

RESOLUTIONS ADOPTED IN THE SECOND MEETING OF THE EXECUTIVE COMMITTEE OF ASSAM SOCIETY FOR COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM(AS-CFMS) HELD ON 04/01/2017 AT 3 PM UNDER THE PRESIDENSHIP OF THE CHIEF SECRETARY TO THE GOVT OF ASSAM AND PRESIDENT, EXECUTIVE COMMITTEE, AS-CFMS IN THE CONFERENCE HALL OF THE CHIEF SECRETARY

Members present:

1. Shri V.K. Pipersenia, IAS, Chief Secretary to the Govt of Assam and President, EC, AS-CFMS.
2. Shri V.B. Pyarelal, IAS, Addl. Chief Secretary to the Govt of Assam, Finance Department and Vice President, EC, AS-CFMS.
3. Shri Rajesh Prasad, IAS, Commissioner & Secretary to the Govt of Assam, Excise Department and Member, EC, AS-CFMS.
4. Shri Anurag Goel, IAS, SPD, AS-CFMS & Commissioner Taxes and Member Secretary, EC, AS-CFMS.
5. Shri Simanta Thakuria, IAS, Commissioner & Secretary to the Govt of Assam, Finance Department and Member, EC, AS-CFMS.
6. Shri M. S. Manivannan, IAS, Secretary, Planning & Development Department and Member, EC, AS-CFMS
7. Shri Rakesh Kumar, IAS, Commissioner, Excise and Special Invitee, EC, AS-CFMS
8. Shri Bidyut Dekaraja, Director, Accounts & Treasuries, Assam and Special Invitee, EC, AS-CFMS
9. Shri Farid Ahmed, ACS, Director, Small Savings and Special Invitee, EC, AS-CFMS
10. Smt Binita Pegu, ACS, Director, Financial Inspection and Special Invitee, EC, AS-CFMS

At the outset Shri Anurag Goel, IAS, Project Director, AS-CFMS welcomed the President, Members and Special Invitees of Executive Committee, AS-CFMS.

This was followed by a presentation by regarding the brief introductory note about the project, its history, objectives, administrative structures and the action taken on the resolutions of the 1st EC meeting held on 18/05/2016. The EC noted the action taken report.

The agenda was taken up subsequently and based on detailed discussion and deliberations, the following resolutions were taken:

2.01 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.

Decision: The Executive Committee noted the same.

2.02 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.

Decision: 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 stands approved. However, for any alternative situation, PD may 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 may be adopted by the Society. [Action: PMU, AS-CFMS]

- 2.03 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

Decision: 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: PIU(DoAT), AS-CFMS]

- 2.04 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.

Decision: The Executive Committee approved hiring of additional manpower on contract basis for Commissionerate of Taxes. [Action: PIU(CoT), AS-CFMS]

- 2.05 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.

Decision: The Executive Committee gave post-facto approval for engagement of Dr. Ramanathan Somasundaram on single sourcing for the aforementioned consultancy. [Action: PMU, AS-CFMS]

- 2.06 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.
- Decision: 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 is not accepted. [Action: PMU, AS-CFMS & IT Department].**
- 2.07 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.
- Decision: The Executive Committee noted the same and directed to complete the work at the earliest.**
- 2.08 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.
- Decision: 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: PMU, AS-CFMS & Planning & Development Department]**
- 2.09 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.
- Decision: The Executive Committee noted and gave approval for the same. [Action: PIU(CoT), AS-CFMS]**
- 2.10 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.
- Decision: the EC gave approval for award of contract once the bidding process is over. [Action: PIU(CoT), AS-CFMS]**
- 2.11 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.

Decision: The EC gave approval for selection of consultant as per World Bank procurement norms and execute the contract with the selected bidder. [Action: PIU(DoAT), AS-CFMS]

- 2.12 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.

Decision: The EC gave approval for selection of consultant as per World Bank procurement norms and execute the contract with the selected bidder. [Action: PIU(CoE), AS-CFMS]

- 2.13 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.

Decision: The EC gave approval for selection of consultant as per World Bank procurement norms and execute the contract with the selected bidder [Action: PIU(CoT), AS-CFMS]

- 2.14 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, the SLA 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.

Decision: 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 will submit a report regarding whether the Primary Connectivity should be through bidding route or by direct nomination to BSNL. Also, it needs 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 is authorized to take necessary decision based on the report of the committee.

- 2.15 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.

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 finalised. [Action: PIU(CoT), PIU(CoE), PIU(DoAT), AS-CFMS]

- 2.16 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.

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

- 2.17 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.

Decisions: 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: PMU, AS-CFMS]

- 2.18 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.

Decision: 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: PIU(CoT), AS-CFMS]

- 2.19 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.

Decision: The Executive Committee gave approval to go ahead with the tendering process subject to NOC from the World Bank. [Action: PIU(DoAT), AS-CFMS]

- 2.20 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.

Decision: The Executive Committee approved the hiring of vehicle(s) for the Society on need basis only.

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.

Decision: The Executive Committee disapproved the project allowances proposed.

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.

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

2.21 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).

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

2.22 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.

Decision: The Executive Committee approved financing of the GST training costs upto Rs.36,93,671/- under the TA component of the project. [Action: PIU(CoT), AS-CFMS]

2.23 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.

Decision: 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: PMU, AS-CFMS]

2.24 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.

Decision: 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. [Action: PMU, AS-CFMS]

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.

Decision: 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. [Action: PMU, AS-CFMS]

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.

Decision: The Executive Committee approved expansion of PMU and recommended the attachment of the two research assistants and asked Planning & Development Department to look into the matter. It also approved the hiring of additional man power on need basis as per the HR policy. [Action: PMU, AS-CFMS]

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.

Decision: The Executive Committee approved the proposal . [Action: PMU, AS-CFMS]

5. Expenditure towards the Digi Dhan Mela to be organised on 11/01/2017 in Assam.

Finance Department will display the Digital and Cashless initiatives at Digi Dhan Mela 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 Startegy & Change Management Plan Component of the World bank.

Decision: The EC approved the proposal in principle subject to receipt of final clearance from the World Bank. [Action: PIU(CoT), AS-CFMS]

After adopting the foregoing resolutions, the meeting ended with vote of thanks from the chair.

**V.K. Pipersenia
President, AS-CFMS
& Chief Secretary, Assam**