members at 5% of the basic pay. This will be limited to core Team of PMU and only the officers under the PIU team. This incentive will not be provided to the contractual persons working with the society.

c) Purchase of Computers and Accessories for PMU & PIUs: PD, AS-CFMS apprised that for the purpose of efficient operations, the PMU and PIUs need to be

equipped with desktops and laptop computers and other essential accessories. In this regard, the Project Director may be authorized to purchase the same with the approval of the Chief Secretary as President, AS-CFMS.

Resolution : **The Executive Committee had approved the hiring of vehicle(s) for the Society on need basis only. The Executive Committee had disapproved the project allowances proposed.**

Executive Committee approved purchase of computers and accessories for PMU and PIUs by PD after following due procedures

Action Taken : **The Society desires to hire 2 vehicles on full time basis this has been placed as subsequent agenda The Society has procured through GeM and the same has been received**

Item No. : **AS-CFMS 2.21**

Item Description : **Expenditure incurred by AS-CFMS during FY 2016-17 (till date):** The Project Director apprised the EC about the expenditure incurred on various activities during FY 2016-17 (till date).

Resolution : **The Executive Committee ratified the payments made already and approved the payments committed.**

Action Taken : **Submitted as well as the Reimbursement Claims by submitting IUFR has been initiated.**

Item No. : **AS-CFMS 2.22**

Item Description : **Financing GST Training Costs under Technical Assistance Component:** The Project Director apprised the Executive Committee about the GST Training Costs and possibility of financing it under the Technical Assistance component of the project. He also mentioned that the World Bank has already issued No Objection for the same.

Resolution : **The Executive Committee approved financing of the GST training costs upto Rs.36,93,671/- under the TA component of the project.**

Action Taken : **Bill has been submitted and subsequently cleared**

Item No. : AS-CFMS 2.23

Item Description : **Inclusion of Hon'ble Finance Minister in the Governing Body of AS-CFMS:** The PD, AS-CFMS apprised the need for inclusion of Hon'ble Finance Minister in the Governing Body of AS-CFMS.

Resolution : **The Executive Committee recommended and proposed for inclusion of Hon'ble Finance Minister as Vice Chairman of Governing Body of AS-CFMS and placing it as a suitable agenda in the First GB meeting.**

Action Taken : **The Agenda has been included for Governing Body meeting and moved for seeking suitable date.**

Item No. : AS-CFMS 2.24

Item Description : **Miscellaneous Agenda Items for approval**

1. Contracting of Procurement Support Person

The Project Director apprised the Executive Committee about need for contracting a Procurement Support Person for the project. He further proposed that Shri. Rutwik Phatak may be nominated for the role as he is already engaged under the project as PMRDF and is looking after the Procurement matters of the Society. The World bank has already recommended his name. This is also one of the readiness criteria by DEA to negotiate the project.

2. Appointment of an IT Manager for the PMU

The Project Director apprised EC about the need for hiring an IT Manager for the project as who will be closely work with the PIUs and PMU for the ICT Infrastructures & software projects and to advise the department in their IT initiatives. The World Bank shall share the TOR with the society in due course.

3. Need for expansion of the Project Management Unit

The Project Director apprised the EC about need for expansion of PMU and informed about Vice President's suggestion of attaching 2 research assistants from Planning & Development Department to the PMU.

4. Imprest:

It was felt that at time Cash is required for meeting some expenditure towards Contingent items for different purposes. In this regard an amount of Rs 10,000/- may be allowed to be drawn as "Imprest"

which will be operated as per the stipulated accounting norms.

5. Expenditure towards the Digi DhanMela to be organized on 11/01/2017 in Assam.

Finance Department will display the Digital and Cashless initiatives at Digi DhanMela scheduled on 11/01/2017 and in this regard the Commissionerate of Tax and Directorate of Accounts & Treasuries will display their Initiatives migrating towards less cash regime. These initiatives will be supported under the Internal Communication Strategy & Change Management Plan Component of the World bank.

Resolution : The Executive Committee approved engagement of Shri. Rutwik Phatak as procurement support person @1.25 L per month w.e.f June 2017 till March 2019, subject to the receipt of final NOC from World Bank.

The Executive Committee approved appointment of IT Manager to the society for overall assistance for all IT projects under the society, subject to final clearance from the World Bank.

The Executive Committee approved expansion of PMU and recommended the attachment of the two research assistants and asked Transformation & Development Department to look into the matter. It also approved the hiring of additional man power on need basis as per the HR policy.

The Executive Committee approved the proposal . The EC approved the proposal in principle subject to receipt of final clearance from the World Bank.

Action Taken : The Procurement Support Staff has joined wef 01/06/2017.

The selection of IT Manager is underway along with an additional post of ICT Infrastructure Manager

The Society has appointed the Support Staff as per HR manual.

The Imprest amount has subsequently increased to Rs 25,000/- for PMU and extended to three PIUs for Rs 10,000/- each.

The Payment has been released against the claims.

