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GOVERNMENT OF ASSAM
FINANCE DEPARTMENT

CHECKLIST OF FINANCE DEPARTMENT

GOVERNMENT OF ASSAM

CHECKLIST

FINANCE DEPARTMENT

**GOVERNMENT OF ASSAM
FINANCE DEPARTMENT
DISPUR**

No:FEB(eGU)17/2017/07

Dated 17th January, 2018.

From : Samir Kumar Sinha, IAS,
Principal Secretary to Government of Assam,
Finance Department,
Janata Bhawan, Dispur,

To : The Additional Chief Secretary/ Principal Secretary/ Commissioner
& Secretary to the Govt. of Assam.
_____ Department, Dispur

Sub : Submission of proposals with comprehensive checklist for
concurrence to Finance Department

Sir/ Madam,

With reference to the subject cited above, Finance Department is taking steps to ensure that proposals received for concurrence are returned to the Departments in the earliest time feasible. It is pertinent to mention that often files are returned from Finance Department for resubmission due to incomplete information from the requesting department and this results in delay in according concurrence to the said proposal. It is proposed to request all departments to hence forth, with effect from the 20th of January 2018 submit all proposals along with a checklist duly signed by the competent authority being the Commissioner & Secretary/ Principal Secretary or Additional Chief Secretary as relevant along with the proposal being submitted to the Finance Department. This will enable to ensure a quick turn-around time in Finance Department and effectively translate to lesser number of pendency of proposals.

Kindly find enclosed herewith the 25 checklists which are individually listed out for each nature of proposal to be originated from the concerned department when submitting the file for concurrence/ view of Finance Department. Files not ordinarily within the ambit of the description of the action of the checklist may continue to be submitted without such check list (eg:- files for views of Finance Department for Cabinet Memorandum or Files endorsed to Finance Department for views of procurement process or so on including proposals for SD/ Contingency fund/ Advance/ opening of head of account/ re-appropriation etc)

List of the checklists

- (a) Checklist to be filled up and signed by Secretary/Commissioner & Secretary/Principal Secretary of Administrative Department before sending proposal to Finance Department related to **administrative approval for (EC-I/II/ III) - Checklist No-1**
- (b) Checklist to be filled up and signed by Secretary/Commissioner & Secretary/Principal Secretary of Administrative Department before sending proposal to Finance Department related to **revalidation of administrative approval for (EC-I/II/ III) Checklist No-2**
- (c) Checklist to be filled up and signed by Secretary/Commissioner & Secretary/Principal Secretary of Administrative Department before sending proposal to Finance Department related to **financial sanction for construction/supply for (EC-I/II/ III) - Checklist No-3**
- (d) Checklist to be filled up and signed by Secretary/Commissioner & Secretary/Principal Secretary of Administrative Department before sending proposal to Finance Department related to **salary under Grant in Aid for (EC-I/II/ III) - Checklist No-4**



- (e) Checklist to be filled up and signed by Secretary/Commissioner & Secretary/Principal Secretary of Administrative Department before sending proposal to Finance Department related to **creation of post. for (EC-VII/ III)- Checklist No-5.**
- (f) Checklist regarding of **left out post in the A.S (R.O.P.) Rules 2017 . Checklist No.6**
- (g) Checklist regarding **Pay scales and other benefits of posts** as per the provision of the A.S.Rules, 2017. **Checklist No-7**
- (h) Checklist regarding **upgradation of Grade Pay** under the A.S. (ROP) Rules, 2017. **Checklist No.8**
- (i) Checklist regarding relating to checklist in control or other Divisions and Nodal Cell **creation. Checklist No.9.**
- (j) Checklist relating to **creation of post. Checklist No.10**
- (k) Checklist relating to **stepping up/ equalization of Pay. Checklist No.11**
- (l) Checklist relating to **Service Rules and Deputation to Foreign Service. Checklist No.12 & 13**
- (m) Checklist relating to **Relaxation of FR-14(1). Checklist No.14**
- (n) Checklist relating to **Pay protection/ fixation** on appointment from one post to another post. **Checklist No.15**
- (o) Checklist relating to **Extension of joining time and proforma for extension of joining time. Checklist No.16 & 17**
- (p) Checklist relating to **Grant of Study leave, Checklist No.18**
- (q) Checklist relating to **Advance Increment, Checklist No.19**
- (r) Checklist regarding to **Redrawal Govt. money** following loss of the amount due to theft, robbery, misappropriation etc. **Checklist No.20**
- (s) Check list for **Arrear claims** – sanction to adhoc payment. **Checklist No.21.**
- (t) Checklist for **drawal of funds in A.C. Bill. Checklist No.22.**
- (u) Checklist in connection with **Air Journey claim for Medical Treatment. Checklist No.23.**
- (v) Checklist for **Ex-gratia Grant. Checklist No.24**

It is requested that all Departments comply with the aforementioned communication in submission of checklist without fail from the 20th of January, 2018 onwards. Files received without the aforementioned checklist shall be returned along with endorsement for submission of the checklist thereof.

Yours faithfully,



Principal Secretary to the Govt. of Assam
Finance Department

Memo No:FEB(eGU)17/2017/07-A

Dated 17th January, 2018.

Copy to:

- (1) Staff officer to the Chief Secretary for information of the Chief Secretary.
- (2) P.S to the Hon'ble Finance Minister for kind information of the Hon'ble Finance Minister.
- (3) P.S. to Additional Chief Secretary for information of the Additional Chief Secretary.
- (4) Commissioner and Secretary, EC I/ EC II/EC III and Finance (SIU) etc for information and necessary action.

By orders etc.,



Joint Secretary
Finance (E- Governance Unit) Department
Dispur

Checklist No. 1

(For EC-I/ EC-II/ EC-III)

**CHECK LIST TO BE FILLED UP AND SIGNED BY SECRETARY / COMMISSIONER & SECRETARY /
PRINCIPAL SECRETARY OF ADMINISTRATIVE DEPARTMENT BEFORE SENDING PROPOSAL TO
FINANCE DEPARTMENT RELATED TO ADMINISTRATIVE APPROVAL**

1. Name & amount of the scheme / project proposed :
2. Detailed Project Report approved by Departmental authority :
3. Department's view on the feasibility of the proposal by the
Departmental Authority :
4. Availability of budgetary provision with 20-digit H/A along
with copy of budget /grant :
5. Specific view of F.A. / Sr. F.A. and Check list of F.A. :
6. Non duplicity certificate / NOC from Environment & Forest
Department / Land & Revenue Department, wherever necessary :
7. Permission from local bodies for construction / establishment
where necessary :
8. Sanction letter copy of GOI in case of Central Sector Schemes :
9. Views of T&D Department, if required :
10. Views of Sr. F.A. / F.A. in case of non admissibility of the instant
project under DFPR :

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

Checklist No. 2

(For EC-I/ EC-II/ EC-III)

**CHECK LIST TO BE FILLED UP AND SIGNED BY SECRETARY / COMMISSIONER & SECRETARY /
PRINCIPAL SECRETARY OF ADMINISTRATIVE DEPARTMENT BEFORE SENDING PROPOSAL TO
FINANCE DEPARTMENT RELATED TO REVALIDATION OF ADMINISTRATIVE APPROVAL**

1. Name & amount of the scheme / project proposed :
2. Original / copy of the estimate / Detailed Project Report :
3. Copies of the up to date financial sanction :
4. Availability of budgetary provision with 20-digit H/A along with copy of budget /grant :
5. Specific view of F.A. / Sr. F.A. on the revalidation and Check list of F.A. :
6. Copies of the Technical Sanction :
7. Physical Progress Report / Visual Documentation :
8. Utilization Certificate of the already released amount till date Countersigned by Sr. Most Secretary :
9. Justification on the revalidation of the A/A with a detailed note from Department :
10. Sanction letter copy of GOI alongwith Credit Memo NO. and specific views of T&D Department in case of CSS :
11. Clearance of T&D Department on the revalidation, if required :
12. Specific view of F.A. / Sr. F.A. in case the revalidation cannot be done under DFPR :

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

Checklist No. 3

(For EC-I/ EC-II/ EC-III)

**CHECK LIST TO BE FILLED UP AND SIGNED BY SECRETARY / COMMISSIONER & SECRETARY /
PRINCIPAL SECRETARY OF ADMINISTRATIVE DEPARTMENT BEFORE SENDING PROPOSAL TO
FINANCE DEPARTMENT RELATED TO FINANCIAL SANCTION FOR CONSTRUCTION / SUPPLY**

1. Name & amount of the scheme / project proposed :
2. Copies of A/A / Countersigned Guidelines wherever applicable :
3. Minutes of the Departmental Purchase Committee Meeting /
copies of E-tendering and Minutes of SLC Meeting & technical
Committee meeting :
4. Availability of budgetary provision with 20-digit H/A along
with copy of budget /grant :
5. Specific view of F.A. / Sr. F.A. on the revalidation
and Check list of F.A. :
6. Physical Progress Report for construction work/ Visual
Documentation :
7. Utilization Certificate of the already released amount till
date Countersigned by Sr. Most Secretary :
8. Justification on the proposal with a detailed note from
Department :
9. Sanction letter copy of GOI alongwith Credit Memo No. and
specific views of T&D Department in case of CSS :
10. Views of T&D Department if required as per rule :
11. Views of Sr. F.A. /F.A. for non admissibility of the instant
project under DFPR :
12. Audited Statement of the last year released amount in case
of GIA :
13. Finance (EA) Department's view in case of EAP :
14. Copies of technical sanction :
15. Copy of MOU with concerned authorities :

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

Checklist No. 4

(For EC-I/ EC-II/ EC-III)

**CHECK LIST TO BE FILLED UP AND SIGNED BY SECRETARY / COMMISSIONER & SECRETARY /
PRINCIPAL SECRETARY OF ADMINISTRATIVE DEPARTMENT BEFORE SENDING PROPOSAL TO
FINANCE DEPARTMENT RELATED TO SANCTION AGAINST SALARY UNDER GIA**

1. Name & amount of the scheme / project proposed :
2. L-Form countersigned by Sr. Most Secretary :
3. Original creation letter :
4. Availability of budgetary provision with 20-digit H/A along
with copy of budget /grant :
5. Specific view of F.A. / Sr. F.A. and Check list of F.A.
:
6. Utilization Certificate in prescribed format of the already
released amount till date Countersigned by Sr. Most Secretary :
7. Countersigned Statement of Expenditure of preceding year :
8. Department's confirmation that no money has been drawn
against vacant post :
9. Views of Sr. F.A./ F.A. for non admissibility of the instant
project under DFPR :
10. Revenue Statement for three (3) consecutive years :
11. Department's confirmation that no money has been drawn
against vacant post :

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

Checklist No. 5

(For EC-I/ EC-II/ EC-III)

**CHECK LIST TO BE FILLED UP AND SIGNED BY SECRETARY / COMMISSIONER & SECRETARY /
PRINCIPAL SECRETARY OF ADMINISTRATIVE DEPARTMENT FOR EXAMINATION OF THE
PROPOSAL IN FINANCE DEPARTMENT RELATED TO CREATION OF POSTS**

1. Name of establishment :
2. Name of the posts and no. of the posts proposed to be created :
3. Availability of budgetary provision with 20-digit H/A along
with copy of budget /grant :
4. No. of posts having man in position in the establishment :
5. No. of vacant position in the establishment :
6. Justification for creation of the posts :
7. Specific view of Department on the creation proposal :

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

Checklist No. 6

PRU

Sub : Incorporation of left out post in the A.S. (ROP) Rules, 2017

1. Administrative Department :-
2. Name of Establishment :-
3. Copy (ies) of the letter(s) creating the posts :-
4. Scale of pay of the posts (s) :-
5. Cadre and service of the posts(s)
6. Reasons for timely non communication of Information to Finance (PRU) Deptt. :-
7. Precis on the matter duly authenticated by The Departmental :-
8. Any other relevant information supported by relevant documents :-

Signature & seal of the Departmental Authority.

PRU

Sub : Regarding Pay Scales and other benefits of posts as per the provision of the
A.S. (ROP) Rules, 2017.

1. Administrative Department :-
2. Name of Establishment :-
3. Name of the post(s) :-
4. Whether the post(s) is/ are for direct Recruitment or promotional (supported By a copy of the relevant Service Rule) :-
- 5.1 If the post(s) are for direct recruitment, the Following particulars should be furnished. :-
 - (a) Prescribed minimum educational Qualifications and other qualifications Of the candidates for direct recruitment. :-
 - (b) Duties and responsibilities of the post(s)
 - (c) Existing scale of pay of the post(s)
- 5.2 If the post(s) is/ are promotional
 - (a) Posts in the promotional avenue from the post in :-
The base cadre to post(s) in question alongwith
The pay scales for the lower posts in the promotional Avenue.
6. Justifications in favour of the scale pay proposed :-
7. Information regarding pay scale of identical posts:-
Under other service.
8. A précis on the matter authenticated by the Departmental Authority. :-
9. Other relevant information, if any :-

Signature & seal of the Departmental Authority.

Checklist No. 8

PRU

Sub : Upgradation of Grade Pay under the the A.S. (ROP) Rules, 2017.

5. Administrative Department :-
6. Name of Establishment :-
7. Name of the post(s) :-
8. Whether the post(s) is/ are for direct recruitment or promotional (supported by a copy of the relevant Service Rule) :-
- 5.1 If the post(s) are for direct recruitment, the following particulars should be furnished. :-
 - (a) Prescribed minimum educational qualifications and other qualifications of the candidates for direct recruitment. :-
 - (b) Duties and responsibilities of the post(s)
 - (c) Existing scale of pay of the post(s)
- 5.2 If the post(s) is/ are promotional
 - (a) Posts in the promotional avenue from the post in :- the base cadre to post(s) in question alongwith the pay scales for the lower posts in the promotional Avenue.
6. Specific justifications in favour of the scale pay proposed :-
7. Information regarding pay scale of identical posts:- under other service.
8. A précis on the matter authenticated by the Departmental Authority. :-
9. Other relevant information, if any :-

Signature & seal of the Departmental Authority.

(FOR SIU)

**CHECKLIST TO BE FILLED UP AND SIGN BY SECRETARY/ COMMISSIONER &
SECRETARY/ PRINCIPAL SECRETARY OF ADMINISTRATIVE DEPARTMENT
FOR EXAMINATION OF THE PROPOSAL IN FINANCE DEPARTMENTS RELATED
TO CREATION OF POSTS**

11. Name of establishment :
12. Name of the posts and number of the posts proposed to be created:-
13. Availability of budgetary provision with 20 digit H/A
along with copy of Budget/ grant
14. Number of posts having man in position in the establishment:
15. Number of vacant position in the establishment:
16. Justification for creation of the post :-
17. Specific view of Department on the creation proposal :
18. Whether the proposed post is admissible as per norms and if so what are the norms:
19. Approval of Personnel Department in respect of Gazetted post :
:
20. Scale of pay (whether in conformity with ROP Rules) :
21. Financial implication for one full year :
22. Approval of the Departmental Minister :
:

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

(FOR SIU)

CHECK LIST TO BE FILLED UP AND SIGNED BY SECRETARY/ COMMISSIONER & SECRETARY/ PRINCIPAL SECRETARY OF ADMINISTRATIVE DEPARTMENT FOR EXAMINATION OF THE PROPOSAL IN FINANCE DEPARTMENT RELATED TO FILLING UP OF POSTS (Gr-IV, Driver, Teachers of Elemetary Schools):

1. Name of the posts proposed for filling up:
2. Location of posts:
3. Approval of the Head of the Administrative Department in favour of the proposal:
4. Priority criteria (Backlog/ Court Order etc):
5. Existing cadre strength and man-in position:
6. Duties/ functions/ responsibility of the posts proposed to be filled up:
7. Duly filled in Format-I and II , authenticated by all concerned Officers:
8. Justification for filling up:
9. No. of post creation order/permanent retention order/ staff strength report authenticated by the concerned Treasury Officer (copy to be furnished):
10. Details of vehicles i.e. year of purchase, vehicle registration no., no. of Govt vehicles allotted to the concerned office in which Driver post if proposed to be filled up, whether on running condition or not:
11. Statement regarding Drivers lying idle as per letter No. FSI 43/2015/135 dtd 8/12/2016:

Signature

Secretary/ Commissioner & Secretary/ Principal Secretary

Finance (Estt-A)**Subject : Stepping up/equalization of pay.**

1. Name of the incumbent with designation : -
2. Copies of appointment orders of both the senior and the junior incumbents in the initial post. : -
3. Nature of appointment. : -
4. Copies of joining reports / taking over charge reports of the incumbents in the base post.
5. Service Rules/Regulation governing the services of the incumbents (Copy should be furnished) : -
6. Particulars of promotions up to the cadre in which anomaly crept in.
 - (i) Copy/ copies of promotion orders : -
 - (ii) Date of joining on promotions in higher posts in chronological order along with copies of joining reports/ taking over charge reports in each post up to the level in which anomaly crept in. : -
 - (iii) Final Gradation List of the incumbents in each cadre from the base cadre to the cadre in which anomaly of pay crept in containing the names of the concerning incumbents i.e. both the senior and the junior.
7. Whether the incumbents exercised option for fixation of pay in the higher post on promotion. (Copy of the same should be furnished.) : -
8. A comprehensive comparative statement showing therein stages of pay on fixation on promotion to higher posts and revision of pay of all incumbents involved with the proposed equalization from the initial stage to the stage at which anomaly crept in signed by the competent authority supported by relevant documents. : -
9. Service Books in original or legible photocopy attested on each page along with IPS of all revisions as per ROP Rules in respect of both the concerning incumbents. : -
10. In case of Gazetted Officers views of A.G. (A&E), Assam alongwith service records of both the incumbents.
11. Reason(s) for anomaly : -
12. Detailed observation report and specific report of the F.A. /Sr. F.A. posted in the Department.

13. Whether any D.P. is pending or contemplated against the senior incumbent whose pay is proposed to step up. : -
14. A précis of the case with seal and signature of the Departmental Authority. : -
15. Other relevant information, if any : -
16. Remarks : -

Seal & Signature of the Departmental Authority.

Finance (Estt-A)

Subject: Framing / Amendment of Service Rules.

1. Name of Service Rules :-
2. Copies of orders creating all the posts of different cadres mentioned in the Schedule-I under the Service Rules. :-
3. Personnel (B) Department's views :-
4. APSC's views in respect of Service Rules of Gazetted Govt. officers :-
5. Whether the draft Service Rules is examined in the light of the AFRBM Act, 2005, as amended. :-
6. Up-to-date pay structure of the posts as per the latest A.S. (ROP) Rules. :-
7. In the case of proposed amendments in existing Service Rule the following particulars/ documents should be furnished. :-
 - (a) A copy of the existing Service Rules as amended from time to time.
 - (b) Reason/justification for the proposed amendments.
 - (c) A comparative statement showing therein provisions in the existing relevant rule and in the proposed amendment rule.
8. A précis of the case with seal and signature of the Departmental Authority. :-
9. Any other relevant information, if any. :-
10. Remarks :-

Seal & Signature of the Departmental Authority.

Finance (Estt-A)

Subject: Deputation to Foreign Service.

1. Name of the incumbent and designation. : -
2. Date of birth. : -
3. Date of entry in Government service. : -
4. Date of superannuation.
5. Whether the services of the incumbent is : -
against a regular/ substantive post.
6. Whether the incumbent has been confirmed in : -
service.
7. Pay structure of the post in the parent : -
Department and the post to which deputation
is proposed.
8. Basic pay in the present post in the parent : -
Department.
9. Terms & condition of borrowing authority : -
for the proposed deputation.
10. Whether the incumbent availed deputation : -
earlier? If so, details.
11. Whether leave salary and pension : -
contribution will be borne by the borrowing
authority.
12. Whether the instructions contained in WPT& : -
BC Department and Hill Areas Department's
O.M. No.TAD/BTC/222/ 03/ 51, dated 16-10-
2004 and No. HAD.57/95/ 316, dated 31-12-
1996 respectively have been followed while
deputing the Officer /employee on foreign
service in their respective areas.
13. Whether any D.P. is pending or contemplated : -
against the officer/employee proposed to send
on deputation.
14. A précis of the case with seal and signature of : -
the Departmental Authority.
15. Any other relevant information, if any. : -
16. Remarks : -

Seal & signature of Departmental Authority.

Finance (Estt-A)**Subject: Relaxation of FR-17(1) for retrospective promotion benefit**

1. Name of the senior incumbent with designation. :-
2. Name of Department :-
3. Final Gradation List of the cadre containing the name of the incumbent and his junior. :-
3. Copy of the relevant Service Rules :-
4. Recommendation of the Departmental Selection Committee (Minutes of the DPC meeting in original/ duly authenticated). :-
5. Promotion order of the junior incumbent. :-
6. Promotion orders, both prospective and retrospective, of the concerned senior incumbent. :-
7. Taking over charge report of the concerned senior incumbent in the promoted post. :-
8. Taking over charge report of the next junior incumbent, who had been promoted earlier, in the promoted post. :-
9. Reason for delay in giving promotion to the senior incumbent. :-
10. Period for which relaxation of the provisions under FR-17(1) is required. :-
11. Vacancy position in the cadre for the proposed period to accommodate the senior incumbent on retrospective promotion. If there is no sanctioned vacant post for the required period, whether supernumerary post in the cadre, to which the incumbent has been promoted, has been created. Detailed particulars may be furnished. :-
12. Personnel Department's views on the retrospective promotion of the incumbent. :-
13. Views of Judicial Department, if the matter involves Court case, alongwith a copy of the Hon'ble Court's order. :-
14. Whether any D.P. is pending or contemplated against the incumbent :-
15. A précis of the case with seal and signature of the Departmental Authority. :-
16. Other relevant information, if any :-
17. Remarks :-

Seal & signature of Departmental Authority.

Finance (Estt-A)

File No. HLB. 350/2010**Subject: Pay protection/fixation on appointment from one post to another post.**

1. Name of incumbent :-
2. Designation :-
3. Department/ office :-
4. Nature of the establishment :-
5. Previous Appointment :-
 - (i) Name of the post :-
 - (ii) Department/ Office :-
 - (iii) Nature of the establishment :-
 - (iv) Pay structure of the post :-
 - (v) Nature of the post :-
 - (vi) Nature of appointment :-
 - (vii) Date of release from the previous post :-
 - (viii) Last pay drawn (supported by LPC) :-
6. Present appointment: :-
 - (i) Name of the post :-
 - (ii) Pay structure of the post :-
 - (iii) Date of appointment :-
 - (iv) Nature of appointment :-
 - (v) Date of joining :-
 - (vi) Gap period, if any :-
 - (vii) How the gap period, if any, is regularized? :-
7. Whether the incumbent applied for the present post through proper channel. If so, furnished relevant document :-
8. APSC's views in respect of appointments made as per recommendation of APSC.(As per O.M. No.FEG.25/87/131 dt. 30-04-1997) :-
9. A précis of the case with seal and signature of the Departmental Authority. :-
10. Remarks. :-

Documents:

1. Copy of the advertisement of the present post published in News Paper.
2. Appointment order to the entry post in the previous establishment and joining report.
3. Promotion order to the post held last in the previous establishment and joining report, if any.
4. Service Book /Service Records of previous services (in original or photo copy every page of which is attested by the concerned authority.
5. Copy of the letter resigning/ releasing from the previous post.
6. Last Pay Certificate of the previous post.
7. Other relevant particulars /information, if any.

Seal & signature of Departmental Authority.

Finance (Estt-A)

PROFORMA FOR EXTENSION OF JOINING TIME.

1. Name & Designation of the incumbent : -
2. Period of joining time required : -
3. Date issuing the original transfer order : -
(Copy should be enclosed).
4. Date of handing over charge of the post from which he/she is transferred. : -
5. Date of reporting for duties in new place of posting. : -
6. Date of intimation to the authority concerned about non-receipt of charge of the new post/assignment. : -
7. Action taken by the authority against the officer/ employee, in whose place the transferee was posted, for non-compliance of Government order. : -
8. Whether any representation was submitted by the officer in whose place the officer named at '1' above was posted for stay/ modification of his/her transfer order and if so, date of receipt of such representation. (Ref. OM. NO.FEG.14/95/8 dtd 24-02-1997. : -
9. Date and manner of disposal of the representation by the Department /authority concerned. : -
10. Subsequent action taken by the Department for posting of incumbent by way of modifying the original transfer order vide Notification No. Dated.....with the approval of Minister/ Commissioner & Secretary/ Secretary at page..... : -
11. Date of taking over charge of the post in the new place of posting. : -

12. Reason for delay: :-
 (i) Delay in handing over charge by
 the officer in whose place the
 officer named at point 1 was
 posted.
 (ii) Delay in disposal of any
 representation.
 (iii) Delay in issuing modified
 transfer order.
13. A précis of the case with seal and :-
 signature of the Departmental
 Authority.
14. Remarks :-

Seal & signature of Departmental Authority

Finance (Estt-A)**Subject: Extension of joining time.**

1. Name of the incumbent : -
2. Name of Department : -
3. Reason(s) of requirement of extension of joining time proposed. : -
4. Copies original transfer order and modified transfer order. : -
5. Date of handing over of charge of the earlier post. : -
6. Date of taking over charge of the new post. : -
7. Duly filled in proforma for extension of joining time with seal & signature of the Departmental Authority. : -
8. Whether the Department follow the instructions contained in WPT& BC Department's O.M. No. TAD/BTC/222/03/ 51, dated 16-10-2004 and Hill Areas Department's O.M. No.HAD/57/95/316, dated 31-12-1996 while posting the officer / employees in their concerned areas. : -
9. Other relevant point(s), if any supported by relevant document(s). : -
10. A précis of the case with seal and signature of the Departmental Authority. : -
11. Remarks : -

Seal & signature of Departmental Authority

Finance (Estt-A)**Subject: Grant of Study Leave.**

1. Name of the incumbent :-
2. Designation :-
3. Name of the Administrative Department :-
4. Study Leave Application in Schedule-I :-
Format as per Appendix-15 of FRs & SRs
5. Administrative Certificate with signature :-
and seal of the Departmental Authority as
per Appendix-15
6. Name of course :-
7. Particulars of selection for the course of :-
higher study.
8. Source of funding for the higher study. :-
9. Period and date from which study leave is :-
required.
10. Particulars of service records :-
 - (a) Date of joining (Joining Report) :-
 - (b) Length of service period :-
 - (c) Whether Study Leave availed earlier. :-
If so, furnish details.
 - (d) Whether confirmed in service :-
11. Whether the proposal is within the ceiling :-
fixed for the Department.
12. A précis of the case with seal and signature :-
of the Departmental Authority.
13. Remarks :-

Seal & Signature of the Departmental Authority

Finance (Estt-A)

Subject: Advance Increment.

1. Name of the incumbent : -
2. Name of post held : -
3. Copy of appointment order/Notification : -
4. Date of acquiring the higher educational qualification.(Copies of Pass Certificate and Mark-sheet Should be furnished) : -
5. Whether the higher educational qualification acquired by the incumbent is in the same discipline of the educational qualification prescribed for the post. : -
6. Whether the higher educational qualification acquired by the incumbent is considered to be an added qualification for performance of duty of the post. : -
7. Whether the higher educational qualification was acquired before joining the post or after joining the post. If it was acquired after joining the post whether study leave taken, furnish in formation in details. : -
8. Whether there is any provision in the Service Rules for granting advance increments for such higher educational qualification. : -
9. Detailed observation report of and specific views of the F.A. /Sr. F.A. posted in the Department. : -
10. Whether any D.P. is pending or contemplated against the incumbent : -
11. A précis of the case with seal and signature of the Departmental Authority. : -
12. Other relevant information, if any. : -
13. Remarks : -

Seal & Signature of the Departmental Authority

Check list of A & F

Check list for Redrawal of Government money following loss of the amount due to theft, robbery, misappropriation etc.

1. A report under Rule 103 of the Assam Financial Rules should be submitted to the higher authority and the Accountant General.
2. A copy of the detailed Departmental Enquiry Report as per Rule 13 of the Assam Financial Rules, wherein among other things it should be specifically indicated as to whether proper security arrangement was made for safe custody/transportation of Government money and whether the loss has been caused due to negligence of one or more Government employees. If the loss has been caused due to negligence of any Government employees or employees action taken against the defaulting Government employees or employee be indicated.
3. The loss has been reported to the Police. If so, a copy of the F.I.R to the Police and the final report of the police should be furnished and if not, reasons thereof.
4. A list of the incumbents with the respective amounts payable to each of them out of the Government money lost has been furnished. The list need not include pay and allowances of any Self-Drawing Officer, as under Rule 140 of the Assam Financial Rules, a Self Drawing Officer himself/herself is responsible for drawal of his/her pay and allowances.
5. Precise of the proposal/claim with proper justification from authorized signatory.
6. Remarks of the Administrative Department, if any.

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

Checklist of A & F

Check list for Arrear claims-sanction to adhoc payment of:

(As per Rule 90 of the Assam Financial Rules)

The claims over 6 years which cannot be effectively investigated in Audit Office due to the limited period of preservation of records, are required to be referred to the Finance Department for sanction to adhoc payment :

1. Record of verification of the claim in Audit Office.
2. Certificate by the Administrative Departments that the accuracy and admissibility of the claim has been checked with reference to the corroborative records and that it has not been paid earlier.
3. In those cases whenever it is not practicable for the Administrative Department to call for the original or attested copies of the relevant records to verify the accuracy etc. of the arrear claim, furnishing of full facts of the case as per prescribed proforma and a certificate from the Head of the office concerned to the effect that the claim has been checked with reference to the corroborative records and that it has not been paid earlier and furnished, is sufficient.
4. Filled up Proforma from authorized signatory.
5. Precise of the proposal/claim with proper justification from authorized signatory.
6. Remarks of Administrative Department, if any.

PROFORMA

1. Name of the claimant.
2. Nature of the claim (detailed history as to how the claim has arisen should be given).
3. Details of claims : (a) Period (b) Rate per month (c) Amount due.
4. Reasons for delay in settlement (the time taken at various levels should be indicated).
5. Efforts made by the claimant to get the settlement of the claim expedited and with what results.
6. Whether non-payment of the claim will affect pension.

7. Whether claim was referred to the audit officer concerned for investigation and if so with what results.
8. Details of records, orders and other corroborative evidence on the basis of which the claim is considered to be indisputably due (Relevant extracts duly attested should be enclosed where it is not possible to submit the records in original).

Signature

SECRETARY / COMMISSIONER & SECRETARY/

Checklist of A & F

Check list for drawal of funds in A.C. Bill

1. Copy of relevant sanction order .
2. Detail justification necessitating drawal of fund in AC bill.
3. Certificate from the Sr. most Secretary of the concerned Administrative Department that the earlier drawals in A.C. Bill have been regularized by submitting D.C.C Bill and the current A.C. Bill shall be regularized by DDO submitting D.C.C. Bill by 10th of succeeding month.
4. Approval of the Sr. most Secretary of the Administrative Department for the drawal of current A.C. Bill.
5. Latest Report received from the A.G Office regarding submission/reconciliation of earlier A.C drawals, if any.
6. Remarks, if any.

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

Checklist of A & F

Check list in connection with Air Journey claim for Medical Treatment-

1. Copy of Authorized Medical Attendant Recommendation.
2. Copy of Referral Medical Board Certificate.
3. E-ticket or jacket of the air-ticket in original.
4. Boarding passes in original.
5. A certificate from the Administrative Department indicating entitlement of the Government Servants/ Pensioners regarding Travelling Allowance for Medical purpose.
6. Particulars/documents required as per provisions made in Rules 13 & 14 (a) of the Assam Medical Attendance Rules, 2008.
7. Precise of the proposal/claim with proper justification from authorized signatory.
8. Remarks of Administrative Department, if any.

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

Checklist of A & F

Check list pertaining to Ex-gratia Grant:

1. A clear report with recommendation from the Deputy Commissioner concerned be furnished as to whether the Government servant/servants was/were killed as a result of attack by extremists/ terrorists/ anti-social elements/ dacoits/ smugglers, etc. while he / they was/were on official duty or in connection with discharge of assigned duties.
2. A clear incident report with recommendation from the concerned Deputy Commissioner.
3. A report from the concerned Administrative Department to the effect that the department has examined merit of the case.
4. Police Report of the incident.
5. Death certificate.
6. Precis of the proposal/claim from authorised signatory.
7. Remarks of administrative department if any.

Check list pertaining to Write-off:

1. Latest copy of GPF certificate/statement issued by A.G. (Assam)
2. Total amount of admissible DCRG.
3. A copy of certificate regarding total outstanding amount of Govt. advance issued by A.G. (Assam)
4. GIS amount (Insured & Savings) sanctioned by the deptt.
5. A précis of the case.

Signature

SECRETARY / COMMISSIONER & SECRETARY/
PRINCIPAL SECRETARY

