



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

No. AIFA 09/2015/90

Date: 14/07/2022

From : Shri Kumar Padmapani Bora, IRS
Project Director,
Assam Infrastructure Financing Authority

- To :**
1. The Principal Secretary to the Govt. of Assam,
Health & Family Welfare Department, Dispur, Guwahati - 06
 2. The Commissioner & Secretary to the Govt. of Assam,
GAD, Dispur, Guwahati - 06
 3. The Commissioner & Secretary to the Govt. of Assam,
Higher Education Department, Dispur, Guwahati - 06
 4. The Managing Director,
Assam Tourism Development Corporation Ltd., Guwahati - 08
 5. The Secretary to the Govt. of Assam
Power Department, Dispur, Guwahati - 06
 6. The Special Commissioner & Special Secretary to the Govt of Assam
Public Works (Roads) Department
 7. The Special Commissioner & Special Secretary to the Govt of Assam
PW (Building & NH) Department
 8. The Managing Director,
AEGCL, Bijulee Bhawan, Guwahati - 01
 9. The Chief Engineer
PW (Building & NH) Department, Chandmari, Guwahati - 03
 10. The Special Chief Engineer, PWD (Building) (Health & Education), Assam
 11. The Chief Executive Officer,
Assam State Infrastructure Development Corporation Ltd., Guwahati - 25

Sub : Standard Operating Procedure/Guidelines for implementation of projects under AIFA

Sir,

With reference to the subject cited above, I am to furnish herewith the SOP/guidelines (as approved by the Hon'ble Chief Minister and Chairman of the Governing Body of AIFA) along with detailed illustration (Annexure - I) thereof for implementation of all projects under AIFA (funded under Grant-in-Aid and term loan under NIDA).

It may kindly be noted that henceforth, the attached SOP/guidelines ought to be followed during the implementation of the project.

This is submitted for favour of your kind information and necessary action.

Enclosure: As stated above.

Yours faithfully



Project Director
Assam Infrastructure Financing Authority

No. AIFA 09/2015/90-A

Date: 14/07/2022

Copy to:

1. The Principal Secretary to the Govt. of Assam, Finance Department for favour of kind information.
2. The PPS to the Hon'ble Chief Minister for kind appraisal of the Hon'ble Chief Minister, Assam.
3. The PS to the Hon'ble Finance Minister for kind appraisal of the Hon'ble Finance Minister.
4. The Sr. FA, AIFA for favour of kind information.
5. Office Copy.

By order etc.




Project Manager
Assam Infrastructure Financing Authority

o/c

Standard Operating Procedure/Guidelines for implementation of projects under AIFA

In order to adopt a uniform mechanism for release of fund for all the projects funded by AIFA including the projects funded by Grant-in-Aid, the following guidelines/SOP shall be adopted for implementation –

- Step 1:** Submission of proposal by Administrative Department to AIFA
↓
- Step 2:** Approval of HFM and HCM and communication of the same to Administrative Department
↓
- Step 3:** Submission of DPR by Administrative Department/Implementing Agency along with Statutory clearances
↓
- Step 4:** Scrutiny of DPR by AIFA followed by communication of AA
↓
- Step 5:** Submission of Monthly progress report to AIFA by the Implementing Agency coupled with random physical verification by AIFA
↓
- Step 6:** Submission of bills/demand proposal by concerned Division in the prescribed proforma directly to AIFA
↓
- Step 7:** Financial Sanction followed by fund release directly to contractors by AIFA


(Kumar Padmapani Bora, IRS)
Project Director, AIFA

AIFA (Annexure-II) along with all the supporting relevant documents viz. Financial Statement regarding funds incurred (Annexure-III), Undertaking (Annexure-IV) as per prescribed format of AIFA against the project for release of fund.

Illustration of the SOP

1. The Administrative Department shall submit project proposals to AIFA and subsequently approval for the same would be sought from the Hon'ble Finance Minister, as Chairperson of the Executive Committee of AIFA and the Hon'ble Chief Minister as Chairman of the Governing Council of AIFA.
2. Once a project is approved to be funded under AIFA, the Project Director, AIFA shall communicate approval of the HFM and HCM to the Administrative Department or directly to the Implementing Agency with intimation to the Administrative Department for submission of DPR.
3. The Implementing Agency shall prepare DPR stating project site details, quantum of land, building plan, cost estimation, power and water requirement, timeline for obtaining all statutory clearances, timeline of project implementation, other technical details etc. in consultation with the Administrative Department and shall submit the DPR to AIFA.
4. On receipt of the DPR, AIFA shall scrutinize the same and place it before the Competent Authorities/forward it to the Funding Agency (depending on the source of fund).
5. If the DPR is found satisfactory, the Project Director, AIFA shall communicate the Administrative Approval to the concerned Administrative Department after obtaining the required approvals from the Competent Authorities. AIFA may also engage technical experts to undertake specific technical scrutiny, if required.
6. It would be the responsibility of the Administrative Department to finalize the land for the projects and obtain all the required statutory clearances/approval like building plan, approval of Pollution Control Board, forest and environmental clearance etc. wherever applicable, depending on the project.
7. On receipt of approval from the Competent Authority, AIFA would communicate the Administrative Approval to the concerned Administrative Department/Implementing Agency and subsequently a copy of the Technical Sanction would be submitted by the Implementing Agency to AIFA.
8. It would be the responsibility of the Administrative Department/Implementing Agency to ensure that all the financial Rules and procedures, CVC guidelines and conditions of AFRBM Act 2005, are strictly adhered to.
9. On implementation of the projects, the Executive Engineer of the concerned Division shall submit the demand/bills to AIFA after proper scrutiny by the Accounts Officer of the concerned Division who shall put her/his recommendation on the prescribed checklist of AIFA (*Annexure-II*) along with all the supporting relevant documents viz. Financial Statement regarding funds incurred (*Annexure-III*), Undertaking (*Annexure-IV*) as per prescribed format of AIFA against the project for release of fund.

10. If the Implementing Agency is an Administrative Department or Public Sector Undertaking like ASIDCL, APDGL, AEGCL, etc. the CEO/Managing Director of the PSU shall submit the demand to AIFA for release of fund as per the prescribed checklist and ensure scrutiny by the Sr. FA of the Department.
11. The Implementing Agency shall submit monthly progress report and quarterly progress report to AIFA as per format at *Annexure – V*.
12. On receipt of the demand and subject to availability of the fund the Project Director, AIFA shall issue a 'Financial Sanction cum Fund Release Order' after obtaining approval from the Competent Authority and shall release fund in favour of the Contractors (after making all the statutory deductions) on the basis of recommendation of the concerned DDO.
13. Simultaneously, field inspections would be carried out independently by the officials of AIFA at regular intervals to ascertain the validity of the demand proposal. Further, AIFA may also engage experts to conduct inspection on its behalf, if deemed fit.
14. The Administrative Department/Implementing Agency shall be responsible for proper implementation of the project. The Funding Agency/AIFA may engage a 3rd Party Quality Monitoring Agency for quality checking/adherence.
15. Further, the Administrative Department/Implementing Agency shall ensure that the work is completed within the stipulated timeline and ensure that there is no cost escalation in the project and the project is completed within the sanctioned amount.



(Kumar Padmapani Bora, IRS)

Project Director

Assam Infrastructure Financing Authority

Assam Infrastructure Financing Authority

REVISED CHECKLIST FOR RELEASE OF FUND UNDER AIFA

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. Financial Statement of the already released fund :
21. Recommendation of the Sr. Accounts Officer of Division : Furnish at bottom of this page
22. Recommendation of the Head of Division/Executive Engineer : Furnish below

We have verified the proposal as indicated above and found the content to be correct as per the approved DPR and recommend release of an amount of ₹

(Rupees) as per the demand.

Further, we also certify that the works of the present demand is completed as per the items specified in the approved Plan & Estimate and BOQ of Contract Agreement.

Further, work has been physically verified and found % completed satisfactorily as per the specification.

Signature of Sr. Accounts Officer of Division

Name :

Seal :

Signature of Head of Division/ Executive Engineer

Name :

Seal :

FINANCIAL STATEMENT

Annexure - III

Sl. No.	FS Letter No. and Date (issued earlier)	Amount	
1			Certified that out of Rs.(AA Amount)..... of grants/fund sanctioned in favour of (Name of project)..... a sum of Rs. (Total Amount already released against the project) only/- has been incurred for the purpose of for which it was sanctioned.
2			
3			
4			
5			
	Total		

Certified that I have satisfied myself that the conditions on which the fund was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the fund was actually incurred for the purpose for which it was sanctioned.

Kind of check exercised:

- 1) Cash Book
- 2) Bank A/C
- 3) Photographs
- 4) Measurement Book (MB)
- 5) Inspection Report
- 6) Others (if any)

Signature of Accounts Officer, PWD
..... Bldg., Division
Date:

Signature of Executive Engineer, PWD
..... Bldg., Division
Date:

UNDERTAKING

1. Name of work :
2. A. A. No. & Date :
3. A. A. Amount :
4. T. S. No. & Date :
5. T. S. Amount :

This is to certify that in running bills quantities of some items may exceed with respect to B.O.Q. in tender as per site condition and requirement, which will be adjusted in the working estimate (duly counter signed by the Chief Engineer, PW (B & NH) Department) before submission of final bill.

It is also assured that the project will be completed within the Sanctioned amount without compromising quality and features of the project.

Asstt. Executive Engineer, PWD
..... Sub-Division

Executive Engineer, PWD
..... Division

ANNEXURE V

Monthly Progress Report (for all projects sanctioned under AIFA)

Month & Year:

(Rs. In Crore)

Sl. No	Name of Project	Amount Sanctioned	% Physical Progress at the end of previous reporting month	% Physical achievement as at the end of reporting month	Financial Expenditure at the end of previous reporting month	% Financial Expenditure at the end of previous reporting month	Financial Expenditure at the end of reporting month	% Financial Expenditure at the end of the reporting month	Remarks
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Asstt. Executive Engineer, PWD
.....Sub-Division

Executive Engineer, PWD
..... Division

AIFA- Quartely Progress Report

Quarter ended:

1. Name of project:
2. District/ Locations:
3. Date of Administrative Approval:
4. Total Project Cost:
5. Physical progress upto previous quarter:
6. Expenditure incurred upto previous quarter:
7. Progress during the quarter:

Sl. No.	Items of Work	Estimated Amount in Crore	Target for quarter (physical qty.)	Achievement during the quarter (physical qty.)	% achievement	Reasons for shortfall (if any)	Cumulative progress	Expenditure incurred during the quarter	Cumulative expenditure upto quarter
1	Civil Works								
a									
b									
c									
2	Electrical Works								
a									
b									
c									
3	Others (please specify)								
a									
b									

Asstt. Executive Engineer, PWD
..... Sub-Division

Executive Engineer, PWD
..... Division