

GUIDELINES FOR ISSUE OF ADMINISTRATIVE APPROVAL, FINANCIAL SANCTIONS & RELEASE OF FUND FOR THE PROJECTS FINANCED BY AIFA.

(Ref. No. AIFA . 09/2015/28-37)

1. AIFA being in its nascent stage with limited manpower and support and until it matures itself into a fully functional, vibrant organization its role is primarily limited to a project Financing Authority for the EC Approved Projects.
2. As far as scrutiny of the Projects Proposals/Feasibility Reports/PFRs/TEFRS/DPRs/ etc. is concerned, the role of AIFA shall be limited to general scrutiny and the responsibilities for detailed, in-depth scrutiny including correctness of the financial and technical aspects, design and drawings during all stages of project implementation and later on rests with the sponsoring administrative departments, their field offices/ Directorates/implementing agencies and associated Technical Wings and/or the approved Technical Agencies like PWD, etc. and AIFA in no way will be held responsible. If there is no technical wing, the roles should be executed by the PWD Department or any other eligible Competent Authority or Agency specifically authorized for this purpose by the Administrative Department.
3. On completion of general scrutiny of the project proposal as stated above, the approval of AIFA Society will be obtained for giving a 'go ahead' for implementation of the approved project and the same will be communicated to the Administrative Department.
4. As and when a project is approved for financing by the AIFA Society the concerned Administrative Department of Government of Assam under whose administrative control the Project has been taken up or sponsored shall accord Administrative Approval after observing all formalities including Technical Sanction by the Authorized Technical Agency, etc. and intimate to AIFA.
5. While issuing the Administrative Approval/Financial Sanction, the Department shall adhere to the provisions of Delegation of Financial Power (DFR) Rules as approved by Finance Department from time to time which means the Administrative Department will take concurrence of the Finance Department for issue of Administrative Approval and Financial Sanctions for the projects financed by AIFA.
6. While giving Financial Sanction, the Finance Department will consult the AIFA Society to ascertain the availability of funds since AIFA will be in a position to release funds to departments/implementing agencies/contractors only when the requisite funds are placed by the State government with AIFA Society from time to time.
7. Subject to issue of Financial sanctions by the Administrative Department as mentioned above and on placement of demand by the Implementing Agency and subject to receipt of satisfactory progress report, the Project Director of AIFA Society after obtaining necessary approvals will release project funds or make eligible payments on behalf of AIFA Society to the Implementing Agencies against the approved projects with intimation to the concerned Administrative Department or directly to the contractors or suppliers based on the recommendations of the Implementing Agency with intimation to the concerned Administrative Department.

Further the release of said funds by AIFA Society shall in turn be subject to availability of funds with it and subject to placement/parking of fund by Govt. of Assam with AIFA from time to time.

8. Whenever AIFA release funds to contractors on recommendations of the Departments/Implementing Agency, it will do so without culpability on the acts of omission or commission of the Department/Implementing Agency for any release of funds to the contractor.
9. As the projects agreed for financing by AIFA are mega projects running into several crores of rupees, while issuing Administrative Approvals and financial sanctions for the approved projects and during all stages of project implementation, the Administrative Department sponsoring the project and its Implementing Agency shall observe proper due diligence in adherence to all Technical Specifications and standing Financial Rules and any other guidelines that might have been issued by Government of Assam especially Finance Department including the CVC guidelines.
10. All records, decisions taken while executing the projects including maintenance of accounts shall be the responsibility of the Administrative Department and its Implementing Agencies and the same shall be made available for AG audit from time to time.
11. AIFA from time to time shall monitor or cause monitoring of the implementation of the projects.
12. The Utilization Certificate (UCs) against the funds released and payment made against the approved projects shall be jointly signed and sent to AIFA by the Administrative Department and the Implementing Agency which in turn will be countersigned by AIFA.
13. The fund release proposal should accompany with the following documents:-
 - a) Certified Copy of bill
 - b) Copy of Administrative Approval
 - c) Copy of Technical Sanction
 - d) Copy of Financial Sanction
 - e) Copy of Work Order
 - f) Copy of Tender agreement
 - g) Photographic Evidence
 - h) Physical and financial progress certificate
 - i) Certificate regarding quality of work executed
 - j) Utilization certificate of previously released fund
 - k) Sr. FA/ FA's views on the proposal
 - l) Approval of Senior most Secretary / Head of the concerned Implementing Agency on the fund release proposal
 - m) A Check list for fund release Proposal as per Annexure – A

Sd/-(27-01-2016)
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