

Assam Infrastructure Financing Authority
F-Block, Janata Bhawan, Dispur, Guwahati-781006

No. AIFA.09/2015/ 79

dated 16th October, 2019

From- S. Jagannathan, IAS
Project Director
Assam Infrastructure Financing Authority
Janata Bhawan, Dispur, Guwahati-781006

To

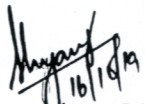
1. All Addl. Chief Secretaries to the Govt. of Assam (..... Department)
2. All Principal Secretaries to the Govt. of Assam (..... Department)
3. All Commissioner & Secretaries to the Govt. of Assam (..... Department)
4. All Commissioner & Spl. Secretaries to the Govt. of Assam (.....Department)
5. The Chief Executive Officer, GMDA
6. All Director of Government of Assam (..... Department)
7. The Chief Engineer, PWD(Roads)/PWD(bldg)
8. The Managing Director, APDCL/APGCL/AEGCL
9. The Sr. Financial Advisor, AIFA
10. All other concerned.

Sub- Communication of 'Revised Guidelines for Issue of Administrative Approval and Release of Fund for the Projects financed by AIFA'

Madam/ Sir,

I have the honour to communicate herewith 'Revised Guidelines for Issue of Administrative Approval and Release of Fund for the Projects financed by AIFA' which come into effect from the date of issue of this communication. These Revised Guidelines have the approval of the Honourable Chief Minister as Chairman, Governing Body, Assam Infrastructure Financing Authority.

Kind attention of the Administrative Departments under whose control projects are sanctioned are hereby drawn for designating 'Local Field Officer' as required as per Sl. 7 of the Revised Guidelines.


(S. Jagannathan, IAS)

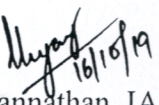
Enclosed- Revised Guidelines as above.

Memo No. AIFA.09/2015/79-A

dated 16th October, 2019

Copy to-

The PS to the Honourable Finance Minister & Chairman, Executive Committee, Assam Infrastructure Financing Authority for kind appraisal. Enclosed- as above.


(S. Jagannathan, IAS)

Assam Infrastructure Financing Authority
F-Block, Janata Bhawan, Dispur, Guwahati-781006

Revised Guidelines for issue of Administrative Approval and Release of Fund for
the Projects financed by AIFA

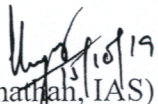
(These Revised Guidelines supersede earlier guidelines as communicated vide Nos.
AIFA.09/2015/31 dated 28/01/2016 & AIFA.05/2017/71 dated 08/07/2019)

1. The role of the AIFA Society is primarily limited to a Project Financing Authority for the Executive Committee of AIFA approved projects. However from time to time it shall carryout project inspection during and after completion of the project and shall suggest modification, alternation, etc., if required.
2. Once a project proposal is accepted under AIFA funding, the Project Director, AIFA shall communicate 'In principle' approval to the Administrative Department or directly to the Implementing Agency with intimation to the Administrative Department for submission of DPR. The Implementing Agency shall prepare DPR in consultation with the Administrative Department and shall submit the DPR to AIFA through the Administrative Department.
3. On receipt of the DPR AIFA shall make a general scrutiny of the DPR 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 rest with the sponsoring Administrative Department, Implementing Agency, their field office/ Directorates, associated technical wing and AIFA in no way shall be held responsible. If there is no technical wing for any sponsoring department, the role shall be executed by the state Public Works Department or any other eligible competent authority or agency specifically authorised for the purpose by the Administrative Department.
4. On general scrutiny of the DPR and if the DPR is found satisfactory the Project Director, AIFA shall internally clear the proposal with Finance (Budget) Department and communicate 'Go-ahead' to the Administrative Department for processing for Administrative Approval. In case necessitated AIFA may engage technical experts to undertake specific technical scrutiny.
5. On receipt of the 'Go-ahead' the Administrative Department shall issue Administrative Approval. Before issuing the Administrative Approval, the Administrative Department/ Implementing shall resolve all issues like possession of the land required for the project, clear title, obtaining all statutory clearances including all necessary permission/ NOC of the local authorities as required and indicate the same unambiguously to AIFA and be documented in the DPR.
6. For submitting demand for release of fund the Administrative Department shall through a competent authority ensure that the Divisional Engineer in case of PWD or equivalent officer of other Implementing Agency shall prepare bill as per terms and conditions of the Tender Agreement executed between the parties for the project and shall submit to a 'Local Field Officer' duly designated and notified by the Administrative Department for

inspection and his/her countersignature. The 'Local Field Officer' shall inspect and countersign the bill within three working days and shall return the bill to the Divisional Engineer of the Implementing Agency. On receipt of the returned bill countersigned by the designated Local Field Officer the Divisional Engineer of PWD or its equivalent officer of other Implementing Agency shall submit demand to the Chief Engineer or to the equivalent officer of other Implementing Agency for submission to AIFA.

The Chief Engineer or the equivalent officer of other Implementing Agency and the Senior most Financial Adviser/Officer of the his/her office shall scrutinise the bill/demand and shall put their recommendation on the prescribed check list of AIFA (placed at Annexure- A) and on their satisfaction shall submit the demand to AIFA with all relevant documents for release of fund.

7. The Administrative Department shall designate a senior level officer of their department in the district where the project site is situated as 'Local Field Officer' who shall be their representative for the project in the district and shall countersign bill submitted by the Divisional Engineer.
8. If the Implementing Agency is a Public Sector Undertaking like APDGL, AEGCL, etc., the Managing Director of the PSU shall submit the demand to AIFA for release of fund.
9. On receipt of the satisfactory demand and subject to availability of the fund the Project Director, AIFA shall issue a 'Financial Sanction cum Fund Release Order' and shall release fund in favour of the DDO of the Implementing Agency with approval of the Chairman, Executive Committee, AIFA.
10. In case of need to scrutinise the field works or part completed works of running bill AIFA shall independently undertake due process to ascertain the validity of the recommended amount present for payment.
11. All records, decisions taken while implementing the projects including maintenance of accounts shall be responsibility of the Implementing Agency/ Administrative Department as the case may be and the same shall be made available for AG audit as and when required.
12. The Administrative Department shall review and monitor implementation of the project frequently and shall be responsible for its proper implementation of the project along with the Implementing Agency. The Implementing Agency/ AIFA may engage a 3rd Party Quality Monitoring Agency for quality checking/adherence.


(Shyam Jagannath, IAS)

Project Director
Assam Infrastructure Financing Authority
F-Block, Janata Bhawan, Dispur

Assam Infrastructure Financing Authority
REVISED CHECKLIST FOR RELEASE OF FUND FOR THE AIFA FUNDED PROJECTS

1. Name of the Project :
2. Copy Bill (Original/ Certified Copy) :
3. AA No. (enclose copy) :
4. TS No. (enclose copy) :
5. WO No. (enclose copy) :
6. Tender No. (enclose copy) :
7. Physical Progress (in %, enclose PR) :
8. Inspection Report :
9. Photographic evidence :
10. Quality Control Report/ Certificate :
11. Date of Commencement :
12. Scheduled date of Completion :
13. Actual date of completion :
14. Project Cost as per AA : ₹
15. Tender Value : ₹
16. Fund already released : ₹
17. Present Demand : ₹
18. Name , Signature & Designation of measuring officer :
19. MB No. with page Nos. :
20. UC of the already released fund :
21. Whether countersigned by designated Local Field Officer :
22. Recommendation of the Senior most Financial Advisor/ Officer
: Furnished at bottom of this page
23. Recommendation of the HOD/ Chief Engineer/MD : Furnished below.

*We have verified the proposal as indicated above and found the content to be correct and as per the approved DPR and recommend release of an amount of ₹.....
(Rupees.....) as per the demand.*

Signature of Senior most Financial Advisor/
Officer
Name-
Seal-

Signature of HOD/Chief Engineer/ MD
Name-
Seal-