

RESOLUTIONS ADOPTED IN THE FIRST MEETING OF THE EXECUTIVE COMMITTEE OF ASSAM SOCIETY FOR COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM (AS-CFMS) HELD ON 18/05/2016 AT 5 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. Dr. Ravi Kota, IAS, Commissioner & Secretary to the Govt of Assam, Finance Department & Planning Department and Member, EC, AS-CFMS.
4. Shri Rajesh Prasad, IAS, Commissioner & Secretary to the Govt of Assam, Excise Department and Member, EC, AS-CFMS.
5. Shri Anurag Goel, IAS, PD, AS-CFMS & Commissioner Taxes and Member Secretary, EC, AS-CFMS.
6. Shri Mukesh Ch Sahu, IAS, Commissioner & Secretary to the Govt of Assam, Information Technology Department and Special invitee, EC, AS-CFMS.
7. Shri Imdadul Haque, IAS, Commissioner & Secretary to the Govt of Assam, Finance Department and Member, EC, AS-CFMS.
8. Shri Simanta Thakuria, IAS, Commissioner & Secretary to the Govt of Assam, Finance Department and Member, EC, AS-CFMS.
9. Shri Bidyut Dekaraja, Director, Accounts & Treasuries, Assam and Special Invitee, EC, AS-CFMS
10. Smt Padumi Gogoi, Director, Audit(LF), Assam and Special Invitee, EC, AS-CFMS
11. Shri G.G. Das, Dy Director & i/c Director, Financial Inspection and Special Invitee, EC, AS-CFMS
12. Shri A. Gohain, Jt Director & i/c Director, Pension, Assam and Special Invitee, EC, AS-CFMS

At the outset Dr. Ravi Kota, IAS, Commissioner & Secretary, Finance Department welcomed the President, members and Special Invitees of Executive Committee, AS-CFMS.

This was followed by a presentation by Anurag Goel, IAS, Project Director, AS-CFMS regarding the brief introductory note about the project, its history, objectives and the administrative structure thereof. The agenda was taken up subsequently and based on detailed discussion and deliberations, the following resolutions were taken:

1.01 Ratification of By-Laws of the Society: The PD, AS-CFMS apprised the Members that By-Laws of AS-CFMS were drafted in consultation with the World bank consequent on registration of Society with the approval of Hon'ble Cabinet on 28/02/2016. The views of the relevant departments were also obtained and incorporated. The draft Bye Laws were placed before the Executive Committee for vetting for placing it before the Governing Body for first time adoption of the By-Laws by the Society.

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

1.02 Post facto approval for the Bank Account opened in the name of the Society and specification of joint signatories: PD, AS-CFMS informed that a Bank Account in the name of the Society was opened in State Bank of India, Assam Secretariat Branch as well as the declaration of the PD, AS-CFMS and Dy Director, Finance(Budget) Dept(FA) as the joint signatory for operating the bank account with the prior approval of the Chief Secretary to the Govt of Assam and President, Executive Committee, AS-CFMS. The matter was placed before the executive committee for post facto approval as per Clause 15 of Rules and Regulations of AS-CFMS which stipulates that the funds of the AS-CFMS will be kept in Bank account(s) opened in the name of AS-CFMS with the approval of EC as well as the Section III of the Bye laws.

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

1.03 Post facto approval of the advertisement for 3 Expressions of Interest: PD, AS-CFMS apprised the EC that three consultancies one each at Directorate of Accounts & Treasuries, Commissionerate of Taxes and Commissionerate of Excise have been planned. The three EoIs were floated after obtaining No Objection from World Bank as per their procurement norms and on the concurrence of the then Principal Secretary, Finance Department. The evaluation for the three EoI was completed by a committee chaired by Project Director, AS-CFMS. Post facto approval of EC is sought for three EoIs already issued and three RFPs to be issued as per the approval of the World Bank as per the Clause 10 of Rules & Regulations, AS-CFMS in its sub clause 8 & 9 which specifies that the EC shall approve the selection process of the service providers of the Projects.

Decision: 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.

1.04 Post facto approval for advertisements for three(3) domain experts and a procurement

specialist: PD, AS-CFMS mentioned that a core team has been constituted in the Finance Department wherein the positions of the domain experts(Domain Expert- Treasury Operation, Domain Expert- Treasury Regulation and Domain Expert- Budget) have been created. Advertisement inviting applications for the posts was published on 19/12/2015. Four applicants are shortlisted for next round of interview scheduled on 23/05/2016 by the Evaluation Committee headed by Addl. Chief Secretary to the Govt of Assam, Finance Dept. Post Facto approval of the Executive Committee, AS-CFMS for creation of post and advertisement is sought under Clause 14 of Rules and Regulation which states that Society may create post necessary for its operation with concurrence of the EC.

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

The Core Team is also proposed to have a Procurement Specialist who shall assist the SPD and the PMU in the matters of the procurements which take place in accordance to the World Bank guidelines. Advertisement inviting applications for the posts was published on 07/02/2016. Ninety applications were received out of which 10 (ten) applicants are shortlisted for next round of interview scheduled on 23/05/2016 by the Evaluation Committee headed by Addl. Chief Secretary to the Govt of Assam, Finance Dept. Post Facto approval of the Executive Committee, AS-CFMS for creation of post and advertisement is sought under Clause 14 of Rules and Regulation which states that Society may create post necessary for its operation with concurrence of the EC.

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

1.05 Establishment of an Office for AS-CFMS: PD, AS-CFMS informed the EC that the office of the PMU, AS-CFMS is currently operational from eGovernance Unit, Finance Department in 2nd Floor F Block, Assam Secretariat. The proposal is for establishing office of PMU, AS-CFMS at the First Floor, F Block, Assam Secretariat, Dispur. A workstation is also being established at the Ground Floor of the same block. An administrative approval has been accorded for an expenditure on the same amounting to Rs 17.81 lakhs. It was further mentioned that the Chief Secretary during discussion with World Bank desires to have the office space outside the Secretariat. The PD, AS-CFMS requested the Executive Committee to be operational from the Secretariat only till the need for rented accommodation is required if the number of employees get increased in projects.

Decision: The Executive Committee agreed to the proposal in principle.

1.06 Approval of HR manual of the Society and approval for staffing of the core team members:

PD, AS-CFMS appraised the Executive Committee that the HR Policy of the AS-CFMS was prepared and the same has been sent to Finance (PRU) and Finance(A&F) Department for their views as per direction of Finance(Estt.-A) Department. Subsequently it will be sent to Personnel-B department for comments. H R Manual shall be placed in the next EC for information.

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

1.07 Drawing and Disbursing Officer (DDO) for AS-CFMS: PD, AS-CFMS informed that as per Clause 15 under Rules & Regulations that Director, Accounts & Treasuries shall be the DDO for the Society and as per the Clause 20 of the R&R this can be amended by the EC and then to be placed in GB for ratification. PD, AS-CFMS proposed that SAD(Accounts) will act as DDO for AS-CFMS as society has already drawn the amount of Rs. 2.57 Cr during 2015-2016 on the strength of Sanction accorded by Finance(EA) Department, through SAD(Accounts) as DDO. No amount has been spent so far due to ban by ECI for model code of conduct.

Decision: 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.

1.08 Selection of a Statutory Auditor: PD, AS-CFMS appraises that Clause 6 of Rules & Regulations stipulates that the Governing Body shall have powers to appoint an Auditor to the Society. The Society is required to follow the World Bank procurement procedures in this regard. The matter was placed before EC to allow the selection process for the Auditor by the Society as per the World Bank norms.

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

1.09 Engagement of a Chartered Accountant: PD, AS-CFMS appraises that Society being a legal entity would be responsible for making some statutory deductions towards taxes under various acts of Govt of India and State Govt. Moreover for accounting support advice may also be obtained including preparation of periodic financial statements and reports. The service of a CA shall be required to enable the society to meet these statutory obligations. The matter placed before EC to authorize the Chief Secretary to finally approve the Terms & Conditions for engagement of CA on monthly/annual retainership, on proposal by the society.

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

1.10 Regarding practice of conventional financial rules by AS-CFMS: PD, AS-CFMS apprised the EC regarding adoption of conventional financial rules of the Govt. of Assam in addition to 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.

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

1.11 Administrative control of the e-governance projects to the Society: PD, AS-CFMS apprised EC that the projects under the eGovernance Unit, Finance (Estt-B) Department would be brought under the administrative control of AS-CFMS as per the Cabinet Memorandum. The matter was placed before EC seeking information and instructions as to how and by whom the projects will be operationalised under the Society.

Decision: 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.

1.12 Directions over the tentative Annual Work Plan: PD, AS-CFMS apprised EC that as per directions given in the Section IV of the bye laws, the Annual Work Plan(AWP) for a Financial Year(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. This is placed before the EC for its kind information.

Decision: 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.

1.13 Meeting of EC on regular basis: As per point 9(a) of the Rules & Regulations of AS-CFMS meeting of EC 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.

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

1.14 Internal Communication strategy & Change management plan: PD, AS-CFMS appraised the EC regarding discussion 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. The idea is to sell the project to the stakeholders and sensitize them about the same. The matter was placed before the EC for kind instructions.

Decision: 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.

1.15 Future Procurements through e-procurement portal: PD, AS-CFMS informed the Society that 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. Approval is sought from the EC for registering the society on Assam e-Procurement Portal and also to authorize the Project Director to take necessary steps like procurement of DSCs etc. and to make expenses to migrate to the e-Procurement process.

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

1.16 Ratification of expenditure incurred till date in the Project or in the Society, and of amount budgeted for FY 2016-17: PD, AS-CFMS informed the Executive Committee that various expenses have been incurred due to World Bank Mission visits, Procurement Training and Petty Expenditure incurred for day to day operation of the Society. Approval was sought from the EC for approval of the Expenditure already incurred amounting to Rs. 3,26,807/- (Rupees Three lakhs Twenty Six Thousand Eight Hundred and Seven only). Further approval of EC is sought to allow PD, AS-CFMS to make petty expenditures upto Rs. 25,000/- per month from the Society funds for the projects and also to authorize the Chief Secretary to approve other expenditures to be made out of the Society funds. However the details shall be place before next EC meeting.


The Decision: The Executive Committee ratified the expenditure incurred till date for payment

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

1.17 Miscellaneous Agenda Items & approvals:

- 1) **Contract of Commissioner Taxes with NISG:** The EC gave post facto approval to the Contract of Commissioner Taxes with NISG.
- 2) **DeMPA Mission with Finance(EA) Department:** PD, AS-CFMS appraised EC that the activities related to DeMPA mission. The EC noted the same.
- 3) **Exposure Visit of the State officials:** PD, AS-CFMS apprised EC that the officials of Taxation, Treasuries and Excise visited other states w.e.f. 07/03/2016 to 15/03/2016. The EC noted the same.
- 4) **Other items with the permission of the Chair:**
 - a) **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.
 - b) **Website for the Society:** EC directed to develop the website of the society under the Web Standardization project and for this; the empanelled vendors of the IT department may be issued a bid to select the lowest bidder.

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



(V.K. Pipersenia, IAS)

President, AS-CFMS
& Chief Secretary, Assam