

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

No.BB.207/2012/Pt-I/15

Dated Dispur the 30th July, 2018

OFFICE MEMORANDUM

Sub : Implementation and roll out of the online modules of Administrative Approval (AA) and Financial Sanction (FS)

In continuation with the announcement in the Budget of 2018-19, regarding the implementation of an online module for Administrative Approval and Financial Sanction, the Finance Department of Government of Assam rolled-out the AA-FS module for all new projects for the Departments of Irrigation, Public Health, Public Works, Soil and Water Resources w.e.f 01/06/2018.

It is now decided to roll out the modules across the following departments w.e.f 01/08/2018.

General Administration / Secretariat Administration / Industries & Commerce / Education (Elementary) / Education (Secondary) / Health & Family Welfare / Transformation & Development / Power / Finance / Judicial / Sports & Youth Welfare / Guwahati Development Department

The following are the user guidelines for the execution of the online process :

1. The proposal initiated for Administrative Approval / Financial Sanction by the HoD / DDO, as the case may be, are to be submitted in FinAssam in adherence to the checklist(s).
2. The proposal should reach the Administrative Departments.
3. The Administrative Departments, after necessary verification, will issue AA/ FS only on FinAssam in exercise of the provisions as laid down in DFPR or forward it to the Finance (EC) Department through the online process for their concurrence, as applicable.
4. Queries, if any, at each of the level of processing the proposal may be raised / generated and met online
5. For submission of the proposals to Finance Department, the checklist should be filled up by the Administrative Departments online and the same should be printed, physically signed by the F.A/Sr.FA and the senior most secretary, scanned and uploaded in the system.
6. The proposals once concurred upon by the Finance Department, will be immediately available to the authorized users of the Administrative Departments. The Administrative Department can issue the AA/FS in the system.
7. Similar will be the case for the Administrative Departments according AA/FS to the proposal and FS by the HoDs in compliance with the DFPR. The intended users will be able to directly receive the AA/FS.
8. In all of the above cases, a system generated Concurrence No., AA/FS no. will be obtained.
9. All users are will be able to access the modules from their existing login credentials already assigned for use of the *finassam.in* portal.

*Please upload.
Sd/-
30/7/18*

Sd/-
Principal Secretary to the Govt. of Assam,
Finance Department

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. The Additional Chief Secretary to the Govt. of Assam, Dispur

General Administration / Secretariat Administration / Industries & Commerce / Education (Elementary) / Education (Secondary) / Health & Family Welfare / Transformation & Development / Power / Finance / Judicial / Sports & Youth Welfare / Guwahati Development Department

5. The Accountant General (A&E) Assam, Beltola, Guwahati.
6. Principal Secretary / Commissioner & Secretary / Secretary / Joint Secretary / Deputy Secretary to the Govt. of Assam, Dispur.

General Administration / Secretariat Administration / Industries & Commerce / Education (Elementary) / Education (Secondary) / Health & Family Welfare / Transformation & Development / Power / Finance / Judicial / Sports & Youth Welfare / Guwahati Development Department

7. Heads of Departments / Deputy Commissioners / SDO(C)s / Treasury Officers / Principal Secretaries, Karbi Anglong Autonomous Council, Dima Hasao Autonomous Council and Bodoland Territorial Council

General Administration / Secretariat Administration / Industries & Commerce / Education (Elementary) / Education (Secondary) / Health & Family Welfare / Transformation & Development / Power / Finance / Judicial / Sports & Youth Welfare / Guwahati Development Department

By Order etc.,



Joint Secretary to the Govt. of Assam,
Finance Department