

GOVERNMENT OF ASSAM
FINANCE (BUDGET) DEPARTMENT
BLOCK-F, 2nd FLOOR
DISPUR, ASSAM - 781 006

No.BB.207/2012/Pt/16

Dated Dispur the 14th November, 2018

OFFICE MEMORANDUM

Sub : Provision for submission of proposals online on Re-appropriation and Contingency Fund

The undersigned is directed to inform that in order to increase the pace of processing of Re-appropriation and Contingency Fund Advance proposals, it has been decided that the Administrative Departments will move these proposals on FinAssam only.

The details alongwith the process flow is discussed below:

1. Proposals on Re-appropriation and Contingency Fund Advance would no longer be required to be sent physically to the Expenditure Control branches of Finance Department.
2. W.e.f. 01/12/2018 all proposals on Re-appropriation and CF Advance must be submitted online only.
3. Online proposals will be received and processed by Budget Branch & in case of specific classification, the same will be sent online to concerned EC branch for necessary views.
4. These proposals can be initiated at the level of either the HoD or the Administrative Department.
5. Proposals initiated by HoD will be scrutinized by the concerned Administrative Department.
6. The Administrative Department, subject to scrutiny and correctness of the proposal, will forward the proposal to Finance Department.
7. On approval by Finance Department, the same would directly be communicated to the concerned office(s) online.
8. All users will be able to access the modules from their existing login credentials already assigned for use of the *finassam.in* portal.

Sd/-

Principal Secretary to the Govt. of Assam,
Finance Department

Memo No. BB.207/2012/Pt/16-A

Dated Dispur the 14th November, 2018

1. The Principal Secretary to the Hon'ble Chief Minister, Assam.
2. P.S. to all Hon'ble Ministers / Ministers of State, Assam, Dispur.
3. The Staff Officer to the Chief Secretary to the Govt. of Assam, Dispur.
4. P.S. to all Additional Chief Secretary to the Govt. of Assam, Dispur
5. The Accountant General (A&E) Assam, Beltola, Guwahati.
6. All Principal Secretary / Commissioner & Secretary / Secretary / Addl Secretary / Joint Secretary / Deputy Secretary / Under Secretary to the Govt. of Assam, Dispur.
7. All Heads of Departments / Deputy Commissioners / SDO(C)s / Treasury Officers / Principal Secretaries, Karbi Anglong Autonomous Council, Dima Hasao Autonomous Council and Bodoland Territorial Council
- ✓ 8. Finance E&U, For uploading.

By Order etc.,



Joint Secretary to the Govt. of Assam,
Finance Department


15/11/18