

**GOVERNMENT OF INDIA**  
**FINANCE (EC-III) DEPARTMENT**

No. Fin (EC-III) 03/2013/2

Dated Dispur, the 13<sup>th</sup> Feb, 2013

From: Shri M. Baishya,  
Deputy Secretary to the Government of Assam,  
Finance (EC-III) Department

To: Sr. Financial Adviser/Financial Adviser,  
..... Department

Sub: Check List

Sir,

I am directed to enclose herewith a copy of Check List containing some points for examination of proposals in your Department. You are requested kindly to ensure that all the formalities are observed before advising the Department to move Finance Department for concurrence of any proposal. The check list duly filled is must be signed by Sr. F.A/F.A and accompany with every proposal submitted to Finance Department.

Yours faithfully

Deputy Secretary to the Government of Assam,  
Finance (EC-III) Department

**Check list to be filled up and signed by F.A / Sr. F.A before sending proposal to Finance Department**

1. Name and amount of the scheme/project proposed.
2. Whether the amount is within the approved plan allocation and head of account under which budgeted.
3. Whether the scheme is Centrally Sponsored? If so, its funding pattern.
4. Whether approval of P&D Deptt. is taken (in case of Plan) or exempted
5. Whether proposal is examined as required and found to be in order and in conformity with Financial norms/rules. If not, specific observation may be noted.
6. Whether required formalities like invitation of tender etc. is issued (in case of purchases on works contract), whether the NIT process is found to be transparent and in order- If not, specific observation may be noted.
7. Whether approval of CM taken (in case of purchase of Car/Vehicles)
8. (a) Whether the Technical Communities/Purchase committees are duly constituted and the proposal is recommended by the committees?  
(b) Whether the minutes of the Technical Committee/ Purchase Committee reflects the true picture of the case and are in conformity with the financial rules/norms? If not, specific details may be mentioned.

Signature:

Name:

Financial Adviser/Sr. F.A.