



# **Assam Society for Comprehensive Financial Management System (AS-CFMS)**

## **“Minutes of the Fourth Meeting of the Executive Committee (EC)”**

Venue: Conference Hall of Chief Secretary, Assam

Date: 13/12/2018 Time: 4:00 pm.

**RESOLUTIONS ADOPTED IN THE FOURTH MEETING OF THE EXECUTIVE COMMITTEE OF ASSAM SOCIETY FOR COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM(AS-CFMS) HELD ON 13/12/2018 AT 4:00 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 Alok Kumar, IAS, Chief Secretary to the Govt. of Assam and President, EC, AS-CFMS.**
- 2. Shri Rajiv Kumar Bora, IAS, Addl. Chief Secretary to the Govt. of Assam, Finance Department and Vice President, EC, AS-CFMS.**
- 3. Shri Samir Kumar Sinha, IAS, Principal Secretary to the Govt. of Assam, Finance Department and Member, EC, AS-CFMS.**
- 4. Shri Anurag Goel, IAS, Commissioner of Taxes and Member, EC, AS-CFMS.**
- 5. Shri Shyam Jagannathan, IAS, Commissioner & Secretary to the Govt. of Assam, Finance Department and Project Director, AS-CFMS.**
- 6. Shri Hitesh Dev Sarma, IAS, Secretary to the Govt. of Assam, Finance Department and Member, EC, AS-CFMS.**
- 7. Shri Rakesh Kumar, IAS, Commissioner to the Govt. of Assam, Excise and Member, EC, AS-CFMS.**
- 8. Shri Kailash Karthik, IAS, Joint Secretary to the Govt. of Assam Finance Department and Addl. Project Director, AS-CFMS.**
- 9. Smt Pallabi Phukan, Joint Secretary to the Govt. of Assam, IT Department and Special Invitee, EC, AS-CFMS.**
- 10. Shri Bidyut Dekaraja, Director, Accounts & Treasuries, Assam and Special Invitee, EC, AS-CFMS.**
- 11. Shri R. Chowdhury, Director, Audit(LF) and Special Invitee, EC, AS-CFMS.**

At the outset Shri Shyam Jagannathan, IAS, Project Director, AS-CFMS welcomed the President, Members and Special invitees of Executive Committee, AS-CFMS.

This was followed by a presentation by Shri Kailash Karthik, IAS, Addl. Project Director, AS-CFMS who briefed note about the project, its history, objectives, administrative structures and the action taken on the resolutions of the 3rd EC meeting held on 07/02/2018. 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:

Item No.	Agenda Items
<p><b>World Bank aided ASPIRe Project consists of three components.</b></p> <p><b>Component 1. Strengthening Public Finance Institutional Capacity</b></p>	
<p><b>Subcomponent 1.1 Strengthening cash and debt management</b></p>	
<p><b>AS-CFMS</b> <b>04.01</b></p>	<p><b>Engagement of Cash and Debt Management Assistant -</b></p> <p>The Project Team apprised the Executive Committee that the ASPIRe Project aims to enhance the Public Finance Institutional Capacity of the Govt. of Assam. Strengthening Cash &amp; Debt Management is also an integral part of the project; the same has been incorporated as Sub-component 1.1 under the project. In this endeavor, the first two steps to be supported by the World Bank, as per the Project Appraisal Document, are:</p> <ul style="list-style-type: none"> <li>a) Establishing and institutionalizing a Cash and Debt Management Unit in the Finance Dept.;</li> <li>b) Building institutional capacity for developing debt policy and strategy, conducting debt sustainability analysis, and effective cash and debt management;</li> </ul> <p>A cash &amp; debt management cell, comprising of officials from the Govt. of Assam, guided by Shri. L. Lakshmanan, Advisor, Cash &amp; Debt Management, has been established under the project. In order to strengthen this unit, the AS-CFMS wanted to engage a staff member with adequate experience and training in the domain.</p> <p>Mr. Anupam Medhi, who was earlier involved in the function of managing and updating the debt records of GoA for the last 2 years, was identified for this purpose. He has been trained on the cash and debt management function – especially, the monthly cash-flow forecasts for the last 6 months. He has a sound knowledge of Microsoft Excel software which is a critical prerequisite. Mr. Medhi has also undergone a training in the ‘Fiscal Analysis and Forecasting’ at the IMF SARTTAC center in New Delhi during April – May 2018.</p> <p>Mr. Anupam Medhi has been engaged in the capacity of Cash &amp; Debt Management Assistant at a remuneration of Rs.4,20,000 per annum.</p>

	<p><b>Decision: The Executive Committee gave the post facto approval for the same.</b></p>
<p><b>AS-CFMS</b> <b>04.02</b></p>	<p><b>Extension of Cash and Debt Management Advisor</b></p> <p>The Project Team apprised the Executive Committee that as aim of the ASPIRe Project is to enhance the Public Finance Institutional Capacity of the Govt. of Assam. Strengthening Cash &amp; Debt Management is also an integral part of the project; the same has been incorporated as Sub-component 1.1 under the project. In this endeavor, the first two steps to be supported by the World Bank, as per the Project Appraisal Document, are:</p> <p>a) Establishing and institutionalizing a Cash and Debt Management Unit in the Finance Dept.;</p> <p>b) Building institutional capacity for developing debt policy and strategy, conducting debt sustainability analysis, and effective cash and debt management;</p> <p>A cash &amp; debt management cell, comprising of officials from the Govt. of Assam has been established under the project and Shri. L. Lakshmanan, has been guiding this cell in the capacity of Advisor, Cash &amp; Debt Management. Shri. L. Lakshmanan is a retired RBI officer who has been engaged under the project on contractual basis.</p> <p>The contract with the consultant, which ended on 30th September 2018, has been extended for a period of 6 months i.e. till 31st March 2019. Consultant's request for enhancement of remuneration was also accepted and incorporated in the contract amendment.</p> <p><b>Decision: The Executive Committee gave the post facto approval for the same.</b></p>
<p><b>Subcomponent 1.2 Strengthening Public Procurement Framework and scaling up e-procurement</b></p>	
<p><b>AS-CFMS</b> <b>04.03</b></p>	<p><b>GeM State-wide Launch</b></p> <p>The Project Team apprised the Executive Committee that the AS-CFMS has successfully organized the GeM State-wide launch at AASC which saw the participation from many of the departments. AS-CFMS will work with GeM technical team to streamline the procurement process and integrate GeM with Budget/Expenditure systems.</p> <p>As a further course of action, AS-CFMS is deliberating various options available to conform to the guidelines as prescribed by GeM for payment to the vendors within ten days of receipts of the goods/services, which will be decided shortly.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>

<p><b>AS-CFMS</b> <b>04.04</b></p>	<p><b>Signing MOU with SBI for Implementation of online EMD and Tender Fees for e-Procurement:</b></p> <p>The Project Team apprised the Executive Committee that implementation of e-Procurement is one of the critical activities assigned to the AS-CFMS Society &amp; is one of the DLIs under the World Bank. An e-Procurement cell was established to facilitate all the users of the portal.</p> <p>As part of the e-Procurement initiatives implementation of the centralised online EMD and Fees collection was started. Proposals from four different Banks, who has completed the integration and testing part with NIC was sought.</p> <p>SBI was shortlisted on the basis of previous experience and rate of interest proposed to Government of Assam.</p> <p>MoU was signed with SBI on 30/10/2018 and is required to open pool accounts for implementation of the aforesaid.</p> <p>For the self-sustainability of the cell, it is proposed to impose Tender Processing Fees for every tender. It is also proposed to utilize the amount of the forfeited EMD and the interest earned at the pool account for the same.</p> <p><b>Decision: The Executive Committee appreciated the importance of online EMD &amp; highlighted that the selection of the bank should be through a transparent process. Principal Secretary to the Govt. of Assam, Finance Department suggested that a committee to examine the procurement process of Banking Partner will be set up &amp; based on the Committees recommendations the Vice President, EC will approve the final selection so made.</b></p>
<p><b>AS-CFMS</b> <b>04.05</b></p>	<p><b>Extension of contract of e-Procurement Project Manager, Sr Trainer and Operational Manager for e-Procurement</b></p> <p><b>i)e-Procurement Project Manager</b></p> <p>The Project Team apprised the Executive Committee that the Third Executive Committee vide resolution 3.03 has approved the engagement of e-Procurement Project Manager. The contract was issued for one year w.e.f. 01/02/2018.</p> <p>His service will be further required for rolling out of the online fees and EMD at e-Procurement portal, implementation of Reverse Auction, exploring integration of Pre and Post tendering, up scaling of e-Procurement support team, etc.</p> <p><b>ii) Sr Trainer and Operational Managers</b></p>

	<p>The Project also apprised the Executive Committee that the Third Executive Committee vide resolution 3.03 has approved the engagement of Sr Trainer and Operational Managers for e-Procurement cell. The contract was issued for one year w.e.f. 01/01/2018.</p> <p>Their services will further be required for providing support to all the users of e-Procurement portal of Government of Assam.</p> <p><b>Decision: The Executive Committee approved the extension of the contract of the e-Procurement Project Manager and other existing resources for another two years w.e.f. 01/02/2019 and 01/01/2019 respectively, with yearly increments as per HR Manual. The AS-CFMS Society will evaluate the performance of the incumbents at the end of the next year and extended the contracts if found suitable.</b></p>
<p><b>Subcomponent 1.3 Strengthening Public-Private Partnership Framework and institutional capacity</b></p>	
<p><b>AS-CFMS 04.06</b></p>	<p><b>PPP Workshop and the way forward</b></p> <p>The Project Team apprised the Executive Committee that AS-CFMS successfully conducted a one-day Stakeholders' Workshop on PPP in collaboration with E&amp;Y (engaged for PPP reforms) consultant. The workshop comprised of a panel discussion with representatives from the Government, Private Sector and Financing Agencies. The panelists shared their insights on the gaps, challenges and critical success factors for PPP in the State. The consultant team presented their analysis of the current PPP policy of the State and shared a set of recommendations for policy reforms based on some case studies.</p> <p>As directed by the HFM, various reports and other documentations pertaining to this component may be handed over to the T&amp;D Department for taking it further.</p> <p><b>Decision: The Executive Committee noted the same. President, EC suggested to approach PPP specialists of the best universities globally to conduct a workshop in Guwahati for senior functionaries of the government.</b></p>
<p><b>Subcomponent 1.4 Institutional strengthening of Finance Department</b></p>	
<p><b>AS-CFMS 04.07</b></p>	<p><b>AMC FMS of Finance Department under AS-CFMS</b></p> <p>The Project Team apprised the Executive Committee that the AMC (Annual Maintenance Contract) and FMS (Facility Management Services) of IT Assets of Finance Department has been considered to be executed under AS-CFMS vide approval of Vice President EC. The bid has been</p>

	<p>prepared and floated for selection of a firm for providing manpower under FMS and services under AMC.</p> <p><b>Decision: The Executive Committee gave the ex-post facto approval for the same.</b></p>
<p><b>AS-CFMS EC 04.48  (Table Agenda )</b></p>	<p><b>Refurbishment of all the branches of Finance Department.</b></p> <p>The Project Team apprised the Executive Committee that AS-CFMS wants to engaged an Architect registered under PWD, to prepare drawings for the existing divisions of Finance Department for interiors, furniture and fixtures, storage, design elements such as colour theming, work area wise demarcation, proper and standard labeling may be worked out. Further, the Architect with the help of PWD will prepare an estimate and the work will be executed by PWD.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>Subcomponent 1.5 Training and capacity building to implementing departments</b></p>	
<p><b>AS-CFMS 04.08</b></p>	<p><b>Assam Public Finance Management Institute</b></p> <p>The Project Team apprised the Executive Committee that the 3rd Executive Committee vide its resolution 3.24 in principle agreed to the creation of Assam Public Finance Management Institute and suggested following activities:-</p> <p>i) The Centre for Financial Management at Assam Administrative Staff College may be brought under the proposed institute and to leverage the infrastructure there.</p> <p>ii) To reconsider the designation of Director(Training) and also to look for a support structure below him.</p> <p>The project has considered to leverage the infrastructure of AASC primarily in addition also a small Training room has been considered in the proposed Project Office. The Society is actively working with few leading PFM Institutes of the country such as NIFM, ASCI, NIPFP, NCAER and also some IT Organisations under MeitY and Not for Profits for bringing in Technological innovation in Public Finance domain.</p> <p>As the post is proposed to be filled up by some retired officers of All India Services, Director post may be considered. The Society will advertise the same if agreed by Executive Committee.</p> <p><b>Decision: The President, EC suggested to explore the feasibility of involving some reputed Institutions like AIM, IIT and IIM to provide logistical &amp; infrastructural support on conducting courses on Public Finance. He also suggested that the AS-CFMS society should work with leading PFM institutes for content development &amp; manage the training delivery.</b></p>

<p><b>AS-CFMS 04.49</b> <b>(Table Agenda)</b></p>	<p><b>Engagement of Resources through Centre for Budget and Governance Accountability</b></p> <p>The Project Team apprised the Executive Committee that the society has taken steps to initiate a process of Participatory Budgeting among its stakeholders including common citizens which was a part of the Mass Budget Awareness Campaign. In this process, it is pertinent to establish a Think Tank for Participatory Budgeting which will handhold departments and sensitize them to identify the stakeholders/beneficiaries of the Departments. In this regard, the ToR has been submitted by CBGA, a non-profit organization.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS 04.50</b> <b>(Table Agenda)</b></p>	<p><b>Study on State Channelizing Agencies, revamping and strengthening their capacities by Centre of Management Development</b></p> <p>The Project Team apprised the Executive Committee that a proposal for evaluating the current status of State Channelizing Agencies in Assam and provide recommendations for revamping and strengthening their capacities is submitted by Centre of Management Development.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>Component 2: Strengthening Expenditure and Revenue Information Systems</b></p>	
<p><b>Sub-Component 2.1 Integrated Financial Management Information System</b></p>	
<p><b>AS-CFMS 04.09</b></p>	<p><b>Onboarding of Technical Support personnel in DoAT PIU under AS-CFMS</b></p> <p>The Project Team apprised the Executive Committee that three resources working in DoAT for regular software issues and other upgradation works were being engaged through AMTRON for one year w.e.f. 01/07/2017. Their contract was extended for another one year w.e.f. 01/07/2018. Now AS-CFMS desires to bring them under ASPIRe Project for better coordination and oversight of their deliverables. The ToR (Terms of Reference) has been <b>accepted by World Bank</b> and subsequently the justification note for single source has been shared with <b>World Bank for their acceptance</b> as a part of procurement plan. Once its approved in STEP the resources would be onboarded under ASPIRe and their deliverables would be monitored by System Administrator from time to time and reported to PD, AS-CFMS.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS 04.10</b></p>	<p><b>Extension of Contract of Two Software Developers in DoAT PIU</b></p> <p>The Project Team apprised the Executive Committee that the contract of two Software Developers working in DoAT PIU may be extended for another one year with effect from 01/02/2019. The</p>



	<p>deliverables as per the ToR and the activities allotted to them from time to time by the authority outside the ToR has been reviewed and same has already reviewed till date as per the HR Manual of AS-CFMS. The extension has been proposed considering the new set of deliverables and accordingly the ToR has been updated.</p> <p><b>Decision: The Executive Committee approved the extension of the contract of the Software Developers for another one year w.e.f. 01/02/2019 with increment inline with HR Manual.</b></p>
<p>AS-CFMS 04.11</p>	<p><b>Selection of Data Center Operator (DCO) for Finance &amp; Tax DC</b></p> <p>The Project Team apprised the Executive Committee that AS-CFMS is in discussion with World Bank to float a bid to select a Data Center Operator once the DC room is fully furnished and all the servers are shifted there. The DCO will be replacing the current FMS vendor who is currently managing the servers in the server room. This engagement would be in a fully managed services model and vendor payments would also be in an output-based model, based on the fulfilment of agreed SLAs. There will be penalty clauses also if the SLAs are missed.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p>AS-CFMS 04.12</p>	<p><b>Onboarding of Operational Support Persons positioned at each treasury/sub-treasury for rolling out of Online Bills module under AS-CFMS</b></p> <p>The Project Team apprised the Executive Committee that the Operational Support Persons (OSP) (63 in number) were positioned at each treasury/sub-treasury by Finance Department for rendering support to DDOs in regard to Online Bills System and for requisite hand-holding of the module. The resources were engaged through AMTRON for a period of six months w.e.f. 16/06/2017, with the approval of HFM. The first extension of their services was approved by HFM for a period of another six months w.e.f. 17/12/2017, taking into consideration the volume of online initiatives in pipeline, and the next extension for six months was agreed to by the Steering Committee of Finance Department w.e.f. 17/06/2018. The cost, as per the existing contract for this engagement is Rs.1,02,30,000/half yearly. Now, it would be beneficial to <b>bring them through ASPIRe under the society</b> as these technically sound resources can contribute in further implementing the IT initiatives planned under the society and the same can be reimbursed under the World Bank.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p>AS-CFMS 04.13</p>	<p><b>Recruitment of Business Analysts under ASPIRe</b></p> <p>The Project Team apprised the Executive Committee that the society is planning to recruit</p>

	<p>Business Analysts for IT projects for better requirements management and to address some of the gaps in requirements management.</p> <p>The matter is still under discussion with World bank.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p>AS-CFMS 04.14</p>	<p><b>Conception and creation of Center of Excellence in Data Analytics within ASPIRe.</b></p> <p>The Project Team apprised the Executive Committee that the society is in discussion with the World bank to create a Center of Excellence in Data Analytics within the AS-CFMS to cater to the requirements of Data Modelling and Predictions within the Finance and the Tax department. This will be helpful in <b>plugging the loopholes in GST/other tax collections, and also making revenue and expenditure predictions</b>, taking into consideration both internal and external factors, which in turn will facilitate the Finance department for better planning, and to <b>achieve the goals of the ReSTART Assam.</b></p> <p>The procurement of the firm will be through an Open Competitive Bidding as per the World Bank process.</p> <p>Considering that the GST &amp; VAT, cWay Bill &amp; other information available on public domain can be mined for getting automatic insights and since Finance Department &amp; Excise Department have large structured data, this Center of Excellence is initially proposed to be developed.</p> <p>With the help of a consultancy firm. The EOI and RFP for the same would be floated soon after receiving necessary approvals from the World Bank. The CoE would consist of 7-8member team of analysts, data scientists, report designers, etc. who would be working closely with the Domain experts from the government side to address the set of problems mentioned above. This CoE would also require access to data sets from the various departments for analysis.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p>AS-CFMS 04.15</p>	<p><b>Implementation of DSC Based login and signing in DDO and Treasury System.</b></p> <p>The Project Team apprised the Executive Committee that a team from Finance Department visited Haryana to study their Financial systems. Government of Haryana has attempted for paperless transaction in the Chandigarh Treasury as pilot. Entire bills along with sub voucher after being scanned is processed through their Financial Management Information System and subsequently pushed to AG Server which lead to non submission of physical vouchers from DDOs to Treasuries and than to the office of AG. This will have a huge impact in terms of cost of stationeries, printing</p>

	<p>as well as human efforts and will also ensure timely compilation of accounts at both Treasury and AG level. As a prerequisite DSC is mandatory as each individual documents whether system generated or scanned need to be digitally signed by both DDO and TO. The technical team of both DDO System and treasury system is working to implement the technology in the respective system. Once the test is successful the same can be implemented across the state. In this regard AS-CFMS desires to float a tender for empanelment of DSC Vendor for discovering the rate for approx 10,000 DSCs for DDOs, TOs and other users. The vendor will also support in training and capacity building for end users as well as support during the implementation phase in fields.</p> <p><b>Decision: President, EC suggested to explore alternatives of DSC based system like Aadhar based eSign etc. The Executive Committee delegated PD to onboard the vendor after following due competitive process.</b></p>
<p>AS-CFMS 04.16</p>	<p><b>Payment of the service charges claimed for Disaster Recovery Site at National Data Centre, NIC, Hyderabad</b></p> <p>The Project Team apprised the Executive Committee that the Disaster Recovery Site for CTMIS(Comprehensive Treasury Management Information System) is hosted at National Data Centre, NIC, Hyderabad. The services towards the Data Centre were not charged till 31/07/2018 and due to recent policy changes the services for availing DR Facilities have been charged w.e.f. 01/08/2018 to 31/03/2019 and a Proforma Invoice through NICS I has been raised. The payment for the same has been considered to be funded through the World Bank project considering the facilities in Data Centre has also been upgraded under the same Society. World Bank has also concerned to the same.</p> <p><b>Decision: Commissioner of Taxes requested President, EC to include CTD alongwith CTMIS DR and consider the overall payment through World Bank funding. President, EC approved the same and asked the society to evaluate other cheaper options through competitive bids as NIC is now charging for the service provided.</b></p>
<p>AS-CFMS 04.17</p>	<p><b>Engagement of Domain Experts for updation of Rules and Regulations</b></p> <p>The Project Team apprised the Executive Committee that to study the existing Financial Rules and Regulations and suggest amendments in consultation with the Accountant General (A&amp;E), Assam to ensure compliance of these Rules with the current IT-enabled environment of this Department. This will fulfill all requirements for smooth implementation of various FMIS modules (already developed and implemented, and in the pipeline for roll-out) such as Online Bills, Pension, FOC, Budget and procurement of goods and services.</p>

	<p>The domain experts may be senior officers who have recently superannuated and may be engaged for a brief period. The payments can be made as per output delivery and their payments may be controlled by the existing standard Govt. Rules. This payment may be considered for payment under AS-CFMS.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<b>Sub-Component 2.2 e-Collection and e-Payment</b>	
<p><b>AS-CFMS</b> <b>04.18</b></p>	<p><b>Extension of Developer and engagement of a Software Tester for GRAS at NIC Pune</b></p> <p>The Project Team apprised the Executive Committee that one software developer and a tester is engaged in NIC Pune for customization and quality evaluation of GRAS on approval from Additional Chief Secretary at a consolidated pay of Rs. 30,000/-. The Software developer's contract has been extended till 31-09-2019. The tester has resigned on 17-11-2018, no further request to hire another tester has been raised.</p> <p>NIC Assam has requested for 2 number of developers to be posted in NIC Guwahati after the official handover of the software to NIC Assam.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS</b> <b>04.19</b></p>	<p><b>Implementation of eGRAS and way forward</b></p> <p>The Project Team apprised the Executive Committee that eGRAS the receipts system from NIC has been selected for implementation across the various departments of the state which make deposits in the State exchequer. This system will make the receipts to the state exchequer online and will help in eliminating efficiencies emanating from manual intervention.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<b>Sub-Component 2.3 Commercial Tax</b>	
<p><b>AS-CFMS</b> <b>04.20</b></p>	<p><b>Hiring of four technical resources</b></p> <p>The Project Team apprised the Executive Committee that the hiring of four technical resources was carried out by the Commissionerate of Taxes, Assam for the maintenance and day-to-day works of the existing Tax applications for one year w.e.f.1<sup>st</sup> February,2017.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>

**Sub-Component 2.4 Excise :**

<p><b>AS-CFMS</b> <b>04.21</b></p>	<p><b>Hardware Bid for the Department of Excise</b></p> <p>The Project Team apprised the Executive Committee that the Hardware Bid for the Department of Excise was floated on the e procurement portal which received Zero bid, so thereafter in order to expedite the process of procurement with the concurrence of World Bank, Excise Department and ASPIRe PMU, the hardware procurement (Laptops, Desktops, UPS) has now been initiated through GeM.</p> <p>The Bid document for <b>procurement of Network devices</b>, Networking and electrification of the Office of the Excise Commissionerate, HOUSEFED have been prepared, reviewed and response to inputs being addressed.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p><b>AS-CFMS</b> <b>04.22</b></p>	<p><b>SI bid document for Excise e-Governance</b></p> <p>The Project Team apprised the Executive Committee that the SI bid document for Excise e-Governance solution has been floated in the e procurement portal, pre bid meeting held, response to queries addressed and corrigendum issued. Last date of bid submission is 7th January 2019.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p><b>AS-CFMS</b> <b>04.23</b></p>	<p><b>Excise Chemical laboratory:</b></p> <p>The Project Team apprised the Executive Committee that a proposal for the modernization of Excise Chemical laboratory has been submitted after discussion with the World Bank Team, which has agreed to the same. Space has been identified at HOUSEFED Complex, however permission to use the same is still awaited.</p> <p>Proposed Modernisation of the Assam Excise Chemical Laboratory comprises of the following major activities:</p> <ul style="list-style-type: none"><li>● Gas Chromatograph with Headspace with Mass Spectrometer as per the gas chromatograph laboratory equipments.</li><li>● Laboratory equipments</li><li>● Training to the staff nominated by the Department to operate the equipments.</li><li>● Civil work, electrical work, plumbing, provision for AC, etc.</li></ul> <p>The estimated cost for the Modernization of the Assam Excise Chemical Laboratory is Rs. 3.5 Crore.</p> <p>Domain expertise will be taken from CSIR NCL Pune, IIT Chemistry Department, Home Department (Forensic) and Health Department for the same.</p> <p>A preliminary assessment of the Assam Excise Chemical Laboratory was carried out. As observed, there is an immediate intervention required to upgrade the tools, equipment, etc., also to enhance the skill set of the officials at the laboratory and concerned offices. A healthy working environment and sufficient workspace is of prime importance. Modernisation of the Excise Chemical Laboratory would strengthen enforcement, legal aspects, etc. This would motivate the officials in the task delegated and also result in</p>

	<p>efficiency in terms of effort, time and cost in operations which would also have a rippling effect on output of the production units, supply of the delivery goods, etc. and increase the State revenue due to timely availability of the reports required.</p> <p>It is proposed that subsequently an EOI/RFP be floated for the execution of the work as per World Bank norms.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p>AS-CFMS 04.24</p>	<p><b>Capacity Building Training' for Department of Excise and Commissionerate of Taxes:</b></p> <p>The Project Team apprised the Executive Committee that Proposal for Development of Course Content for Capacity Building Training' for Department of Excise, Government of Assam have been shared and feedback received from World Bank in which it has observed the necessity for the same.</p> <p>As discussed with the Assam Excise officials, there is an urgent need for creating awareness about the new Excise policy, Act, Rule, processes, Compliance, Bookkeeping, verification, behavioral skill set, Data Interpretation and Analysis, etc., amongst the Assam Excise officials especially for the remote offices spread across different Districts in the State. This would greatly help in the daily office activities and enhance the skill set of the Excise staff. There is also a requirement for having a feedback mechanism in place to cater to the various challenges, gap, etc., being faced in day-to-day Excise operation across the geographical spread of Excise offices, as a rippling effect of the New Excise Policy, Act, Rule, processes, etc. This would help in strategizing a comprehensive plan in order to streamline the process and address the gap if any.</p> <p><b>Decision: Commissioner of Taxes requested President, EC to include service tax related trainings to all tax officers under WB funding as part of Capacity Building of CTD. The Executive Committee approved the same.</b></p>
<p><b>Component 3: Project Management, Monitoring and Evaluation, and Coordination.</b></p>	
<p>AS-CFMS 04.25</p>	<p><b>Engagement of an Independent Verification agency</b></p> <p>The Project Team apprised the Executive Committee that after completion of the procurement process as per the World Bank procurement guidelines, the contract has been awarded to Financial Management Research &amp; Resource Society (FMRRS) New Delhi. This is for the Ex-Post Facto approval of the EC.</p> <p><b>Decision: The Executive Committee gave ex-post facto approval for the same.</b></p>

<p>AS-CFMS 04.26</p>	<p><b>HR Manual Implementation</b></p> <p>The Project Team apprised the Executive Committee that the amended HR Manual has been adopted by AS-CFMS w.e.f. 01/03/2018 as per the resolution of 3rd Executive Committee meeting. In order to implement HR Manual the Society engaged Prof. Rohit Dwivedi, IIM, Shillong. Based on some formal interactions , etc with the members of AS-CFMS, Professor Dwivedi has submitted a report for implementation of HR Manual as well as the Appraisal formats. AS-CFMS has constituted an HR Committee under the Chairmanship of Addl Project Director, AS-CFMS for reviewing the report. The committee has also been tasked with some activities under the HR Manual for immediate implementation. Further the help of HR Specialist of ARIAS Society has been sought in this process.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p>AS-CFMS 04.27</p>	<p><b>Creation of the Posts under AS-CFMS</b></p> <p>The Project Team apprised the Executive Committee that the third Executive Committee vide resolution 3.21 authorized Project Director to create posts to be filled up by deputation/attachment as per the approved HR Manual. In this regard a resource requirement has been chalked out across various units of the Organogram as laid in last EC meeting. There has been some amendment to the organogram based on some new activities being entrusted to the Society. The same has been placed at <b>Annexure VII</b>.</p> <p><b>Decision: The Executive Committee noted the same and delegated PD, AS-CFMS to write to the departments to fill up the posts through deputations.</b></p>
<p>AS-CFMS 04.28</p>	<p><b>Architect Selection:</b></p> <p>The Project Team apprised the Executive Committee that an Individual Consultant Architect cum Interior Designer to design the new office premises of AS-CFMS at Kamakhya Towers was engaged.</p> <p><b>Selection Procedure:</b> Terms of Reference (ToR) was approved by World Bank on STEP and subsequently a Short Procurement Notice (SPN) was generated and uploaded on United Nation Development Bank (UNDB) portal on 12<sup>th</sup> June, 2018. The last date to submit CVs was 27<sup>th</sup> June, 2018.</p> <p>Accordingly, 6 individual CVs were received. The 6 CVs were evaluated by the evaluation committee and one CV of Shri Netramohan Changmai was found to be the best.</p>



	<p>Accordingly, a contract amounting to Rs. 5,00,000/- excluding GST was awarded.</p> <p><b>Decision: The Executive Committee gave the ex-post facto approval for the same.</b></p>
<p><b>AS-CFMS</b></p> <p><b>04.29</b></p>	<p><b>ASPIRe Office Space:</b></p> <p><b>The Project Team apprised the Executive Committee about the status of the new office space for ASPIRe and detail activity for that as follows:</b></p> <p><b>Construction procedure:</b> Request for Expression of Interest was floated and after due evaluation process by the Evaluation Committee it was approved by the Chief Secretary, Govt. of Assam as President, Executive Committee of Assam Society for Comprehensive Financial Management System (AS-CFMS).</p> <p>The ASPIRe Project under AS-CFMS, Finance Department, GoA, has rented office space (8,690 sqft) at Sri Kamakhya Tower, 8th Floor, Christian Basti, G S Road, Guwahati – 781005.</p> <p><b>Apart from the AS-CFMS office the Assam Public Finance Institute, Centre of Excellence for Public Procurement in Assam (CEPPA) and the e-Procurement Cell will also be housed in the same premises.</b></p> <p>Estimates for the Refurbishment work has been submitted by the Architect. The same has been cleared in STEP by the World Bank for W5 method of procurement and subsequently Technical Sanction has been issued by the Chief Engineer, PWD (EAP), Assam as below:</p> <p>Group A- Civil, Floor Finishes, Carpentry, Stone Works &amp; Plumbing : Rs.41,64,648.00</p> <p>Group B- Electrical, Fire Fighting &amp; Ceiling Works : Rs.42,47,696.00</p> <p>Group C- Furnitures, Storages, Paint Polishes &amp; Miscellaneous Works : Rs.40,91,641.00</p> <p>In addition to the above, there is one estimate for minor works of dismantling and clearing of office premise amounting to Rs.99,603.27 which was also reviewed and cleared by PWD.</p>



	<p>Refurbishment and furnishing works, under supervision of PWD and Architect hired by AS-CFMS, are in progress at premises numbered 802 to 806 (8,690/- sq ft), 8th Floor, Kamakhya Towers, GS Road, Guwahati-781005, and office likely to be shifted by January, 2019.</p> <p>Furthermore, the following estimates are also prepared for the Office Space:</p> <ol style="list-style-type: none"> <li>1. Air Conditioning HVAC VRF system for 8,690/- sq ft amounting to Rs.30,00,000.00 (approx); and</li> <li>2. Office items viz. Chairs, Tables, Workstations, PD/APD room design elements, Canteen Furnitures, Training Room Furnitures, File Cabinets, Conference Table &amp; Chairs, Sofas, Reception area, blinds &amp; curtains, carpets, etc. amounting to Rs.45,00,000.00 (approx)</li> </ol> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p>AS-CFMS 04.30</p>	<p><b>Extension of Support Staff under AS-CFMS.</b></p> <p>The Project Team apprised the Executive Committee that one Office Assistant(General), One Office Assistant(Accounts) and One Driver was engaged under contractual appointment for a period of one year as laid down in staffing pattern of previous HR Manual and as per the post facto approval of 3rd EC vide resolution no 3.16, the contract has been extended for another one year with an increment as per the latest HR Manual after expiry of the contract.</p> <p><b>Decision: The Executive Committee gave the ex-post facto approval for the same.</b></p>
<p>AS-CFMS 04.31</p>	<p><b>Extension of contract of Procurement Support Staff</b></p> <p>The Project Team apprised the Executive Committee that the Second Executive Committee vide resolution has 2.24(1) has approved the engagement of Procurement Support Person till March, 2019. The contract was issued for one year w.e.f. 01/06/2017 and the same was extended by another one year w.e.f. 01/06/2018.</p> <p>The initial designation of 'Procurement Support Staff' has now been amended to 'Procurement Support Specialist' and a provisional increment of 3% has been given, as per the HR manual which shall be enhanced based on the annual appraisal report of the employee.</p>

	<p><b>Decision: The Executive Committee gave the ex-post facto approval for the same.</b></p>
<p><b>AS-CFMS</b> <b>04.32</b></p>	<p><b>Signing of MoU with CBGA</b></p> <p>The Project Team apprised the Executive Committee that AS-CFMS signed an MoU with CBGA (Centre for Budget And Governance Accountability), a not for profit organization driving the “Open Budget” initiative across the country and is expected to <b>provide pro bono support</b> to AS-CFMS in publishing budget data on an open platform for facilitating public access, in compliance with National Data Sharing and Accessibility Policy (NDSAP). As a part of the collaboration, the Centre developed a <b>budget dashboard</b> where the budget data is populated in machine readable form and Capacity Building workshop was organized.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p><b>AS-CFMS</b> <b>04.33</b></p>	<p><b>Engagement of Messenger and Office Boy</b></p> <p>The Project Team apprised the Executive Committee that as approved in the HR manual, recruitment of one Messenger and one Office Boy for AS-CFMS was initiated by seeking nominations from Employment Exchange. Final selection of the same is underway.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS</b> <b>04.34</b></p>	<p><b>Extension of Contract of Communication Consultant</b></p> <p>The Project Team apprised the Executive Committee that a communications consultancy firm has been engaged under the project as per the approval accorded in the 3rd meeting of the Executive Committee. This contract, signed initially for a period of one year, shall expire in February 2019. The Project Director may be authorised to extend the contract term with the existing firm / engage a new firm through fresh procurement process based on the performance of the existing team.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS</b> <b>04.35</b></p>	<p><b>Extension of Contract of CA for AS-CFMS</b></p> <p>The Project Team apprised the Executive Committee that the society contracted a CA firm for providing assistance in the internal financial management of the ASPIRe Project as well as non-ASPIRe components under the AS-CFMS. The contract with the firm (M/S R Das &amp; Co.) was signed initially for a period of one year which was subsequently be extended for a period of</p>

	<p>another 2 years i.e. till Feb 2020 based on their satisfactory performance.</p> <p><b>Decision: The Executive Committee gave the ex-post facto approval for the same.</b></p>
<p><b>AS-CFMS</b> <b>04.36</b></p>	<p><b>Signing of MoU with CDFI</b></p> <p>The Project Team apprised the Executive Committee that AS-CFMS has signed an MoU with CDFI(Centre for Digital Financial Inclusion) at Institute for Financial and Management Research a not for profit organisation as a technology and innovation partner of Finance Department for implementation of DBT and Digital Financial Inclusion. CDFI along with AS-CFMS is extending technical support to departments, missions and projects like APART under ARIAS, NHM under Health and family Department, Social Welfare Department etc. for DBT/Digital Payments related activities.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p><b>Component : Non ASPIRe</b></p>	
<p><b>AS-CFMS</b> <b>04.37</b></p>	<p><b>Engaging C-DAC for doing Cloud Infrastructure POC in the DoAT (Non ASPIRe)</b></p> <p>The Project Team apprised the Executive Committee that AS-CFMS recently engaged C-DAC(Centre for Development of Advance Computing) for implementing cloud platform for Data Centre on DoAT(Directorate of Accounts &amp; Treasuries, Assam) IT Infrastructure. CDAC is also supposed to implement Security Framework in Data Centre. This engagement is <b>on a pro-bono basis</b>. This will enable department to <b>optimize the physical IT resources</b> and computing power of Servers and will also help other Directorates or Department to leverage the facility due to the savings. As per the work order a Proof of Concept(POC) has been considered only in the DoAT segment of the Data Centre and on successful implementation the same can be upscaled for the entire Data Centre.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p><b>AS-CFMS</b> <b>04.38</b></p>	<p><b>Training and Capacity Building of Finance Department employees in District level through NIELIT sponsored by DoNER(Non ASPIRe)</b></p> <p>The Project Team apprised the Executive Committee that the Training and Capacity Building of the field officials of Finance Department has been planned with NIELIT(National Institute of</p>

	<p>Electronics and Information Technology) and autonomous Scientific Society of MeitY, Govt of India, to train <b>approx 1000 employees in two batches across the State in 10 Centres of NIELIT</b>. The employees have been drawn from Accounts Service, Audit Service, Treasury establishment, ministerial services of Tax and Audit Offices at District level. The training would be for 14 working days(100 hours) along with evaluation process. The training would be <b>imparted free of cost</b> including the TA/DA of the employees would be borne by NIELIT.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p>AS-CFMS 04.39</p>	<p><b>Automation of Audit Functions of DoALF(Directorate of Audit(Local Fund))</b></p> <p>The Project Team apprised the Executive Committee that to cater to the requirement of augmenting the auditing procedures, ensuring timely audit compliance of auditee institutions, timely placing of the Consolidated Audit Report before PAC and capacity-building of all stakeholders, the Directorate aims to revamp the project for <b>automation of the Local Audit related activities</b> of the Directorate of Audit (Local Fund), named as “Nidhinirikshan” that was initiated by the department during the FY 2008 but the implementation suffered stagnation gradually. The DoAT technical team has configured the Nidhinirikshan server at the DC, and PD and APD has directed the DoALF team to constitute a team for doing a pilot. This pilot will help in identifying the gaps in the Nidhinirikshan software, and further enhancements to be made. The DoALF team has also been directed to do an assessment of the hardware requirements for the staff, and prepare a report for consideration for financing. The Directorate has started the pilot implementation of the software in two circles and has requested the support of AS-CFMS in enforcing the project across all its circles. The matter will be <b>placed for its inclusion as a sub-component under the society</b> before World Bank during their next mission.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p>AS-CFMS 04.40</p>	<p><b>Extension of services of LEAP</b></p> <p>The Project Team apprised the Executive Committee that LEAP(Lead Externally Aided Project) was onboarded under AS-CFMS as per the resolution 3.28 of 3rd Executive Committee, AS-CFMS. LEAP engagement was initially commenced from 16th February, 2017 and the procurement was through NICS route. The tenure of the engagement is for a period of one year extendable by two more years as per the terms and conditions of NICS, applicable on the date of renewal. The services were extended for another one year w.e.f 16/02/2018 and will be expired on 15/02/2019. In this regard it is to apprise EC, AS_CFMS that their services are availed to coordinate with External Funding Agencies to explore potential partnership possibilities and</p>

	<p>manage external assistance right from project conceptualization to monitoring and evaluation, and including all the necessary coordination and liaising with state level and Government of India (GoI) level departments &amp; agencies. This engagement is being funded by the Government of Assam. In this regard, for better synergy and operational efficiency, the LEAP Cell of the Finance Department may be subsumed under the AS-CFMS Society which is spearheading all the public financial management reform as all other aspects of EAP has been transferred to T &amp; D Department except the Issue of Debt Sustainability aspects of EAP and LEAP is still under Finance Department. EC is requested to extend the services of <b>LEAP for another one year w.e.f 16/02/2019</b></p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS</b> <b>04.41</b></p>	<p><b>Separate Bank account for the Non ASPIRe Initiatives and merging of eGovernance Unit</b></p> <p>The Project Team apprised the Executive Committee that the 3rd Executive Committee vide resolution 3.23 has allowed AS-CFMS to open a separate Bank Account for Non ASPIRe activities. In this regard a Bank Account has already been opened in Yes Bank but fund has not been transferred. For the next Financial year 2019-20, a separate budget has been prepared and submitted and the same would be transferred in the first month of the next financial year.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS</b> <b>04.42</b></p>	<p><b>DBT Rollout (Non ASPIRe)</b></p> <p>The Project Team apprised the Executive Committee that as per the resolution vide 03.11 of the 3rd Executive Committee, AS-CFMS is onboarding a DBT PMU by hiring PwC. The team has been onboarded and appropriate governance mechanism for monitoring the engagement has been put in place at the level of ACS(Finance)</p> <p>Further, AS-CFMS has signed an MoU with <b>Community Development Financial Institution (CDFI)</b> to create the year long plan consisting of multiple independent tracks which the team would be working on throughout the year. CDFI will also be involved in the Monthly project reviews.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p><b>AS-CFMS</b> <b>04.43</b></p>	<p><b>Internship</b></p> <p>The Project Team apprised the Executive Committee that Finance Department, Government of</p>

	<p>Assam has been taking a series of new initiatives over the last few years including India's first ever eBudget and prominent initiatives like Child Budget, Gender Budget, etc.</p> <p>To aid the transformation efforts, it has been decided to commence an internship program to attract progressive and skilled professionals from academia and be placed in the AS-CFMS Society to support Finance Department, Government of Assam in various initiatives. It is hoped that these young professionals will not just bring dynamism but also introduce a fresh perspective, contemporary management practices &amp; a new skill set thereby ushering qualitative change in the reformational and transformational work sphere within the Government system.</p> <p>This internship is aimed at young fellows (UG/PG Students) who will work on specific projects assigned to them which may include drafting cabinet notes and policy papers, assisting the modern IT systems for implementation/ monitoring, developing dashboards, legal matters etc. This has the approval of HFM.</p> <p><b>Decision: The Executive Committee noted the same.</b></p>
<p><b>AS-CFMS</b> <b>04.43</b></p>	<p><b>Renewal of the Registration of the society AS-CFMS</b></p> <p>The Project Team apprised the Executive Committee that the registration of Assam Society For Comprehensive Financial Management System (AS-CFMS) with the Registrar Of Firms &amp; Societies Assam is valid up-to 01/03/2019. The process for extending the registration may be initiated.</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>Miscellaneous Components:</b></p>	
<p><b>AS-CFMS</b> <b>04.44</b></p>	<p><b>Annual Work Plan for the year 2019-2020 :</b></p> <p>The Project Team apprised the Executive Committee about the Annual Work Plan for the year 2019-2020</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS</b> <b>04.45</b></p>	<p><b>Engagement of Domain Experts on day-basis</b></p> <p>The Project Team apprised the Executive Committee that ASPIRe Project comprises components on various specialised functions such as Budgeting, Cash &amp; Debt Management,</p>

	<p>Treasury Operations and Regulations, Commercial taxation, Excise, Public Procurement and Public Private Partnerships etc. As such, the project needs to hire domain experts for different tasks from time to time. Till date, the project has availed services of professors from IIT Guwahati, IIT Guwahati, IIM Shillong etc., World Bank consultants, global consultants as well as retired government officers from the Government of Assam.</p> <p>In this regard, it is proposed that the domain experts be engaged and remunerated on person-day-basis as per the World Bank norms in order to cater to the emergent needs of the project. Further, this mechanism will also result into substantial savings as the domain experts shall be remunerated only for the specific days of engagement.</p> <p>It may be noted that the project has engaged Mrs. Binu Malhotra, Senior Procurement Specialist and Mr. Ramanathan Somasundaram, Global e-Procurement Specialist earlier on person-day remuneration basis at the rate of Rs. 14,000 per day (WB standard).</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS 04.46</b></p>	<p><b>Expenditure for the period Dec 2017-Oct 2018</b></p> <p>The Project Team apprised the Executive Committee about the Expenditure for the period Dec 2017-Oct 2018</p> <p><b>Decision: The Executive Committee approved the same.</b></p>
<p><b>AS-CFMS 04.47</b></p>	<p><b>Engagement of a Statutory Auditor for AS-CFMS</b></p> <p>The Project Team apprised the Executive Committee that as per approval of the third EC (3.20 of the action taken report), the process of engaging a Statutory Auditor for AS-CFMS has been completed as per the World Bank procurement guidelines and the contract has been signed with AMD &amp; Associates, Guwahati.</p> <p><b>Decision: The Executive Committee gave the ex-post facto approval for the same.</b></p>
<p><b>AS-CFMS 04.51</b></p>	<p><b>Engagement of Major CS Kaushik(Retd) as Technical Architect for AS-CFMS on Single Source Nomination basis</b></p> <p>The Project Team apprised the Executive Committee that the Society desires to engage Major CS Kaushik(Retd), Practitioner Sr. Consultant (IFMIS, Business Intelligence, IT, Banking, Accounting and Payment System, ISO 20022 Domain) as a Technical Architect for AS-CFMS to evaluate the IT Systems under Finance Department. The ToR has been developed and the engagement is considered for Thirty (30) days input time spreaded over 3 months. The World Bank has agreed and the procurement would be through Single Source nomination basis. The</p>

terms and conditions of the engagement would be as per the other consultants hired by the Society.

**Decision: The Executive Committee approved the same.**

  
(Alok Kumar, IAS) 23/12/20

Chief Secretary to the Government of Assam

&

President, EC, AS-CFMS