



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body under Govt. of Assam)
Project Management/Coordination Unit (PMU/PCU) of the World Bank financed
Assam Citizen-Centric Service Delivery Project (ACCSDP) and
Assam Agribusiness Rural Transformation Project (APART)
Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)
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NOTIFICATION

Dated Guwahati the 28th July, 2017
(Relating to amended Bylaws of the ARIAS Society)

No: ARIAS/APART/116/2016/59: Pursuant to the approval given by the Joint meeting of the Project Guidance Council (PGC) and the Governing Body (GB) of the ARIAS Society, *held under the chairmanship of the Chief Secretary, Assam, on 8th May'2017 in the Conference Hall of the Chief Secretary*, for the amendments to the Bylaws of the ARIAS Society (minutes of the meeting circulated vide No. ARIAS/GB/23/2016/227-A, dated 17th May'2017), the "Bylaws of the ARIAS Society as amended on 28th July 2017" is hereby notified and it shall become effective from the date of this Notification. *A copy of the Amended Bylaws of the ARIAS Society is appended herewith.*

(Siddharth Singh, IAS)
State Project Director, ARIAS Society

Memo No: ARIAS/APART/116/2016/59 - A

Dated Guwahati the 28th July, 2017

Copy to the *(along with a copy of the amended Bylaws of the ARIAS Society):*

1. P.S. to the Chief Secretary, Assam and President, Project Guidance Council, ARIAS Society.
2. P.S. to the Additional Chief Secretary (Agriculture, etc. Deptt); Agriculture Production Commissioner (APC) and Chairman, Governing Body, ARIAS society.
3. *Internal: DPD/CFC/OSD & Sr. PE/Administrative Officer/ MIS-Specialist (for placing the amended Bylaws of the ARIAS Society in the website of the Society)/Accounts Branch/Guard File.*

(Siddharth Singh, IAS)
State Project Director, ARIAS Society



GOVERNMENT OF ASSAM

**ASSAM RURAL INFRASTRUCTURE AND
AGRICULTURAL SERVICES SOCIETY
(ARIAS SOCIETY)**

**BY-LAWS
of the
ARIAS SOCIETY**

(As amended on 28th July, 2017)

**Project Coordination Unit
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INDEX

	Page Number
1) Short Title , Extent And Commencement	2
2) Abbreviations	2 - 3
3) Financial Aspects	4
4) Preparation and approval of AWP & issuance of Administrative Approval	4 - 5
5) Drawl of fund from the allocated state budget for the arias projects	5 - 6
6) Sanction Procedure for Projects	6
7) Fund Release Procedure for ARIAS Society Projects	6 - 7
8) Sanctions and Expenditures of the PCU, ARIAS Society	7
9) Audit and Accounts	7 - 8
10) Guidelines	8

BY-LAWS OF THE ARIAS SOCIETY

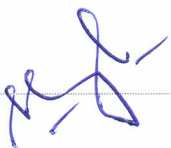
1) SHORT TITLE, EXTENT AND COMMENCEMENT

1. These By-Laws shall be called “The By – Laws of the ARIAS Society, 1998” as amended in 28th July 2017.
2. They shall extend to all the activities of the ARIAS Society.
3. They shall come into force with effect from the date of adoption of the amendments by the Governing Body.

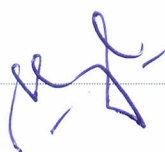
2) ABBREVIATIONS

In these By-laws the following abbreviations are used:

1. “**AD**” means the Administrative Department of the Government of Assam associated in the implementation of the ARIAS Society Projects which are to be implemented/ administered/coordinated/monitored by ARIAS Society, as authorized by the Government of Assam.
2. ‘**AACP**’, ‘**APART**’ and ‘**ACCSDP**’ means the World Bank financed ‘Assam Agricultural Competitiveness Project”, ‘Assam Agribusiness and Rural Transformation Project” and ‘Assam Citizen-Centric Service Delivery Project’ respectively.
3. “**APC**” means the Agriculture Production Commissioner of the Government of Assam.
4. “**ARIASP**” means the World Bank aided (IDA Cr. No. 2733 IN) Assam Rural Infrastructure and Agricultural Services Project.
5. “**ARIAS Society Projects**” means any World Bank/ Externally financed Projects or any other Projects in Assam whose implementing/ administering/ coordinating/ monitoring responsibilities are vested to the ‘ARIAS Society’ as authorized by the Government of Assam.
6. “**ARIAS Society**” means ‘Assam Rural Infrastructure and Agricultural Services (ARIAS) Society’ created by the Government of Assam to act as an apex autonomous body of the Government of Assam to act as nodal administering, monitoring, coordinating and/or implementing agency for World Bank/ any other externally financed aided projects/ other projects of any department as may be authorized by the Government of Assam from time to time.



7. **“AWP”** means the Annual Work Plan of the implementing departments of the ARIAS Society Projects.
8. **“Chairman”** means the Chairman of the Governing Body of the ARIAS Society.
9. **“DDO”** means the Drawing and Disbursing Officer of the ARIAS Society and implementing departments/directorates/agencies associated with ARIAS Society Projects.
10. **“FLO”** means Fund Limit Order.
11. **“FY”** means the Financial Year.
12. **“GB”** means the Governing Body of the ARIAS Society.
13. **“HOD”** means the Head of the Directorates/Agencies of the Government of Assam.
14. **“HR Policy”** means the ‘Human Resource Policy’ of the ARIAS Society, approved by the 29th Governing Body meeting of the ARIAS Society held on 30th January 2016 and Notified by the State Project Director, ARIAS Society vide No. ARIASS/APART/19/2015/22 dated 29th February, 2016, including all its amendments or amended versions issued thereafter with approval of the Governing Body of ARIAS Society.
15. **“Implementing Agencies”** means the line departments/directorates/agencies of the Government of Assam or autonomous institutions or public organization or NGOs or private organizations entrusted with the responsibility of implementing “ARIAS Society Projects” as determined by the Governing Body of ARIAS Society and as laid down in the Project Reports of ARIAS Society Projects.
16. **“PGC”** means the Project Guidance Council of the ARIAS Society.
17. **“SPD”** means the State Project Director of the ARIAS Society.
18. **“Projects”** means ARIAS Society Projects.
19. **“PIU”** means the Project Implementation Unit of the line departments/directorates/agencies of the Government of Assam or autonomous institutions or public organization, under the ARIAS Society, created for implementation of ARIAS Society Projects.
20. **“PCU”** means the Project Coordination Unit (PCU) of the ARIAS Society headed by the State Project Director, ARIAS Society to act as the ‘Secretariat’ of the ARIAS Society and where the Registered Office of the ‘ARIAS Society’ is located.



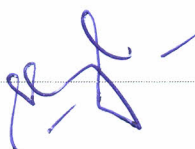
21. **“PMU”** means the Project Management Unit (PMU) created within the ARIAS Society for implementation, monitoring and coordination of ARIAS Society Projects.
22. **“President”** means the President of the Project Guidance Council.
23. **“Project Report”** means ‘Reports’ prepared by the World Bank/ External financing agency including by ARIAS Society, and approved by the Govt. of Assam for the Projects to be monitored, coordinated and implemented by the ARIAS Society. This may include documents like Project Implementation Plan (PIP), Project Appraisal Documents (PADs) etc
24. **“Project Assignment Report”** means reports relating to various consultancy assignments under the ARIAS Society as approved by competent authority of the ARIAS Society
25. **“Project Officials”** means all the Government officers and Contractual Consultants/ staff working for the ARIAS Society projects as has been recognized by the SPD, ARIAS Society.

3) FINANCIAL ASPECTS

1. SPD with the approval of the APC shall have the powers to open Bank Account or Accounts, as may be necessary, in any Nationalized Commercial Bank(s)/ Scheduled Banks in the name of the ARIAS Society. All such Bank Accounts opened shall be placed before the GB for appraisal of the members.
2. All these accounts shall be operated under the joint signatures of the SPD, ARIAS Society and the Chief Financial Manager of the PCU, ARIAS Society.

4) PREPARATION AND APPROVAL OF AWP & ISSUANCE OF ADMINISTRATIVE APPROVAL

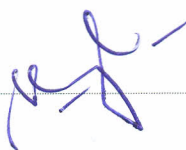
1. The Annual Work Plan (AWP) for a Financial Year (FY), primarily based on targets in the approved Cost Tables or Procurement Plan or ‘Project Reports’ of ARIAS Society Projects, for the implementing department concerned for a year, is to be submitted by the Administrative Department (AD) to the PCU/PMU, ARIAS Society by 31st January of the preceding year.
2. The PCU/PMU will place the AWP placed before the joint meeting of the Governing Body (GB) and Project Guidance Council (PGC) of ARIAS Society for approval by first week of March.



3. Based on the approval of the AWP by GB/PGC, General Administrative Approval (AA) to all the schemes/ activities on the AWP will be accorded by the State Project Director, ARIAS Society.
4. On approval of the AWP by the PGC the implementing departments/ directorates/ agencies of ARIAS Society Projects shall be competent to initiate actions for implementation of the activities.
5. In case of time-bound activities, implementation actions may be initiated by the line departments/ directorates / agencies ahead of approval of AWP by GB/ PGC with prior in-principle concurrence of the SPD, ARIAS Society, provided (a) the activity is as per the provision in the ARIAS Society Projects; and (b) incorporated in the AWP to be placed before GB/PGC by the line department/ agency.
6. All procurement shall be done as per the Guideline of the ARIAS Society Projects and as per the Guideline issued by the PCU, ARIAS Society, framed not inconsistent with the basic guidelines of the Project financing agencies.
7. For various 'Outside the State' visit/ travel for officials of the line departments/directorates/agencies under the ARIAS Society Projects, approvals and coordination of the same by the PCU shall follow the following norms -
 - a. All proposals relating to deputation of officials below the HODs, of the different PIUs for training/ meeting/ exposure/ study tour outside the State agreed under ARIAS Society Projects would be submitted by the HoDs to the PCU and SPD, ARIAS Society, would approve the same if within the overall allocation of the AWP.
 - b. In case of the HoDs themselves proposing deputation for training outside the State, the proposals shall be moved with approval of the SPD, ARIAS Society to the concerned Senior most Secretary, for approval by the Chief Secretary.

5) DRAWL OF FUND FROM THE ALLOCATED STATE BUDGET FOR THE ARIAS PROJECTS

1. For ARIAS Society Projects for which SPD has been authorized as DDO by the concerned nodal Administrative Department with approval of the Finance Department of the Govt. of Assam, SPD shall directly draw the funds from the allocated budget of the department and deposit the same in the ARIAS Society account.



2. For ARIAS Society projects, where SPD is not authorized as DDO, the designated DDO of concerned Administrative Department shall draw the fund from the allocated budget and deposit the funds to ARIAS Society (as the case may be).

6) SANCTION PROCEDURE FOR PROJECTS:

1. Based on the general AA accorded to the schemes/ activities included in the AWP of ARIAS Society Projects, respective HODs will move the PCU, ARIAS Society directly for schematic/ activity wise sanction proposal(s) as per the - **(a)** action calendar in the AWP for which AA has been accorded and **(b)** guidelines described in procurement and financial management manual of the ARIAS Society project and **(c)** prescribed formats as established & circulated by the PCU, ARIAS Society.
2. Sanction thresholds for ARIAS Society Projects:

Sanction Amount	Sanctioning Authority	Approval
Less than or equal to ₹.5.0 Crore (Rupees Five Crore)	SPD	Directly by SPD
More than ₹.5.0 Crore (Rupees Five Crore)	SPD	APC & Chairman, GB. • Such sanctions shall be placed before GB for appraisal

3. Subject to the 'Delegation of Financial Power' (DFP) Rules of the Government of Assam, SPD with approval of the APC may allow sanctioning power to the HODs associated with the ARIAS Society Projects for individual schemes upto Rs. 5,00,000/- (Rs. Five lakhs) included in the Approved AWP, with confirmed intimation (in the form of a copy of the Sanction Order) to the SPD, ARIAS Society. HODs however, shall accord, the Sanction strictly as per the standard format to be circulated by the SPD. For this purpose PCU shall issue an Office Memorandum declaring the authorized HODs to issue such Financial Sanctions under the 'ARIAS Society Projects' and also prescribing the detailed norms to be followed by the HODs, while according such sanctions.

7) FUND RELEASE PROCEDURE FOR ARIAS SOCIETY PROJECTS

1. SPD, ARIAS Society shall issue Fund Limit Order (FLO) to the DDO of the ARIAS Society Projects.
 - a) The DDOs shall be identified by the PCU in consultation with the concerned HODs and notified by the ARIAS Society, with approval of the Governing Body.



- b) With the approval of the SPD, the notified DDOs of ARIAS Society shall open and maintain a child account in a Commercial Bank as directed by the ARIAS Society for making eligible payment to the contractors, suppliers, beneficiaries, etc by the concerned commercial Banks electronically (RTGS/NEFT).
- c) All these Bank Accounts shall be operated under the joint signature of the DDO and the senior most Accounts official in the DDO's office.
2. For ARIAS Society projects directly implemented by ARIAS Society, SPD shall have the authority make payments/release funds directly to the contractors, suppliers, beneficiaries, etc.
3. Thresholds for issuing FLO/release of fund:

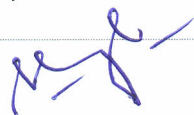
FLO/Release Amount	FLO/Releasing Authority	Approval
Less than or equal to ₹.5.0 Crore (Rupees Five Crore)	SPD	Directly by SPD
More than ₹.5.0 Crore (Rupees Five Crore)	SPD	APC & Chairman, GB. • Such FLO/Fund Release shall be placed before GB for appraisal.

8) SANCTIONS AND EXPENDITURES OF THE PCU, ARIAS SOCIETY

1. SPD, ARIAS Society shall have the powers to sanction and release fund/make payment for individual expenditures upto ₹.1.0 crore (Rupees one crores).
2. For individual expenditures above ₹.1.0 crore (Rupees one crores) SPD, ARIAS Society shall sanction and release fund/make payment only after approval of the APC.
3. SPD, ARIAS Society shall have full powers in respect of drawl of salaries and traveling expenses within the country for the establishment of the PCU as per the HR Policy of ARIAS Society. For his/her own travel outside the state, SPD shall obtain the approval of the APC. For travel outside the country by project officials, existing procedures of the Government of Assam shall be followed.

9) AUDIT AND ACCOUNTS

1. The accounts of the PCU/PMU, DDOs of the line department shall be audited by Internal Auditors of ARIAS Society, within such time as may be specified by the PCU/PMU, ARIAS Society.



2. The annual accounts of the PCU/PMU, DDOs of the line department shall be audited by Independent External Auditors of ARIAS Society hired by Society (a registered, reputed and professional auditing agency of Chartered Accountants), within such time as may be specified by the PCU/PMU, ARIAS Society.
3. The annual accounts of the PCU/PMU, DDOs of the line department shall also be audited by the Accountant General, Assam.

10) GUIDELINES: Any amendments to the By-laws of ARIAS Society shall be approved by the Governing Body.

