



## **ARIAS SOCIETY**

**Assam Rural Infrastructure and Agricultural Services Society**

*(An Autonomous Body under Govt. of Assam)*

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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### **Minutes of the Joint Meeting of the Project Guidance Council (PGC) and the Governing Body (GB) of the ARIAS Society Held on 8th May, 2017 at 3.00 PM in the Conference hall of the Chief Secretary, Assam.**

The joint meeting of the Project Guidance Council (PGC) and the Governing Body of ARIAS Society was chaired by Shri V. K. Pipersenia, IAS, Chief Secretary, Govt. of Assam & President, PGC, ARIAS Society in the presence of Shri K.K. Mittal, IAS, APC & Chairman, GB, ARIAS Society and the members of PGC & GB and other Senior Officials of the Govt. of Assam. The list of officials who attended the meeting is annexed at **Appendix-1**.

At the outset, the Chief Secretary, Govt. of Assam & President, PGC, ARIAS Society welcomed all the members & officers present and requested the State Project Director (SPD), ARIAS Society to proceed as per the Agenda. The SPD gave item wise presentation on the Agenda Items for discussion. After detailed deliberations, the following decisions have been taken in the meeting:

#### **Item No: 1**

##### **(A) Approval of the Minutes of the 19<sup>th</sup> Project Guidance Council (PGC) meeting of ARIAS Society :**

The Minutes of the 19<sup>th</sup> PGC Meeting held on 26.08.2013 was circulated to all the members of the PGC vide memo No: AACP/AF/PGC/336/2013/73, dated 10<sup>th</sup> Sept. 2013. No comments/ observation on the minutes have been received. The PGC confirmed the minutes of the 19<sup>th</sup> PGC Meeting.

##### **(B) Approval of the Minutes of the 29<sup>th</sup> Governing Body (GB) meeting of ARIAS Society:**

The Minutes of the 29<sup>th</sup> G.B Meeting held on 30.01.2016 was circulated to all the members of the Governing Body of ARIAS Society vide memo No: ARIASS/GB/23/2016/206-212-A, dated 11<sup>th</sup> February 2016. No comments/ observation on the minutes have been received. The GB confirmed minutes of the 29<sup>th</sup> GB Meeting.

#### **Item No: 2**

**Review and approval of the Action Taken Report (ATR) on the Minutes of the 19<sup>th</sup> PGC Meeting and the 29<sup>th</sup> GB Meeting:**

The ATR on the Minutes of the 19<sup>th</sup> PGC Meeting and the 29<sup>th</sup> GB Meeting has been reviewed and approved by the joint meeting of the GB and the PGC.

#### **Item No: 3**

**Apprising the current status of preparation of the proposed World Bank financed 'Assam Agribusiness & Rural Transformation Project' (APART) and 'Assam Citizen Centric Service Delivery Project' (ACCSDP):**

A presentation has been made on the matter. The PGC and GB noted the current status of the proposed World Bank aided APART and ACCSDP.

#### **Item No: 4**

**Approval to the Project Implementation Plan (PIP) and the Project Appraisal Document (PAD) of the World Bank financed 'Assam Agribusiness and Rural Transformation Project' (APART) along with the Legal Agreements to be signed by the State Govt., Govt. of India and the World Bank:**

The joint meeting of the PGC & the GB has been apprised that the Project Information Document (PID) for APART was approved by the last GB meeting. Concerned directorates/agencies of the line departments associated with APART have prepared the Project Implementation Plan (PIP) in coordination with the Project Coordination Unit (PCU) of ARIAS Society. The PCU has consolidated the PIPs into a comprehensive PIP. The



World Bank, after series of consultations with PCU and various directorates/agencies of the line departments of APART has prepared the Project Appraisal Document (PAD) for APART.

The Project Development Objective (PDO) is to “increase value-added and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”. The Key Project Indicators as per the PAD will be: (a) Farmers reached with agricultural assets or services (number), of which female (percentage); Value add measured by: (b) Increase in quality as measured by price premium of commodities sold by beneficiaries in the selected value chains; (c) Share of selected commodities sold through new marketing channels; Resilience measured by: (d) Farmers adopting improved agricultural technology (gender disaggregated). The total estimated project cost is about US\$262.44 million and will be funded by an IBRD (World Bank) loan (US\$200.0 million), the GoA contribution (US\$50.0 million), and beneficiary contributions (US\$ 11.6 million). Indicative summary of the project costs are:

Project Components	Project cost		IBRD Financing		IBRD Financing %	% of Total Project Cost
	INR Rs. Cr.	USD Million	INR Rs. Cr.	USD Million		
A: Enabling Agri. Enterprise Development	250.89	36.90	163.74	24.08	76.21%	14.06%
B: Facilitate Agro Cluster Development	506.55	74.49	393.73	57.90		28.38%
C: Market Led Production and Resilience Enhancement	905.80	133.21	705.98	103.82		50.76%
D: Project Management, Monitoring and Learning	120.90	17.84	96.74	14.20		6.80%
<b>Total</b>	<b>1784.14</b>	<b>262.44</b>	<b>1360.19</b>	<b>200.00</b>		<b>100.00%</b>

World Bank has sent the PAD along with the Legal Agreements on 1<sup>st</sup> Feb. 2017, to the DEA, Ministry of Finance, Gol and invited for negotiation of the Project. The DEA vide letter of 1<sup>st</sup> May 2017 has sought certain clarifications/modifications and same is being replied by the ARIAS Society.

The joint meeting of the PGC and the GB approved the PIP and the PAD along with the Legal Agreements for APART, subject to approval by the State Govt. and decided that in case any changes to the PIP/PAD are required pursuant to the review by the Gol/World Bank, the Chairman, GB may approve the same, subject to concurrence by the World Bank and the Govt. of Assam/India, and apprise the President, PGC. The President of the PGC instructed the APC and the SPD to follow-up the matter relating to negotiation of APART with the Govt. of India.

#### **Item No: 5**

##### **Approval of the Project Implementation Plan (PIP) for the World Bank financed Assam Citizen-Centric Service Delivery Project (ACCSDP) (under Admn. Reforms & Training Department, GoA)**

The joint meeting of the PGC & the GB has been apprised that the last GB meeting approved the PAD for ACCSDP and State Cabinet has also approved the same. ARIAS Society in consultations with the World Bank and the agencies involved in ACCSDP has prepared the Project Implementation Plan (PIP). The primary objective of ACCSDP is to improve access and strengthen accountability in the delivery of select public services under the Assam Right to Public Services (RTPS) Act 2012. On the demand side, the project will facilitate awareness of citizens for accessing & delivery of services under the Act, and on the supply side, will facilitate re-engineering of the procedures & processes for providing the services in select departments.

The World Bank has submitted the PAD for the ACCSDP to the DEA and the Bank requested the DEA to fix Negotiation date for the project. The DEA referred the matter to the Ministry of Electronics and Information Technology (Gol). The negotiation meeting for the project with the World Bank and the Gol was held on 12<sup>th</sup> April 2017 and the project is being placed before the World Bank's Board on 26<sup>th</sup> May 2017.

The joint meeting of the PGC and the GB approved the PIP for ACCSDP subject to approval by the World Bank and decided that in case any changes to the PIP are required pursuant to the review by the World Bank, the Chairman, GB may approve the same, subject to concurrence by World Bank and Govt. of India, and apprise the President, PGC.

#### **Item No: 6**

##### **Approval to the proposed amendments in the Memorandum of Association (MoA), Rules of Business (RoB) and Bye Laws of the ARIAS Society:**

The joint meeting of the PGC & GB has been apprised that the MoA, RoB and Bylaws of the ARIAS Society were last amended in the year 2012. However, it is now considered that the MoA, RoB and Bylaws need further



amendments to keep it relevant to the kind projects that the Society would be the managing/implementing in the upcoming years. The PGC and the GB perused the comparative statement showing the existing provisions of the MoA, RoB and Bylaws of the Society and the proposed amendments. The proposed key changes are – (i) ARIAS Society shall also function as a Centre of Excellence for facilitating its multifunctional core expertise for other developmental projects in Assam and beyond, including on commercial/contractual basis (as the case may be); (ii) Society may also take up consultancy assignments on commercial/ contractual basis for providing advisory & Project Management Services and may also apply for/participate in competitive processes for non-commercial schemes; and (iii) Management of Fund, Sanction & Fund Release Power of designated officials etc.

The joint meeting of the PGC and the GB reviewed and approved the proposed amendments of the MoA, RoB and Bye Laws of the ARIAS Society as shown at Appendix-2 subject to the condition that – (a) power of SPD for each individual sanction & fund release for the schemes under ARIAS Projects be enhanced to ₹.5.0 crore (instead of ₹.10.0 crore proposed); (b) power of SPD for each individual sanction & fund release for the expenditures of PCU be enhanced to ₹.1.0 crore (instead of ₹.5.0 crore proposed) and (c) SPD can be declared as DDO for ARIAS Society projects provided the same is approved by the Finance Department of the Govt. of Assam.

#### **Item No: 7**

##### **Approval to the proposed amendments in the HR Policy of the ARIAS Society:**

The joint meeting of the PGC & GB noted that the HR Policy of the ARIAS Society as approved by the 29<sup>th</sup> GB meeting has been notified and pursuant to the Policy nine (9) senior consultants have been hired along with some support staff. Further the joint meeting of the PGC & GB reviewed the proposed changes in the HR Policy of the ARIAS Society as shown in the statement at Appendix-3 and approved the proposed changes, subject to the condition that in case further changes are required, the Chairman, GB may approve the same and apprise the President, PGC. The PGC & GB noted that the office building of ARIAS Society is being renovated and refurbished to accommodate the increasing number of officials & consultants being/to be hired for managing the APART & ACCSDP.

#### **Item No: 8**

##### **Approval for changing the nomenclature of the positions of (i) 'Social Development Specialist' to 'Social Development Specialist-cum-Deputy Project Director' (ii) 'Procurement Engineer' to 'Officer on Special Duty cum Procurement Engineer' and (iii) 'Manager' to 'Administrative Officer' ARIAS Society:**

The joint meeting of the PGC & GB reviewed the proposal and approved that – (a) the current position of 'Social Development Specialist' be renamed as 'Social Development Specialist-cum-Deputy Project Director'; (b) current position of 'Procurement Engineer' be renamed as 'Officer-on-Special Duty cum Senior Procurement Specialist' and (c) the current position of 'Manager' be renamed as 'Administrative Officer' with enhanced project allowance equivalent to the senior officers.

#### **Item No: 9**

##### **Ratification and approval to the amendments to the budget for the preparatory activities of APART:**

The joint meeting of the PGC & GB has been apprised that the 29<sup>th</sup> GB Meeting of the ARIAS Society approved an amount of Rs. 13.50 crore as Project Preparation Cost of APART and this was also approved by Finance Deptt. Since Negotiation meeting for APART has not yet been fixed by DEA and APART is yet to commence, PCU is in the need of more funds for operating expenses and payment of Salaries for the already recruited staff for APART. Therefore, the reallocation of the fund within the approved amount of Rs 13.50 crore has been approved by the Chairman, GB, as shown in the table below. The joint meeting of the PGC & GB was apprised that the Renovation/extension of PCU Building as approved by 29<sup>th</sup> GB is in progress; However, due to the increasing number of staff to be hired for APART/ACCSDP, more office space will be required and this will necessitate another extension of the building and the required additional amount of about ₹.1.5 crore for this activity is proposed to be met from fund released by Govt. for APART during 2016-17. The joint meeting of the PGC & GB agreed upon the same.

Sl	Item	Approved Amount by 29 <sup>th</sup> GB Meeting (Rs cr)	Proposed Modified amount (Rs Cr)
A	Project grounding cost of APART		
1	Hiring of Internationally Reputed consultancy firm	1.70	1.70
2	Hiring of 7 National Level Technical Experts	2.03	1.53
3	12 Support staff for core specialist	0.18	0.18



Sl	Item	Approved Amount by 29 <sup>th</sup> GB Meeting (Rs cr)	Proposed Modified amount (Rs Cr)
4	Exposure visit outside the state by PPT members/consultant/PCU officials	0.45	0.45
5	Laptops for Specialist	0.05	0.05
	<b>Sub-Total (A)</b>	<b>4.41</b>	<b>3.91</b>
<b>B</b>	<b>Support to Ground Water Monitoring Cell &amp; FPOs</b>		
1	Ground Water Monitoring Cell		
a	Remuneration for Contractual Staff	0.35	0.00
b	Operating Cost ( including preparation cost)	1.50	0.00
2	Consultancy Cost for FPOs	1.12	0.00
	<b>Sub-Total (B)</b>	<b>2.97</b>	<b>0.00</b>
<b>C</b>	<b>Operating Cost of ARIAS Society</b>		
1	Salary/Remuneration to PCUs existing staff engaged in preparatory activities	1.80	3.77
2	Office Stationery/consumables	0.20	0.20
3	Electricity/Telephone/Internet etc	0.50	0.15
4	Office Expenditure including for WB mission visit	0.35	1.86
5	Hiring Vehicle & POL	0.35	0.69
6	Maintenance of Office building and equipment/AMC	0.15	0.15
7	Renovation/extension of PCU Building	2.60	2.60
8	Miscellaneous Expenditure	0.17	0.17
	<b>Sub-Total (C)</b>	<b>6.12</b>	<b>9.59</b>
	<b>Grand Total (A+B+C)</b>	<b>13.50</b>	<b>13.50</b>

The joint meeting of the PGC and the GB approved the proposed amendments to the budget for the preparatory activities of APART.

The meeting ended with a vote of thanks from the Chair.

Minutes approved by



(V.K. Pipersenia, IAS)

Chief Secretary, Govt. of Assam and  
President, PGC, ARIAS Society

**Memo No. ARIAS/GB/23/2016/ 227 – A**

**Dated, Guwahati the 17 May, 2017**

Copy for favour of information & needful to the:

1. P.S. to the Chief Secretary, Govt. of Assam, and President, Project Guidance Council, ARIAS Society, Dispur.
2. P.S. to the Addl. Chief Secretary to the Govt. of Assam, (Agriculture etc.) and APC & Chairman, ARIAS Society.
3. P.S. to the Addl. Chief Secretary to the Govt. of Assam, Finance/ PWD/ Planning & Development/ Information Technology/ WPT & BC / Urban Development Department/Industries & Commerce.
4. P.S. to the Principal Secretary to the Govt. of Assam, Administrative Reforms & Training (AR&T)/ Environment & Forest/ Fisheries/ Revenue & DM/ Finance Department.
5. Commissioner & Secretary to the Govt. of Assam, Agriculture/ Transport/ Planning & Development/ A.H. & Veterinary/ Environment and Forest/ Handloom, Textiles & Sericulture Departments.
6. Commissioner & Spl. Secretary to the Govt. of Assam, Public Works Roads Department (PWRD).
7. Principal Chief Conservator of Forests & Head of Forest Force Assam.
8. Commissioner, Guwahati Municipal Corporation (GMC)/ Transport/ P&RD.
9. Director of Agriculture/ Horticulture & F.P./ A.H. & Veterinary/ Dairy Development / Fishery/ Handloom & Textiles / Sericulture / Land Records & Surveys/ WPT & BC.
10. Chief Engineer, PWRD (ARIASP & RIDF) & Project Director, World Bank aided Projects, PWRD/ Agriculture.
11. Managing Director, AMTRON/ WAMUL/ ALPCO/ ASWC and CEO, ASAMB.
12. Registrar, Cooperative Society.

Internal: All by email.

Forwarded by,





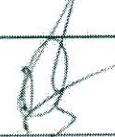



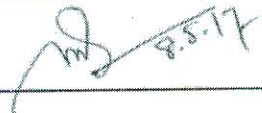








(Siddharth Singh, IAS)

State Project Director, ARIAS Society



**Appendix-1**

**to the Minutes of Joint meeting of the PGC and the GB of ARIAS Society held on 8th May 2017**

<p align="center"><b>Attendance Sheet</b>  <b>Meeting of the Project Guidance Council (PGC) and</b>  <b>Governing Body (GB) of ARIAS Society</b></p>			
<p>Date: 8th May, 2017  Time: 03.00 pm</p>		<p>Venue: Conference Hall of the Chief Secretary  Dispur, Assam.</p>	
Sl. no	Name of the Officer	Designation	Signature
1	Shri. V.K. Pipersenia, IAS	Chief Secretary Govt. of Assam	
2	K.K. Mittal, IAS	APC & Addl. C/s. Agril.	
3	Mr. K. Sharma		
4	J. Bora	Com & Inv, Fin Dept.	
5	M. I. Sharma	Secy Rev & Com	
6	L. Gogoi	Secy Transport.	
7	M. Gogoi	C&S AH & Vety + HTS	
8	D. Singh	Addl. Commisn	
9	ALI ASKAR	Secretary, SMC Env. & Forest	
10	S.K. Das	DOF Assam	
11	M.L. Pegu	Dy Secy, P.W.R.D.	
12	A. Bhuyan	Director, A.H. & Vety, Assam	
13	R. Gupta	Addl Secy AH/Vet & IC MD. ALPCO	
14	G. Malakar	Director, Dairy Dev. Assam	
15	Siddharth Sengupta, IAS	State Project Director ARIAS Society and Secretary, Govt of Assam	



Sl. no	Name of the Officer	Designation	Signature
16	Baljeet Singh	Market Analyst	Baljeet
17	Manoj Kumar	DLR	Manoj
18	Anjan Chakravarty	Secy, ART Deptt.	Anjan
19	Nitin Khadke	Secy, IT Deptt	Nitin
20	Debjyoti Dutta	Jt. Secy. ART Deptt	Debjyoti
21	SB Bose	MD - WAMUL	SB Bose
22	Mustaqim Rahan	OSA to SPD	Mustaqim Rahan 8/5/2017
23	Panchali Kakati	SDS, ARIAS Society	Panchali Kakati 8/5/17
24	H. R. Baishya	Agri Coordinator, ARIAS	H. R. Baishya 8/5/17
25	Sreemant Phukan	Monitoring & Evaluation Specialist, ARIAS Society	Sreemant Phukan 8/5/2017
26	Fakharuddin Ahmed	Sr. Advisor, ARIAS	F. Ahmed
27	Piyamanda Singh W.	BPR & IT Specialist, ARIAS	Piyamanda S.
28	Dr. S. Purnanandhan	Fisheries Advisor ARIAS	Dr. S. Purnanandhan
29			



**Appendix-2**  
**to the Minutes of Joint meeting of the PGC and the GB of ARIAS Society held on 8<sup>th</sup> May 2017**

**PROPOSED CHANGES**  
**to the Memorandum of Association (MoA), Rules of Business (RoB) and Bye Laws**  
**Of the ARIAS Society in tabular form**

(Inserts are shown in **Bold** and deletions are shown in ~~strikethrough~~ )

**MEMORANDUM OF ASSOCIATION**

<b><u>Existing Provisions OF MEMORANDUM OF ASSOCIATION</u></b>	<b><u>Proposed Modifications in MEMORANDUM OF ASSOCIATION</u></b>
<b><u>Background</u></b> <ul style="list-style-type: none"> <li>Assam Rural Infrastructure and Agricultural Services Project (ARIASP) Society came into existence on October 23, 1998 and after being Notified by the Government of Assam vide No. AGA. 124 / 98 / 44 dated 15-10-1998.</li> </ul>	<b><u>Background</u></b> <ul style="list-style-type: none"> <li>No Change.</li> </ul>
<ul style="list-style-type: none"> <li>ARIASP Society, was the 'Project Implementation Unit (PIU)' for the World Bank financed Assam Rural Infrastructure and Agricultural Services Project (ARIASP) and was responsible for coordination and monitoring implementation of the Project as an apex State Level body ARIASP was closed on June 30, 2004 and a follow-on Project, with World Bank assistance called ' Assam Agricultural Competitiveness Project' (AACP) became effective on February 24, 2005 which is to be implemented till December 31, 2009. Assam Government's notified vide No. AGA.400/2004/3 dated 04-10-2004, the ARIASP Society created vide notification No. AGA. 124 / 98 / 44 dated 15-10-1998 would act as the 'Project Coordination Unit' (PCU) of the AACP.</li> </ul>	<ul style="list-style-type: none"> <li>No Change.</li> </ul>
<ul style="list-style-type: none"> <li>Since the World Bank financed Project 'ARIASP' was closed on June 30, 2004, the 'ARIASP Society' hereinafter shall be called '<u>Assam Rural Infrastructure and Agricultural Services (ARIAS) Society</u>', briefly 'ARIAS Society'.</li> </ul>	<ul style="list-style-type: none"> <li>No Change</li> </ul>
<b><u>Key Modifications</u></b> <p>"ARIAS Society will function as an apex autonomous body of the Government of Assam for monitoring, coordination and / or implementation of World Bank or any other externally financed / aided Projects or other Projects of any department as may be authorized by the Government of Assam from time to time." (<i>Instead of World Bank or any other externally financed Project as per the existing MOA</i>)</p>	<b><u>Key Modifications</u></b> <p><b>Key Amendment: (as approved by PGC on the meeting held on.....2017.)</b></p> <p>(List of amendment to be inserted here):</p>
<p><b>The Memorandum of Association (MoA) and Rules of Business (RoB) of the ARIAS Society shall remain amended as provided hereunder-</b></p>	<p>No Change</p>



Existing Provisions OF MEMORANDUM OF ASSOCIATION	Proposed Modifications in MEMORANDUM OF ASSOCIATION
1. <b>Title:</b> The name of the society shall be 'Assam Rural Infrastructure And Agricultural Services (ARIAS) Society' i.e. herein after referred as ' <b>ARIAS Society</b> '.	1. <b>No Change</b>
2. <b>Registered Office:</b> The registered office of the 'ARIAS Society shall be located in the Agriculture Campus, GS Road, Khanapara, Guwahati-781022, Assam.	2. <b>No Change</b>
3. <b>Purposes and Objectives:</b>	3. <b>Purposes and Objectives:</b>
<ul style="list-style-type: none"> <li>The ARIAS Society originally created vide Government notification No. AGA. 124/98/44 dated 15-10-1998, shall function as an apex autonomous body of the Government of Assam for monitoring, coordination and/or implementation of World Bank or any other externally financed/aided Projects or other Projects of any department as may be authorized by the Government of Assam from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>No change</li> </ul>
<ul style="list-style-type: none"> <li>Primarily, ARIAS Society will focus on carrying out activities as laid down in the individual Project Report of the Projects taken up or to be taken up by the State Government with World Bank or other external finance/aid or financed/aided by any other source and as may be authorized by the State Government. Specifically, the basic objective of the ARIAS Society is to take up activities and make investments through various implementing agencies/ line departments of the State Government for achieving the development objectives of the individual World Bank or any other externally financed/aided Projects or other Projects of any department, as may be authorized by the Government of Assam from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Primarily, ARIAS Society will focus on carrying out activities as laid down in the individual <del>Project Report</del> <b>mandate</b> of the Projects taken up or to be taken up by the State Government with World Bank or other external finance/aid or financed/aided by any other source and as may be authorized by the State Government. Specifically, the basic objective of the ARIAS Society is to take up activities and make investments through various implementing agencies/ line departments of the State Government for achieving the development objectives of the individual World Bank or any other externally financed/aided Projects or other Projects of any department, as may be authorized by the Government of Assam from time to time.</li> </ul>
	<ul style="list-style-type: none"> <li>In addition, ARIAS Society shall also function as a Centre of Excellence for facilitating its multifunctional core expertise for other developmental projects in the State of Assam and beyond, including on commercial/contractual basis (as the case may be). The Society may also take up consultancy assignments on commercial/ contractual basis for providing advisory and Project Management Services and may also apply for/participate in competitive processes for non-commercial schemes</li> </ul>
4. <b>Functions:</b> The functions of ARIAS Society shall be: <ul style="list-style-type: none"> <li>a. to take/ undertake all actions/ activities that may be necessary for implementation of World Bank or Externally financed Projects, as authorized by the Government of Assam (such as World Bank financed ARIASP, AACP etc.), in particular for achievement of the development objectives of individual Projects</li> </ul>	4. <b>Functions:</b> For attainment of its objectives, the Society may carry out amongst other, the following functions: <ul style="list-style-type: none"> <li>a. to take/undertake all actions/activities that may be necessary for implementation of "World Bank or Externally financed/<del>aided</del> Projects or <b>other Projects of any department as may be</b> authorized by the Government of Assam (<del>such as World Bank financed ARIASP, AACP etc.</del>)", herein after also called as "<b>ARIAS Society Projects</b>", in particular for achievement of the development objectives of individual Projects;</li> </ul>



Existing Provisions OF MEMORANDUM OF ASSOCIATION	Proposed Modifications in MEMORANDUM OF ASSOCIATION
b. to create duly empowered management mechanism, through participation of/collaboration with various government departments and autonomous bodies/ educational and research institutions including NGO's and private organizations etc., as may be deemed necessary for achievement of development objectives of the Projects as authorized by the Govt of Assam.	b. to create duly empowered management mechanism, through participation of/collaboration with various government departments and autonomous bodies/ educational and research institutions including NGO's and private organizations etc., as may be deemed necessary for achievement of development objectives of the Projects <del>as authorized by the Government of Assam.</del>
c. to establish an appropriate coordination and monitoring mechanism at the district, sub-division, block, village and Panchayat levels and to delegate appropriate powers to such bodies as may be necessary for implementation of the Projects, as may be authorized by the Government of Assam from time to time;	c. to establish an appropriate coordination and monitoring mechanism at the district, sub-division, block, village and Panchayat levels and to delegate appropriate powers to such bodies as may be necessary for implementation of the Projects, as may be authorized by the Competent Authority <del>Government of Assam from time to time;</del>
d. to undertake innovative initiatives in areas related to Projects, as stated in the relevant Project Reports or as recommended by the Review/Technical Missions of the Project Funding Agencies or as may be directed by the Govt of Assam;	d. No change
e. to create technical, administrative and other posts considered necessary for implementation of the individual Projects in the Project Coordination Unit (PCU) of the ARIAS Society, and to retain such posts in the PCU and to make payments for the same pursuant to provisions in this regard in the Rules of Business of ARIAS Society. The creation of such posts, however shall be as per stipulations of the Project Report of each individual Project, and such Project Reports duly approved by the Government of Assam	e. to create technical, administrative and other <del>posts</del> positions considered necessary for implementation of the individual Projects <del>in the Project Coordination Unit (PCU) of taken up by the</del> ARIAS Society, and to retain such <del>posts in the PCU positions and to appoint or employ temporarily to engage any person</del> <b>on contractual basis as per the HR Policy of the Society any person and persons</b> and to pay them, for services rendered to the Society such salaries, wages, as may be defined in the HR policy and to introduce and implement welfare schemes, for the benefit of such persons, as the Society may in this behalf determine. <del>Pursuant to provisions in this regard in the Rules of Business of ARIAS Society. The creation of such posts, however shall be as per stipulations of the Project Report of each individual Project, and as such Project Reports duly approved by the Government of Assam</del>
f. to make rules and regulations and Bye laws, not inconsistent with the Memorandum of Association in conduct of activities of the ARIAS Society and its affiliates;	f. No change
g. to accept grants of money , securities of property and to undertake and accept management of any endowment consistent with the object of the individual Projects;	g. to accept grants <del>in-aid, of money</del> financial securities, <del>of property</del> <b>professional fee, any other income from consultancy services rendered, etc.</b> and to undertake and accept management of any endowment consistent with the object of the individual Projects <b>implemented or the services provided by ARIAS Society;</b>
h. to prepare annual reports, monthly, quarterly and annual accounts of ARIAS Society;	h. No change
i. to purchase, hire, dispose through formal auction, take on lease, exchange or otherwise acquire property both movable and immovable, in pursuance of objectives of individual Projects and that of ARIAS Society;	i. No change
j. to commit expenditure as received from Government or any other source in pursuance of individual Projects and that of ARIAS Society objectives; and	j. No change



Existing Provisions OF <b>MEMORANDUM OF ASSOCIATION</b>	Proposed Modifications in <b>MEMORANDUM OF ASSOCIATION</b>
k. to take all such actions, including those not mentioned above, as may be necessary for or incidental to the achievements of development objectives of Projects and that of ARIAS Society.	k. No change
	l. <b>to create units, committees, sub-committees and bodies as considered</b>
	m. <b>necessary to execute and perform activities for achievement of development objectives of the Projects</b>
	n. <b>to construct or alter office building which may be necessary for the Society;</b>
	o. <b>to create competencies for project preparation, implementation and management, for externally financed/aided projects or other projects of Central/State government or public sector organizations.</b>
5. <b>Assets:</b> The income and property of ARIAS Society, howsoever derived, shall be applied towards promotion of the objects thereof as set forth in the Memorandum of Association, subject nevertheless, in respect of the expenditure of the grants made by the Government of Assam, to such limitations as the Government of Assam may from time to time impose. No portion of the income and property of ARIAS Society shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to the persons who at any time have been members of the ARIAS Society or to any of them or to any person claiming through them provided that nothing herein contained shall prevent payment made as remuneration to any member thereof or other persons in return for any services rendered to ARIAS Society.	5. <b>Assets and Income:</b> The income and property of ARIAS Society, howsoever derived, shall be applied towards promotion of the objects thereof as set forth in the Memorandum of Association, subject nevertheless, in respect of the expenditure of the grants made by the Government of Assam, to such limitations as the Government of Assam may from time to time impose. No portion of the <del>income, fixed assets</del> and property of ARIAS Society shall be paid or transferred, directly or indirectly, by way of dividend, <del>bonus or otherwise</del> to the persons who at any time have been members of the ARIAS Society <del>or to any of them</del> or to any person claiming through them provided that nothing herein contained shall prevent payment made <b>(a) as remuneration and project allowance (as per HR Policy)</b> to any member thereof or other persons in return for any services rendered to ARIAS Society <b>and (b) as incentive from the income accrued from the consultancy services / assignments to the persons rendering services under such assignments taken up by the Society.</b>
6. <b>Power of the Government :</b> The Government of Assam may appoint one or more persons to review the work and progress of ARIAS Society, and to hold enquiries into the affairs thereof and to report thereon in such manner as the Government may stipulate. Upon receipt of such report, the Government may take such action and issue such directions, as it may consider necessary in respect of any of the matters dealt with in the report. The ARIAS Society shall be bound to carry out such directions. In addition, the Government of Assam, at any time, may issue directives on matters of policy to the ARIAS Society and the latter shall be bound to comply with such directives.	6. No Change.
7. <b>Dissolution:</b> If on winding up or dissolution of ARIAS Society, there shall remain, after satisfaction of all debts and liabilities, any asset or property; they shall be dealt with in such manner as the Government of Assam may determine.	7. <b>Dissolution:</b> If on winding up or dissolution of ARIAS Society, there shall remain, after satisfaction/ <b>settling</b> of all debts and liabilities, any asset or property; they shall be dealt with in such manner as the Government of Assam may determine <b>and direct.</b>





Existing Provisions OF MEMORANDUM OF ASSOCIATION		Proposed Modifications in MEMORANDUM OF ASSOCIATION																					
8.	<b>Management of the ARIAS Society</b> shall be conducted by a structure which shall consist of a two tier administrative system comprising of the Project Guidance Council and the Governing Body . While the Project Guidance Council shall form the apex policy-making body of the ARIAS Society, the Governing Body shall be the executive authority of the Society which shall function as per over-all direction and guidance of the Project Guidance Council.	8.	No Change.																				
9.	A certified copy of the Amended Rules of Business of the ARIAS Society is filed along with the Memorandum of Association.	9.	A certified copy of the Amended Rules of Business of the ARIAS Society ( <b>....., 2017</b> ) is filed along with the Memorandum of Association.																				
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## RULES OF BUSINESS

Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
<b>Short title, extent and commencement:</b>	<b>Short title, extent and commencement:</b>
1. (i) These rules shall be called the Rules of Business of Assam Rural Infrastructure and Agricultural Services (ARIAS) Society (hereinafter called 'ARIAS Society'), 1998.	1. (i) These rules shall be called the Rules of Business of Assam Rural Infrastructure and Agricultural Services (ARIAS) Society (hereinafter <b>also called as 'ARIAS Society' or ARIASS (as amended in .....2017)</b> )
(ii) They shall extend to all activities of ARIAS Society within the state of Assam.	(ii) No change.
(iii) They shall come into force with effect from 1 <sup>st</sup> November, 1998.	(iii) They shall come into force with effect from .....2017. <b><i>The amended RoB shall become effective with effect from the date of its approval by the Government of Assam.</i></b>
<b>Definitions:</b>	<b>Definitions:</b>
2. In the Rules of Business, unless the subject or context requires otherwise :	2. No change :
i. "Agricultural Production Commissioner" means the Agricultural Production Commissioner of the Government of Assam;	i. No change;
ii. "ARIAS Society " means 'Assam Rural Infrastructure and Agricultural Services' (ARIAS) Society ' which was created by Government of Assam to act as nodal coordinating and monitoring agency for all World Bank/ Externally financed Projects to be implemented under the Agriculture Department, as would be authorized by the Government of Assam from time to time;	ii. "ARIAS Society " means 'Assam Rural Infrastructure and Agricultural Services' (ARIAS) Society ' which was created by Government of Assam to act as nodal coordinating and monitoring agency for all World Bank or any other externally financed Projects or any other Projects ( <b>irrespective of source of funds</b> ) in Assam <del>under the Agriculture Department,</del> as may be authorized by the Govt. of Assam from time to time;
iii. "ARIAS Projects " means any World Bank/ Externally financed Projects under Agriculture Department, whose coordinating and monitoring responsibility will be vested to the 'ARIAS Society' as would be authorized by the Government of Assam;	iii. "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
iv. "Chairman" means the Chairman of the Governing Body of the ARIAS Society;	iv. No Change;
v. "Chief Secretary" means the Chief Secretary to the Government of Assam;	v. No Change;
vi. "Finance Department" means, the Finance Department of the Government of Assam;	vi. No Change;
vii. "Governing Body" means the executive authority of the ARIAS Society constituted under Rule 4 hereunder .	vii. No Change.
viii. "Government" means the Government of Assam in the office of Chief Secretary.	viii. No Change;





Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
<p>ix. <b>"Implementing Agencies"</b> means the line departments of the Government of Assam and autonomous institutions entrusted with the responsibility of implementing World Bank/ Externally financed Projects under the Agriculture Department, as would be authorized and determined by the Government of Assam and as laid down in the Project Reports such as (SAR, PAD etc of the World Bank); Such departments/ agencies include Departments of Agriculture, AH &amp; Veterinary, Dairy, Fisheries, Irrigation, Public Works Revenue , Environment &amp; Forest, Sericulture, Dairy, etc. and Agencies such as Assam Agricultural University, District Level ATMA (Agricultural Technology Management Agency) Societies, NGOs hired under the Projects, Joint Forest Management (JFM) Groups, Field Management Committees (FMC), Dairy Cooperative Societies, Self Help Groups (SHG), Farmers Interest Groups (FIGs), Agro Service Groups (ASGs) etc., recognized under the individual World Bank/ Externally financed Projects to foster private public partnership.</p>	<p>ix. <del>"Implementing Agencies"</del> means the line departments of the Government of Assam and autonomous institutions entrusted with the responsibility of implementing World Bank/ Externally financed Projects <del>or any other projects</del> under the Agriculture Department, as <del>may be</del> authorized and determined by the Government of Assam and as laid down in the Project Reports such as (SAR, PAD etc of the World Bank); Such departments/ agencies <del>may</del> include Departments of Agriculture, AH &amp; Veterinary, Dairy, Fisheries, Irrigation, Public Works Revenue , Environment &amp; Forest, Sericulture, Dairy, etc. and Agencies such as Assam Agricultural University, District Level ATMA (Agricultural Technology Management Agency) Societies, NGOs hired under the Projects, Joint Forest Management (JFM) Groups, Field Management Committees (FMC), Dairy Cooperative Societies, Self Help Groups (SHG), Farmers Interest Groups (FIGs), Agro Service Groups (ASGs) <del>Milk Producers Institutions (MPIs)</del>, etc., recognized under the individual World Bank/ Externally financed Projects <del>or any other projects</del> to foster private public partnership.</p> <p><b>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 Government of Assam and as laid down in the Project Reports;</b></p>
<p>x. <b>"Officers and Staff"</b> means the officers and staff in the employment of the ARIAS Society - part time or full-time.</p>	<p>x. No change</p>
<p>xi. <b>"PIU"</b> means the Project Implementation Unit (PIU) in the line departments created for implementation of individual World Bank/ Externally financed Projects under the ARIAS Society .</p>	<p>xi. No change</p>
<p>xii. <b>"PCU "</b> 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' will be located.</p>	<p>xii. No Change.</p>
<p>xiii. <b>"President"</b> means the President of the Project Guidance Council;</p>	<p>xiii. No Change;</p>
<p>xiv. <b>"State Project Director"</b> means the Project Director of ARIAS Society .</p>	<p>xiv. No Change.</p>
<p>xv. <b>"Projects"</b> means, World Bank or any other externally financed/aided Projects or other Projects of any department, as may be taken up by the authorized by the Government of Assam from time to time for monitoring, coordination and/or implementation by the ARIAS Society</p>	<p>xv. <b>"Projects"</b> means, World Bank or any other externally financed/aided Projects <b>authorized by the Government of Assam</b> or other Projects/<b>Assignments of any department</b>, as may be taken up by the <b>Society authorized by the Government of Assam</b> from time to time for monitoring, coordination and/or implementation by</p>



Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
	the ARIAS Society
xvi. <b>"Project Guidance Council"</b> means the apex body of the ARIAS Society constituted under Rule 3 hereunder .	xvi. No Change.
xvii. <b>"Project Report"</b> means Project reports prepared by the World Bank/ External financing agency such as <b>"Staff Appraisal Report (SAR)</b> Project Appraisal Document (PAD)" of the World Bank.	xvii. <b>"Project Report"</b> means <del>Project</del> 'Reports' prepared by the World Bank/ External financing agency <b>including by ARIAS Society, and</b> approved by the Govt. of Assam for the Projects to be monitored, coordinated and implemented by the ARIAS Society. This may include documents like <b>Project Implementation Plan (PIP)</b> , Project Appraisal Documents (PADs) etc.
	<p>3. <b>Sources of funds of the Society :</b> The funds of the Society will consist of the following:</p> <p>i) Grants-in-aid from the Government of Assam / India for:</p> <ul style="list-style-type: none"> <li>• Externally Aided Projects</li> <li>• Centrally Sponsored Schemes</li> <li>• Central Sector Schemes</li> <li>• Other Projects</li> </ul> <p>ii) Contribution from other sources</p> <p>iii) Revenue generated from assignments and projects</p> <p>iv) Receipts of the Society from other sources</p> <p>v) Receipts of the Society from other sources</p>
<p>3. <b><u>Management and flow of funds to the Society :</u></b></p> <p>i. The respective line departments of the Government of Assam associated with individual World Bank financed Projects will sanction and release, with the concurrence of the Planning &amp; Development and the Finance Department of the Government of Assam, the first installment equivalent to 30% of the respective Budgetary allocation for the individual World Bank/ Externally financed Project during a particular Financial year by 2nd week May or after the budget for that financial year is passed, whichever is later. The second and third installments, equivalent to 50% and 20% of the allocation earmarked, shall be released by first of October and first of January of every year.</p> <p>The respective line departments associated with individual World Bank/ Externally financed Projects as per individual Project Reports such as SAR/ PAD of</p>	<p><del>3.</del> 4. <b><u>Management of Fund:</u></b></p> <p>In respect of the Projects to be financed either from external aid sources or State exchequer the nodal departments associated with the individual projects shall provide fund in the State Budget for such expenditure proposed to be incurred under the projects during the financial year as Grant-in-aid to the ARIAS Society.</p> <p>However, in case of projects involving multiple departments, the nodal department shall provide fund in their respective Annual Budget..</p> <p>a. Creation of a corpus fund: all internally generated revenues shall be used to create a corpus fund and the same shall be managed as per the guideline to be finalized by the Governing Body of the ARIAS Society;</p> <p>b. Drawing and Disbursing Officer (DDO): The State Project Director will be the full-</p>



Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
<p>the World Bank shall release the installments as mentioned above, as grants-in-aid to the ARIAS Society.</p> <p>The release of the funds by installments as mentioned above shall be made subject to the progress of utilization of funds including claim for reimbursement, on the condition that no fund including releases made during the previous years by the Government will be pending with the Society for claim of reimbursement for more than 6(six) months. The amount of such funds pending for more than 6(six) months will be adjusted out of the installment due.</p> <p>ii. All reimbursements made by the Government of India/ World Bank or External financing agency for the Projects, if received by the ARIAS Society, shall be credited to the account of the State Government.</p> <p>iii. <b>Grants-in- aid to the ARIAS Society:</b></p> <p>(a) The Plan allocation under World Bank/ Externally financed Projects will be shown as Grants-in- aid to the ARIAS Society which shall be reflected accordingly in the budget of the respective implementing line departments of the Government of Assam till continuance of such Projects.</p> <p>(b) Head of the Department of the Implementing Deptt. shall act as DDO for drawing the budgeted amount and disburse the same to ARIAS Society.</p> <p>(c) The ARIAS Society in turn shall disburse the amount to the field officers of the line Deptt. or the implementing agency identified for implementing the approved work and services under the project provided that the ARIAS Society shall disburse the amount by account payee cheque only.</p> <p>(d) The field Officer of the implementing agency shall deposit the fund so received in current account, which shall be opened by them with approval of SPD ARIAS Society in a Nationalized Bank, exclusively for implementing the approved work and services under the project. The fund received from any other source or stream shall not be deposited in this account. The current account shall be jointly operated by the Field Officer and senior most Accounts officer of his/ her office. In case of implementing agencies the legal signatory of the agency and the Accounts Officer shall operate the account.</p> <p>(e) The SPD ARIAS Society shall ensure that the current account opened are closed on the day the Project declared to be closed.</p> <p>iv. The grants-in-aids released to the ARIAS Society released for implementing schemes/ activities of the Projects by the line departments shall not be diverted</p>	<p>time Chief Executive of the ARIAS Society and shall act as Drawing and Disbursing Officer for drawal of the Grant-in Aid provided in the state budget for the individual projects.</p> <p>c. The respective administrative departments shall issue financial sanction to the ARIAS Society for drawal of the fund from the State Budget as per the project requirements.</p> <p>d. The SPD shall keep such fund drawn by him from the State Budget in the accounts opened in nationalized/scheduled commercial bank/banks for the purpose.</p> <p>e. The ARIAS Society in turn shall disburse the amount to the Implementing departments or agencies identified for implementing the ARIAS Society Projects</p> <p>f. Based on the need of the ARIAS Society project, the ARIAS Society may adopt centralized or decentralized payment system defined in the respective Financial Management Manual of the ARIAS Society project.</p> <p>g. The SPD, ARIAS Society shall ensure that the bank accounts are closed after final reconciliation and settlement of the accounts of the completed projects. The unspent fund shall be refunded to the Govt. exchequer, provided the funds are not required to be utilized for preparation/implementation of any subsequent ARIAS Society Project as authorized the Government of Assam. In such case, the balance fund shall be transferred to a new account opened for the purpose.</p> <p>h. The grants-in-aids released to the ARIAS Society for implementing schemes/ activities of the Projects by the line departments/directorates shall not be diverted for non-project related activities.</p> <p>i. The ARIAS Society shall be responsible for submission of Utilization Certificate to the Government of Assam for the funds drawn by the Society.</p> <p>Any interest earned by the Society shall be treated as Receipts of the Society and will be kept in the Society's bank account. The income and property of the Society, however, derived, shall be utilized as per the norms finalized by the Governing Body of the ARIAS Society for the purpose of taking forward the developmental objective of the Society.</p>





Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:																																																																											
<p>for establishment expenditure of the Society. The ARIAS Society shall obtain grants-in-aid for establishment expenditure of the PCU separately out of the funds earmarked for establishment expenditure budgeted under Agriculture Department .</p> <p>v. The ARIAS Society shall be responsible for submission of Utilization Certificate for the funds released to it.</p> <p>Any interest earned by the Society on un-utilized funds will be deposited to the State Government under appropriate Head of Account.</p> <p>Any interest earned by the Society on un-utilized funds will be deposited to the State Government under appropriate Head of Account.</p>																																																																												
<p>4. <b>Project Guidance Council (PGC)</b> :The Project Guidance Council shall have the following as members:</p> <table><tr><td>Chief Secretary of Assam</td><td>:</td><td>President</td></tr><tr><td>Agriculture Production Commissioner</td><td>:</td><td>Member Secy.</td></tr><tr><td>Commissioner &amp; Secretary Finance Department:</td><td>:</td><td>Member</td></tr><tr><td>Commissioner &amp; Secretary Planning &amp; Development Deptt.</td><td>:</td><td>Member</td></tr><tr><td>Commissioner &amp; Secretary Agriculture Department</td><td>:</td><td>Member</td></tr><tr><td>Commissioner&amp; Secretary A.H. &amp; Vetty. Department</td><td>:</td><td>Member</td></tr><tr><td>Commissioner&amp; Secretary Fishery Department</td><td>:</td><td>Member</td></tr><tr><td>Commissioner &amp; Spl. Secretary, Public Works Department</td><td>:</td><td>Member</td></tr><tr><td>Commissioner&amp; Secretary Environment and Forest Department</td><td>:</td><td>Member</td></tr><tr><td>Commissioner&amp; Secretary Handloom, Textiles and Sericulture Deptt</td><td>:</td><td>Member</td></tr><tr><td>State Project Director ARIAS Society</td><td>:</td><td>Member</td></tr><tr><td>Two Non official members to be decided by the President</td><td>:</td><td></td></tr></table> <p>Consultants hired under the Project, such as Monitoring &amp; Evaluation Consultant and Contract Supervision consultant, as may be desired by the President, shall be the permanent invitee to PGC Meetings</p>	Chief Secretary of Assam	:	President	Agriculture Production Commissioner	:	Member Secy.	Commissioner & Secretary Finance Department:	:	Member	Commissioner & Secretary Planning & Development Deptt.	:	Member	Commissioner & Secretary Agriculture Department	:	Member	Commissioner& Secretary A.H. & Vetty. 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Secretary, Public Works Department	:	Member	Commissioner& Secretary Environment and Forest Department	:	Member	Commissioner& Secretary Handloom, Textiles and Sericulture Deptt	:	Member	State Project Director ARIAS Society	:	Member	Two Non official members to be decided by the President	:		<p><del>4</del> 5. <b>Project Guidance Council (PCG)</b>: The Project Guidance Council shall have the following as members:</p> <table><tr><td>Chief Secretary, <b>Government</b> of Assam (GoA)</td><td>:</td><td>President</td></tr><tr><td>Agriculture Production Commissioner, <b>GoA</b>:</td><td>:</td><td>Member Secy.</td></tr><tr><td><b>Senior most Secretary</b> <del>Commissioner &amp; Secretary Finance</del> Department:</td><td>:</td><td>Member</td></tr><tr><td><b>Senior most Secretary</b> <del>Commissioner &amp; Secretary Planning &amp; Development Deptt:</del></td><td>:</td><td>Member</td></tr><tr><td><del>Commissioner &amp; Secretary Agriculture Department:</del></td><td>:</td><td><del>Member</del></td></tr><tr><td><del>Commissioner&amp; Secretary A.H. &amp; Vetty. 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Secretary, Public Works Department:</del></td><td>:</td><td><del>Member</del></td></tr><tr><td><del>Commissioner&amp; Secretary Environment and Forest Department:</del></td><td>:</td><td><del>Member</del></td></tr><tr><td><del>Commissioner&amp; Secretary Handloom, Textiles and Sericulture Deptt</del></td><td>:</td><td><del>Member</del></td></tr><tr><td><b>Senior most Secretaries of the implementing Government Departments of the ARIAS Society Projects</b></td><td>:</td><td>Member</td></tr><tr><td>State Project Director ARIAS Society</td><td>:</td><td>Member</td></tr><tr><td><del>Two Non official members to be</del> <b>as may be decided by the President</b></td><td>:</td><td></td></tr></table> <p><b>A nominee of the Vice Chancellor, Assam Agriculture University;</b> Consultants hired under the Project, such as <b>Knowledge Partners</b>, Monitoring &amp; Evaluation Consultant and Contract Supervision Consultants, Technical Consultants etc. <del>shall may be permanent</del> invitees to the PGC meetings, as desired by the President, PGC.</p> <p><b>New members may be added to the PGC with approval of the Chief Secretary, Govt of Assam (President, ARIAS Society) as per the need of the ARIAS Society Projects.</b></p>	Chief Secretary, <b>Government</b> of Assam (GoA)	:	President	Agriculture Production Commissioner, <b>GoA</b> :	:	Member Secy.	<b>Senior most Secretary</b> <del>Commissioner &amp; Secretary Finance</del> Department:	:	Member	<b>Senior most Secretary</b> <del>Commissioner &amp; Secretary Planning &amp; Development Deptt:</del>	:	Member	<del>Commissioner &amp; Secretary Agriculture Department:</del>	:	<del>Member</del>	<del>Commissioner&amp; Secretary A.H. &amp; Vetty. Department:</del>	:	<del>Member</del>	<del>Commissioner&amp; Secretary Fishery Department:</del>	:	<del>Member</del>	<del>Commissioner &amp; Spl. Secretary, Public Works Department:</del>	:	<del>Member</del>	<del>Commissioner&amp; Secretary Environment and Forest Department:</del>	:	<del>Member</del>	<del>Commissioner&amp; Secretary Handloom, Textiles and Sericulture Deptt</del>	:	<del>Member</del>	<b>Senior most Secretaries of the implementing Government Departments of the ARIAS Society Projects</b>	:	Member	State Project Director ARIAS Society	:	Member	<del>Two Non official members to be</del> <b>as may be decided by the President</b>	:	
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Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
<p>(a) <b>Term of member:</b>  Term of official members will be co-terminus with their tenure in the specified appointment in the Government and they will not be eligible to resign.  Term of non-official members shall be as decided by the President, ARIAS Society. Non- official members shall cease to be such members if s/he</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> resigns from membership,</li> <li><input type="checkbox"/> is of unsound mind,</li> <li><input type="checkbox"/> convicted in an offence,</li> <li><input type="checkbox"/> fails to attend two consecutive meetings without leave, and</li> <li><input type="checkbox"/> ceases to hold the position by virtue of which membership was made.</li> </ul>	<p>(a) <u>No change</u></p>
<p>(b) <b>Resignation of non-official membership:</b> A resignation of membership will be tendered to the President of Project Guidance Council and will take effect on acceptance of the same by the President and notified.</p>	<p>(b) <u>No change.</u></p>
<p>(c) <b>Filling up of non- official vacancies:</b> Vacancies of non- official members will be filled up by nomination by the Project Guidance Council by a resolution.</p>	<p>(c) <u>No change.</u></p>
<p>5. <b>Powers and Functions of the Project Guidance Council:</b>  Following will be the powers and functions:</p> <ul style="list-style-type: none"> <li>i. to review the implementation of ARIAS World Bank financed Projects and give overall policy guidance and directions for efficient functioning of ARIAS Society;</li> <li>ii. to consider the balance sheet and audited accounts and their approval;</li> <li>iii. to consider the annual reports and approval of the same;</li> <li>iv. to consider and approve annual work plan and budget of the ARIAS Society;</li> <li>v. to amend the Rules of Business of the ARIAS Society subject to approval of Government;</li> </ul>	<p><del>5</del> 6. <b>Powers and Functions of the Project Guidance Council (PCG)</b>  Following will be the powers and functions:</p> <ul style="list-style-type: none"> <li>i) No change;</li> <li>ii) No change;</li> <li>iii) No change</li> <li>iv) to amend the Rules of Business of the ARIAS Society <del>subject to the approval of the Government</del></li> </ul>
<p>6. <b>Meeting of the Project Guidance Council:</b>  The meeting of the Guidance Council:</p> <ul style="list-style-type: none"> <li>i. will be held at such date, time and venue as decided by the President and notified by or on behalf of the Member Secretary; provided that at least one meeting will be held every year.</li> <li>ii. in the event of the President being not present, meeting will be chaired by one of the official members to be elected.</li> <li>iii. one half of the members will form the quorum: quorum in the adjourned meetings would not be required .</li> </ul>	<p><del>6</del> 7. No change:</p>





Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
<p>iv. each member of Project Guidance Council will have one vote; all decisions that cannot be arrived at by consensus will be determined by the majority vote.</p>	
<p><b>7. Governing Body (GB):</b> ARIAS Society being constituted primarily to implement ARIAS World Bank financed projects under Agriculture department, as authorized by the Government of Assam, the Governing Body shall exist to bring about overall co-ordination among various implementing line departments and agencies, to monitor the progress of implementation of ARIAS the World Bank financed projects, to discharge management responsibilities under overall guidance of the Project Guidance Council and to give directions or take decisions in an endeavour, whenever necessary, to achieve the development objectives of the World Bank financed Projects.</p> <p>Governing Body shall consist of following as members:</p> <ol style="list-style-type: none"> <li>1) Agriculture Production Commissioner: Chairman</li> <li>2) State Project Director, ARIAS Society: Member Secretary</li> <li>3) Representative of Finance Department not below the rank of Secretary to the Government of Assam: Member</li> <li>4) Representative of Planning &amp; Development Department not below the rank of Secretary to the Government of Assam: Member.</li> <li>5) Commissioner &amp; Secretary of Implementing Departments: Member</li> <li>6) Heads of Implementing Departments: Member</li> <li>7) Four Non-official members from implementing agencies as may be decided by the Chairman.</li> </ol> <p>Chief Engineer, Agriculture , a nominee of the Vice Chancellor, Assam Agriculture University, Monitoring &amp; Evaluation Consultant and Contract Supervision consultant, shall be the permanent invitee to GB Meetings shall be permanent invitee to the meetings of the Governing Body.</p>	<p><b><del>7</del>8. Governing Body (GB):</b></p> <p>a) ARIAS Society, being constituted primarily to implement “ARIAS Society Projects”, a ‘Governing Body’ shall exist to bring about overall co-ordination among various implementing line departments, directorates and agencies, to coordinate &amp; monitor the progress of implementation of ARIAS Society Projects, and to discharge management and administrative responsibilities under overall guidance of the Project Guidance Council and to give directions or take decisions in an endeavor, whenever necessary, to achieve the development objectives of the ARIAS Society Projects.</p> <p>b) The Governing Body shall consist of the following Members:</p> <ol style="list-style-type: none"> <li>1) Agriculture Production Commissioner: Chairman</li> <li>2) State Project Director, ARIAS Society: Member Secretary</li> <li>3) Representative of Finance Department (<b>Preferably</b> not below the rank of Secretary to the Government of Assam): Member</li> <li>4) Representative of Planning &amp; Development Department (<b>Preferably</b> not below the rank of Secretary to the Government of Assam): Member.</li> <li>5) Commissioner &amp; Secretary/ <b>Secretaries</b> of the Implementing Departments <b>of the ARIAS Society Projects</b>: Member</li> <li>6) Heads of <b>the Directorates/Public Agencies of the</b> Implementing Departments <b>of the ARIAS Society Projects</b>: Member</li> <li>7) <del>Four</del> Non-official members as may be decided by the Chairman.</li> </ol> <p><b>New members may be added to the GB with approval of the APC &amp; Chairman, GB and the Chief Secretary, Govt of Assam &amp; President, ARIAS Society as per the need of the ARIAS Society projects.</b></p> <p><b>A nominee of the Vice Chancellor, Assam Agriculture University; Consultants hired under the Project, such as Knowledge Partners, Monitoring &amp; Evaluation Consultant and Contract Supervision Consultants, Technical Consultants etc. may be invitees to the GB meetings, as desired by the Chairman , GB.</b></p>



Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
	c) Terms of GB Member: Term of official permanent members will be co-terminus with their tenure in the specified positions in the Government and they will not be eligible to resign. Term of non-permanent members (project based) shall be co-terminus with the project period or as decided by the Chairman, ARIAS Society.
8. <b>Meetings of Governing Body</b> : Meeting of Governing Body will be held at least once in four months on dates, time, venue to be decided by the Chairman and notified by the Member-Secretary. Presence of half the members of Governing Body will form the quorum.	<del>8-9.</del> <b>Meetings of Governing Body</b> : Meeting of Governing Body will be held at least once in four months on the date, time and venue to be decided by the Chairman and notified by the Member-Secretary. Presence of half the members of Governing Body will form the quorum. <b>Special GB meeting may also be held for urgent issues of specific ARIAS Society projects and may invite only project based members and permanent members. Presence of half the members invited shall form the quorum in such special GB meeting.</b>
9 <b>Power and functions of Governing Body</b> : The Governing Body will exercise all executive and financial powers of ARIAS Society as laid down in Articles 3 and 4 of the Memorandum of Association under general supervision of the Project Guidance Council. Specifically, it will:	<del>9-10</del> <b>Power and functions of Governing Body</b> : The Governing Body will exercise all executive and financial powers of ARIAS Society as laid down in Articles 3 and 4 of the Memorandum of Association under general supervision of the Project Guidance Council. Specifically, it will:
1) manage funds of ARIAS Society; The Society shall cause the audit of its accounts annually both by the duly appointed Chartered Accountant and the Accountant General, Assam or by any other agency that may be deputed by Finance department from time to time	<del>10</del> Manage funds of ARIAS Society; The Society shall cause the audit of its accounts annually by the duly appointed Chartered Accountant; in addition the Accountant General, Assam or any other agency as may be deputed by Finance Department <b>of the Government of Assam</b> from time to time <b>may audit the accounts of the ARIAS Society;</b>
2) frame bye-laws not inconsistent with Rules of Business;	2) <del>frame</del> Approve By-laws, HR policy, Financial Management Manual, Procurement Manual, Project Implementation Plan (PIP), etc. <b>and amend the same in a manner consistent with the Rules of Business;</b>
3) enter into agreement with any legal entity in furtherance of objectives of the ARIAS individual World Bank financed / Externally aided projects ;	3) enter into agreement with any legal entity in furtherance of objectives of the ARIAS individual <del>World Bank financed / Externally aided</del> <b>ARIAS Society</b> projects;
4) cause annual work plan and budget of different implementing agencies/ line department prepared as required under individual World Bank financed projects ;	4) <del>cause</del> <b>Approve the Annual Work Plan (AWP) of ARIAS Society Projects covering the physical and financial aspects</b> of the implementing agencies/ departments ;
5) allocate, sanction and provide funds to the implementing departments/ agencies for fulfillment of individual World Bank financed/ Externally aided projects;	5) allocate, sanction and provide funds to the implementing departments/directorates and agencies for fulfillment of individual <del>World Bank financed/ Externally aided</del> ARIAS Society projects
6) monitor physical and financial progress of the individual World Bank financed/ Externally aided projects in the field by the implementing line departments/ agencies;	6) monitor physical and financial progress of the individual <b>ARIAS Society</b> <del>World Bank financed/ Externally aided</del> projects in the field by the implementing line departments/ agencies
7) cause action for obtaining reimbursement of funds from the World Bank / External aiding agency;	7) cause action for obtaining reimbursement of funds from the <del>World Bank /</del> External aiding/ <b>funding</b> agencies;



Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
8) supervise and closely monitor the activities of the PIUs/ PCU; &	8) supervise and closely monitor the activities of the PIUs/ PCU; & implementing agencies;
9) take all actions deemed necessary for fulfillment of the development objectives of the individual World Bank/ Externally financed projects. This will include suggesting to the implementing agencies as well as to PGC new initiatives in fulfillment of this.	9) take all actions deemed necessary for fulfillment of the development objectives of the individual World Bank/ Externally financed ARIAS Society Projects. This will include suggesting <b>new initiatives</b> to the implementing agencies/ <b>departments</b> as well as to PGC in fulfillment of this;
10) to authorize creation of technical, administrative and other posts in the Project Coordination Unit (PCU) of ARIAS Society, and to issue retention to such posts in the PCU and to make payment for the same, provided –	10) to authorize creation of technical, administrative and other <b>posts contractual positions</b> in the Project Coordination Unit (PCU)/ <b>Project Management Unit (PMU) / Project Implementation Unit (PIU)</b> of the ARIAS Society, and to <b>issue retention</b> retain <del>of</del> such <b>contractual positions</b> <del>posts in the PCU</del> and to make payment for the same, provided-
(a) the posts shall be as provided in the Project Report (such as SAR, PAD etc. of the World Bank ) of the World Bank or External Financing Agency and such Project Report have been duly approved by the State Cabinet and <i>that prior specific concurrence of the Government for creation of posts is obtained by the Society;</i>	a) the <del>posts</del> <b>contractual positions</b> shall be as provided in the Project Report (such as SAR, PAD etc. of the World Bank ) of the World Bank or External Financing Agency and such Project Report have been duly approved by the State Cabinet and <del>that prior specific concurrence of the Government for creation of posts is obtained by the Society</del> <b>as agreed with the project financing agency and / or as provided in the Project Report of individual ARIAS Society Projects, and the incumbents shall be hired as per the HR Policy of the ARIAS Society.</b>
(b) the Salary/ TA/ DA etc for the post created is eligible for reimbursement (to the extent provided in the Project Report/ legal Agreements) by the World Bank or the External Financing Agency for the Project;	b) the Salary/ TA/ DA etc remuneration for the <del>post</del> <b>contractual positions</b> created is eligible for reimbursement (to the extent provided in the Project Report/ legal Agreements) by the <del>World Bank or the External Financing Agency</del> <b>financing agencies;</b>
(c) the posts so created by the PCU, ARIAS Society shall be purely temporary and Project Specific and shall cease to exist after closure of the individual Projects, unless terminated earlier or as decided by the Governing Body of the ARIAS Society;	c) the <del>posts</del> <b>contractual positions</b> so created by the <del>PCU</del> , ARIAS Society shall be purely temporary and Project Specific and shall cease to exist after closure of the individual Projects, unless terminated earlier <b>as per provision of the individual contract agreement</b> or as decided by <del>Governing Body</del> <b>the State Project Director of the ARIAS Society;</b>
(d) if any incumbent to a post of the PCU, ARIAS Society is brought on deputation from the State Government, an equivalent post of the incumbent in his/ her parent department shall be kept in abeyance and not filled, so as to facilitate smooth reverting of the officer; this should be reflected in the relevant Government orders for deputation;	d) <del>If any incumbent to a post of the PCU, ARIAS Society is brought on deputation from the State Government, an equivalent post of the incumbent in his / her parent department shall be kept in abeyance and not filled, so as to facilitate smooth reverting of the officer; this should be reflected in the relevant Government orders for deputation;</del> <b>if required the ARIAS Society may request the Government to depute any officer found to be suitable for a particular position either on deputation/service disposal basis as per the Government norms, in such case the remuneration etc. shall be paid as per the HR Policy of the ARIAS Society; Further, the ARIAS Society may also bring any Government</b>



Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
	official for a particular position created for ARIAS Projects on lien basis and in such case the remuneration etc. shall be paid as per the HR Policy of the ARIAS Society;
(e) incumbents on deputation to the PCU, ARIAS Society from the State Government shall not be entitled for any 'deputation allowance' other than their admissible Salary of the Post in the PCU;	(e) Government employees incumbents on deputation or on service disposal basis to the PCU, ARIAS Society from the State Government shall not be entitled for any 'deputation allowance' other than their admissible Salary of the Post in the PCU
(f) ARIAS Society shall deposit the 'Pension Contribution' and 'Leave Salary Contribution' to the appropriate Head of Account as fixed by Accountant general Assam in respect of officers on deputation from the State Government on a regular basis and deduct applicable GPF/ GIS subscriptions and professional taxes from the incumbents monthly salary and deposit to the appropriate head of account of the AG/ State Government;	f) No change;
(g) Officials and staff deputed by State Government (to the PCU, ARIAS Society) may be reverted by the ARIAS Society without assigning any reasons and	g) No change
(h) Officials and staff deputed by State Government to the PCU, ARIAS Society may not be recalled till they complete five (5) year of continuous service in the PCU and	h) No change
(i) Annual Confidential Reports (ACR) of the Officials on deputations are recorded, reviewed and accepted and send to the respective parent department of the incumbent	i) No change
The Project Director, ARIAS Society shall discharge the day-to-day functions from the PCU on behalf of the Governing Body in association with APC/ Chairman ARIAS Society as per delegation to be established in the Bye-Laws of ARIAS Society.	The <b>State</b> Project Director, ARIAS Society shall discharge the day-to-day functions from the PCU on behalf of the Governing Body in association with APC/Chairman ARIAS Society as per the delegation established in the Bye-Laws of the ARIAS Society.
<b>10. Powers and Functions of the Chairman:</b> The Chairman of the Governing Body will have overall responsibility for implementation, monitoring and coordination of individual World Bank/ Externally financed projects under Agriculture Department as authorized by the Government, under supervision of the Project Guidance Council. Chairman, ARIAS Society will chair meetings of the Governing Body and exercise all powers of ARIAS Society. The Chairman will be competent to take action on behalf of Governing Body even in the absence of Governing Body decision, if necessary depending on urgency under supervision and approval of the President of the Project Guidance Council.	<b>10. 11 Power and functions of the Chairman:</b> The Chairman of the Governing Body will have overall responsibility for implementation, monitoring and coordination of the individual <del>World Bank/ Externally financed</del> ARIAS <b>Society</b> Projects under <del>Agriculture Department as authorized by the Government,</del> under supervision of the Project Guidance Council. <b>The</b> Chairman, ARIAS Society will chair meetings of the Governing Body and exercise all powers of ARIAS Society. The Chairman will be competent to take action on behalf of Governing Body even in the absence of Governing Body decision, if necessary, depending on the urgency under the supervision and approval of the President of the Project Guidance Council.
<b>11. Sanction Sub-committee of Governing Body:</b> In order to advise the ARIAS Society in exercising financial powers a Sanction Sub-committee (SSC) will be constituted	<b>11. <del>Sanction Sub-committee of Governing Body:</del></b> In order to advise the ARIAS Society in exercising financial powers a Sanction Sub-committee (SSC) will be constituted





Existing Provisions of RULES OF BUSINESS	Proposed Modifications in the RULES OF BUSINESS:
<p>consisting of the Chairman, representative of Finance Department, representative of Planning &amp; Development Department and the Project Director as member secretary. This Sub-committee will be responsible for ensuring that all procedures required for sanction of schemes under normal procedures of Government and as per stipulation of the World Bank/ Externally Financed Project are being observed. It will be required to closely monitor progress of sanction and follow up action. Specifically the Sub-committee will, pursuant to thresholds indicated in the Bye-Laws of the ARIAS Society:</p> <ol style="list-style-type: none"> <li>recommend release of funds to the Implementing Agencies;</li> <li>monitor physical and financial progress;</li> <li>take corrective actions wherever necessary;</li> <li>scrutinize annual plan and budget; proposal for revision thereto by Project Guidance Council;</li> <li>ensure audit of accounts: internal, external and statutory; follow up action on audit;</li> <li>monitor actions relating to obtaining reimbursement of expenditures from World Bank against ARIAS; and</li> <li>deal with any other matter relating to financial affairs of ARIAS Society.</li> </ol>	<p>consisting of the Chairman, representative of Finance Department, representative of Planning &amp; Development Department and the Project Director as member secretary. This Sub-committee will be responsible for ensuring that all procedures required for sanction of schemes under normal procedures of Government and as per stipulation of the World Bank/ Externally Financed Project are being observed. It will be required to closely monitor progress of sanction and follow up action. Specifically the Sub-committee will, pursuant to thresholds indicated in the Bye-Laws of the ARIAS Society:</p> <ol style="list-style-type: none"> <li><del>recommend release of funds to the Implementing Agencies;</del></li> <li><del>monitor physical and financial progress;</del></li> <li><del>take corrective actions wherever necessary;</del></li> <li><del>scrutinize annual plan and budget; proposal for revision thereto by Project Guidance Council;</del></li> <li><del>ensure audit of accounts: internal, external and statutory; follow up action on audit;</del></li> <li><del>monitor actions relating to obtaining reimbursement of expenditures from World Bank against ARIAS; and</del></li> <li><del>deal with any other matter relating to financial affairs of ARIAS Society.</del></li> </ol>
<p>13. <b>Officers Staff and Contractual Personnel of PCU:</b> Officers and staff of the PCU except Grade-IV and contractual personnel with specialized skill as provided in the Project Reports of the individual ARIAS Projects, shall be ideally on deputation from the Government of Assam. The Society may create such post as provided in the Project Reports, <i>as approved by the State Government</i>, and with concurrence of the Governing Body of ARIAS Society pursuant to <b>para 9.(10)</b> of the Rules of Business and the State Government intimated about such creations.</p>	<p><b>13. Officers Staff and Contractual Personnel of PCU/PMU :</b> Officers and staff of the PCU/PMU except Grade-IV and contractual personnel with specialized skill as provided in the Project Reports of the individual ARIAS Projects, shall be ideally on deputation from the Government of Assam hired as per the HR Policy of the ARIAS Society and pursuant to <b>para 10.(10)</b> of the Rules of Business and the State Government intimated about such creations</p>
<p>14. <b>Interpretation:</b> If in the interpretation of these Rules of Business there be any dispute or doubt, it will be decided by the Government .</p>	<p><b>Interpretation: (No change)</b></p>





## BY LAWS

Existing Provisions of BY LAWS OF THE ARIAS SOCIETY	Proposed Modifications in the BY LAWS OF THE ARIAS SOCIETY
<b>1. SHORT TITLE , EXTENT AND COMMENCEMENT :</b>  1) These By – Laws shall be called “The By – Laws of the <b>ARIAS</b> Society, 1998” as amended on 1 <sup>st</sup> April 2012.  2) They shall extend to all the activities of the <b>ARIAS</b> Society.  3) They shall come into force with effect from the date of adoption of the amendments by the Governing Body ,.	<b>1) SHORT TITLE , EXTENT AND COMMENCEMENT :</b>  1) These By – Laws shall be called “The By – Laws of the <b>ARIAS</b> Society, 1998” as amended in ..... <b>2017</b> .  2) No Change.  3) No Change.
<b>2) ABBREVIATIONS:</b>  In these By – Laws the following abbreviations are used:	<b>2) ABBREVIATIONS:</b>  In these By – Laws the following abbreviations are used:
1) <b>“AD”</b> means the <u>A</u> <u>d</u> ministrative <u>D</u> epartment of the Government of Assam associated in the implementation of the World Bank or other Externally financed Projects (such as ARIASP, AACP etc), which are to coordinated and monitored by ARIAS Society, as authorized by the Government of Assam.	1) <b>“AD”</b> means the <u>A</u> <u>d</u> ministrative <u>D</u> epartment of the Government of Assam associated in the implementation of the <del>World Bank or other Externally financed</del> <b>ARIAS Society</b> Projects <del>(such as ARIASP, AACP),</del> which are to <b>be implemented/administered/coordinated/monitored</b> by ARIAS Society, as authorized by the Government of Assam
2) <b>‘AACP’</b> , means the World Bank financed (IDA Credit No. 4013) ‘Assam Agricultural Competitiveness Project”	2) <b>‘AACP’, ‘APART’ and ‘ACSDP’</b> means the World Bank financed ‘Assam Agricultural Competitiveness Project”, <b>‘Assam Agribusiness and Rural Transformation Project’ and ‘Assam Citizen Centric Service Delivery Project’</b> respectively;
3) <b>“APC”</b> means the <u>A</u> griculture <u>P</u> roduction <u>C</u> ommissioner of the Government of Assam.	3) No change
4) <b>“ARIASP”</b> means the World Bank aided (IDA Cr. No. 2733 IN) <u>A</u> ssam <u>R</u> ural <u>I</u> nfrastructure and <u>A</u> gricultural <u>S</u> ervices <u>P</u> roject.	4) No change
5) <b>“ARIAS Projects”</b> means any World Bank/externally financed or aided projects/other projects of any Department as may be authorized by the Government of Assam from time to time, coordinating, monitoring and/or implementing responsibility of which will be vested to the “ARIAS Society” as would be authorized by the Government of Assam.	5. <b>“ARIAS Society Projects ”</b> means any World Bank/ Externally financed Projects or any other Projects in Assam whose implementing/ administering/ coordinating/ monitoring responsibilities are vested to the <b>‘ARIAS Society’</b> as authorized by the Government of Assam
6) <b>“ARIAS Society” in short “ARIASS”</b> 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 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.	6. <b>“ARIAS Society” in short “ARIASS”</b> 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 <b>administering</b> , 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) <b>"AWP"</b> means the <u>A</u> nnual <u>W</u> ork <u>P</u> lan of the implementing departments of the ARIAS Projects.	7. <b>"AWP"</b> means the <u>A</u> nnual <u>W</u> ork <u>P</u> lan of the implementing departments of the ARIAS <b>Society</b> Projects
8) <b>"Chairman"</b> means the Chairman of the Governing Body of the ARIAS Society.	8. No change
9) <b>"DDO"</b> means the <u>D</u> rawing and <u>D</u> isbursing <u>O</u> fficers of the implementing departments associated with ARIAS Projects.	9. <b>"DDO"</b> means the <u>D</u> rawing and <u>D</u> isbursing <u>O</u> fficer of the ARIAS Society and implementing departments/ <b>directorates/agencies</b> associated with ARIAS <b>Society</b> Projects;
10) <b>"FY"</b> means the <u>F</u> inancial <u>Y</u> ear	10. No change
11) <b>"GB"</b> means the <u>G</u> overning <u>B</u> ody of the ARIAS Society.	11. No change
12) <b>"HOD"</b> means the <u>H</u> ead <u>o</u> f the <u>D</u> epartment of the Government of Assam.	12. <b>"HOD"</b> means the <u>H</u> ead <u>o</u> f the <u>D</u> epartment/ <b>Directorates/Agencies</b> of the Government of Assam
	13. <b>"HR Policy"</b> 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.
13) <b>"Implementing Agencies"</b> means line departments of the Govt. of Assam and autonomous institutions entrusted with the responsibility of implementing "ARIAS Projects" as determined by the Government of Assam and laid down in the project reports; such departments/agencies may include Department of Agriculture, AH and Veterinary, Dairy, Fishery, Irrigation, Public Works Revenue, Environment and Forests, Sericulture, etc and agencies such as Assam Agricultural Universities, District level ATMA (Agricultural Technology Management Agency) Societies, NGOs hired under the projects, Joint Forest Management (JFM) Groups, Field Management Committees (FMC), Dairy Cooperative Societies (DCS), Self Help Groups (SHG), Famers Interest Groups (FIGs), Agro Service Groups (ASGs), etc recognized under the individual World Bank/externally financed or aided projects/other projects of any Department to foster Private Public Partnership.	14. <del>"Implementing Agencies" means line departments of the Govt. of Assam and autonomous institutions entrusted with the responsibility of implementing "ARIAS Projects" as determined by the Government of Assam and laid down in the project reports; such departments/agencies may include Department of Agriculture, AH and Veterinary, Dairy, Fishery, Irrigation, Public Works Revenue, Environment and Forests, Sericulture, etc and agencies such as Assam Agricultural Universities, District level ATMA (Agricultural Technology Management Agency) Societies, NGOs hired under the projects, Joint Forest Management (JFM) Groups, Field Management Committees (FMC), Dairy Cooperative Societies (DCS), Self Help Groups (SHG), Famers Interest Groups (FIGs), Agro Service Groups (ASGs), etc recognized under the individual World Bank/externally financed or aided projects/other projects of any Department to foster Private Public Partnership</del>  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.
14) <b>"PGC"</b> means the <u>P</u> roject <u>G</u> uidance <u>C</u> ouncil of the ARIAS Society.	15. No change



15) "SPD" means the <u>State Project Director</u> of the ARIAS Society.	16. No change
16) "Projects" means ARIAS Projects	17. "Projects" means ARIAS <b>Society</b> Projects
17) "PIU" means the <u>Project Implementation Unit</u> of the line departments, under the ARIAS Society, created for implementation of ARIAS Projects, which are to be coordinated and monitored and/or implemented by ARIAS Society.	18. "PIU" means the <u>Project Implementation Unit</u> of the line departments/ <del>directorates/agencies of the Government of Assam or autonomous institutions or public organization</del> , under the ARIAS Society, created for implementation of ARIAS <b>Society</b> Projects <del>which are to be coordinated and monitored and/or implemented by ARIAS Society</del>
18) "PCU" means the <u>Project Coordination Unit</u> (PCU) in the ARIAS Society headed by the State Project Director. PCU acts as the 'Secretariat' of the ARIAS Society and where the Registered office of the ARIAS to act as the 'Secretariat' of the ARIAS Society for the Project and where the 'Registered Office' of the 'ARIAS Society' is located.	19. "PCU" means the Project Coordination Unit (PCU) of the ARIAS Society headed by the State Project Director, <b>ARIAS Society</b> <del>PCU to act as the 'Secretariat' of the ARIAS Society and where the Registered Office of the 'ARIAS Society' to act as the 'Secretariat' of the ARIAS Society for the Project and where the 'Registered Office' of the 'ARIAS Society' is located.</del>
	20. "PMU" means the Project Management Unit (PMU) created within the ARIAS Society for implementation, monitoring and coordination of ARIAS Society Projects
19) "President" means the President of the Project Guidance Council	21. No change
20) "Project Report" means Project reports of ARIAS Project approved by competent authority	22. "Project Report" means <del>Project 'Reports' of ARIAS Project approved by competent authority</del> 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
	23. "Project Assignment Report" means reports relating to various consultancy assignments under the ARIAS Society as approved by competent authority of the ARIAS Society
	24. "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.
<b>3) FINANCIAL ASPECTS :</b>	<b>3. FINANCIAL ASPECTS :</b>
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) in the name of the ARIAS Society. All such Bank Accounts opened shall be placed before the GB for appraisal of the members.	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)/ <b>Scheduled</b> 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 Controller of the PCU, ARIAS Society.	2) All these accounts shall be operated under the joint signatures of the SPD, ARIAS <b>Society</b> and the Chief Financial <b>Manager</b> of the PCU, ARIAS Society



4) PREPARATION AND APPROVAL OF AWP & ISSUANCE OF AA :	4. PREPARATION AND APPROVAL OF AWP & ISSUANCE OF AA :
1) The Annual Work Plan (AWP) for a Financial Year (FY), <i>primarily based on the targets in the approved Cost Tables or 'Project Reports' of ARIAS Projects</i> , for the implementing department concerned for a year, is to be submitted by Administrative Department (AD) to the PCU, ARIAS Society by 31 <sup>st</sup> October of the preceding year.	1) The Annual Work Plan (AWP) for a Financial Year (FY), <i>primarily based on targets in the approved Cost Tables or <b>Procurement Plan</b> or 'Project Reports' of ARIAS <b>Society</b> Projects</i> , for the implementing department concerned for a year, is to be submitted by the Administrative Department (AD) to the PCU/PMU, ARIAS Society by <b>31<sup>st</sup> January</b> <del>October</del> of the preceding year
2) The PCU will place the AWP's so submitted before the Governing Body (GB) of ARIAS Society for approval by first week of December. The same will be placed before the Project Guidance Council (PGC) for approval by third week of December.	2) The PCU/PMU will place the AWP's <del>so submitted</del> placed before the <b>joint meeting of the Governing Body (GB) and Project Guidance Council (PGC)</b> of ARIAS Society for approval by first week of <del>December</del> <b>March</b> . <del>The same will be placed before the Project Guidance Council (PGC) for approval by third week of December.</del>
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.	3) No Change.
4) On approval of the AWP by the PGC the implementing departments shall be competent to initiate actions on procurement for which the actual expenditure will be incurred in the following FY.	4) On approval of the AWP by the PGC the implementing departments/ <b>directorates/ agencies of ARIAS Society Projects</b> shall be competent to initiate actions for implementation of the activities <del>on procurement for which the actual expenditure will be incurred in the following FY.</del>
5) In case of urgency, procurement actions may be initiated by the line departments/ 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 of the ARIAS Projects; and (b) incorporated in the AWP to be placed before GB/PGC by the line department/ agency.	5) In case of time-bound activities, <del>urgency, procurement implementation</del> actions may be initiated by the line departments/ <b>directorates / agencies</b> ahead of approval of AWP by GB/ PGC with prior in-principle concurrence of the SPD, ARIAS Society, provided <b>(a)</b> the activity is as per the provision in the ARIAS <b>Society</b> Projects; and <b>(b)</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 Projects and as per the guideline issued by the PCU, ARIAS Society, framed not in consistence with basic guidelines of the project financing agencies.	6) All procurement shall be done as per the Guideline of the ARIAS <b>Society</b> Projects and as per the Guideline issued by the PCU, ARIAS Society, framed not in consistence with the basic guidelines of the Project financing agencies.
7) For various 'Outside the State' training programs for officials of the line departments under the ARIAS Projects, approvals and coordination of the same by the PCU shall follow the following norms;	7) For various 'Outside the State' visit/ travel for officials of the line departments/ <b>directorates/agencies</b> under the ARIAS <b>Society</b> Projects, approvals and coordination of the same by the PCU shall follow the following norms-
(a) All proposals relating to deputation of officials below Director level, other than the HODs, of the different PIUs for training/ exposure/ study tour outside the State agreed under ARIAS Projects would be submitted by the HoDs to the PCU and APC & Chairman ARIAS Society, would approve the same. For this purpose, the concerned HoD shall prepare a list of officials proposed for such training outside the state within the approved Annual Work Plan and submit to the PCU. APC, however, may consult the concerned Commissioner/Secretary, if need be.	a) All proposals relating to deputation of officials below <del>Director level other than</del> the HODs, of the different PIUs for training/ meeting/ exposure/ study tour outside the State agreed under ARIAS <b>Society</b> Projects would be submitted by the HoDs to the PCU and <del>APC &amp; Chairman</del> <b>SPD</b> , ARIAS Society, <b>would approve the same if within the overall allocation of the AWP.</b> <del>For this purpose, the concerned HoD shall submit a proposal to the ARIAS Society for such programmes outside the state within the approved Annual Work Plan. APC, however, may consult the concerned Commissioner/Secretary, if need be.</del>



<p>(b) In case of the HoDs themselves proposing deputation for training outside the State, the proposals shall come to the APC &amp; Chairman, ARIAS Society through the concerned Commissioner and Secretary, for approval by the Chief Secretary.</p>	<p>b) In case of the HoDs themselves proposing deputation for training outside the State, the proposals shall <b>be moved with approval of the SPD, ARIAS Society</b> <del>the come to the APC &amp; Chairman, ARIAS Society through</del> the concerned <del>Commissioner &amp; Senior</del> <b>most</b> Secretary, for approval by the Chief Secretary.</p>
	<p>5) <u>Drawl of Fund from the allocated State Budget for the ARIAS Projects:</u></p> <p>a) 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.</p> <p>b) For ARIAS Society projects, where SPD is not the 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.</p>
<p><b>5) SANCTION PROCEDURE:</b></p> <ol style="list-style-type: none"> <li>1) Based on AA accorded to the schemes/ activities included in the AWP, 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) following such prescribed formats as established &amp; circulated by the PCU, ARIAS Society.</li> <li>2) However, Sanction for activities, which are not included in the approved AWP or AA, for whatsoever reason, shall be routed through the Administrative Department. AA/Sanction to such activities shall however be accorded by the SPD with approval of GB if the amount is more than Rs. 5,00,000 or else State Project Director, ARIAS Society with approval of APC shall be competent to issue AA/ Sanction to such activities. Such AA/ Sanction proposals shall, however, either be based on the provisions in the ARIAS Projects or with specific approval of the Project Funding Agency.</li> <li>3) For the schemes included in the approved (by GB) AWP for the ARIAS Project, Financial Sanctions shall be accorded as per the delegation of financial powers delineated below : <ol style="list-style-type: none"> <li>a) All schemes upto <b>Rs. 100,00,000/- (Rupees one hundred lakhs)</b> shall be sanctioned by the –State Project Director, ARIAS Society.</li> <li>b) All schemes above <b>Rs. 100,00,000/- (Rupees one hundred lakhs)</b> and upto below <b>Rs. 250,00,000/- (Rupees two hundred and fifty lakhs)</b> shall be sanctioned by the State Project Director, ARIAS Society only after approval of the APC.</li> <li>c) All schemes above <b>Rs. 250,00,000/- (Rupees two hundred and fifty lakhs)</b> shall be sanctioned by the State Project Director, ARIAS Society only after approval of the sanctioned sub-committee of the ARIAS Society which shall meet as and when required.</li> <li>d) All schemes above <b>Rs.250,00,000/- (Rupees two hundred and fifty lakhs)</b> shall be</li> </ol> </li> </ol>	<p><b><u>5) 6) SANCTION PROCEDURE FOR PROJECTS:</u></b></p> <ol style="list-style-type: none"> <li><del>1) Based on AA accorded to the schemes/ activities included in the AWP, 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) following such prescribed formats as established &amp; circulated by the PCU, ARIAS Society.</del></li> <li><del>2) However, Sanction for activities, which are not included in the approved AWP or AA, for whatsoever reason, shall be routed through the Administrative Department. AA/Sanction to such activities shall however be accorded by the SPD with approval of GB if the amount is more than Rs. 5,00,000 or else State Project Director, ARIAS Society with approval of APC shall be competent to issue AA/ Sanction to such activities. Such AA/ Sanction proposals shall, however, either be based on the provisions in the ARIAS Projects or with specific approval of the Project Funding Agency.</del></li> <li><del>3) For the schemes included in the approved (by GB) AWP for the ARIAS Project, Financial Sanctions shall be accorded as per the delegation of financial powers delineated below : <ol style="list-style-type: none"> <li><del>f) All schemes upto Rs. 100,00,000/- (Rupees one hundred lakhs) shall be sanctioned by the –State Project Director, ARIAS Society.</del></li> <li><del>g) All schemes above Rs. 100,00,000/- (Rupees one hundred lakhs) and upto below Rs. 250,00,000/- (Rupees two hundred and fifty lakhs) shall be sanctioned by the State Project Director, ARIAS Society only after approval of the APC.</del></li> <li><del>h) All schemes above Rs. 250,00,000/- (Rupees two hundred and fifty lakhs) shall be sanctioned by the State Project Director, ARIAS Society only after approval of the sanctioned sub-committee of the ARIAS Society which shall meet as and when required.</del></li> <li><del>i) All schemes above Rs.250,00,000/- (Rupees two hundred and fifty lakhs) shall be</del></li> </ol> </del></li> </ol>



placed before the GB for appraisal of the members.

- e) Subject to the 'Delegation of Financial Power' (DFP) Rules of the Government of Assam, individual schemes upto **Rs. 5,00,000. (Rs. Five lakhs)** may be sanctioned by the head of the implementing line departments [*such as Directors/Chief Engineers of the line departments (shortly 'HOD')*] associated with the ARIAS Project. With confirmed intimation (in the form of a copy of the Sanction Order) to the SPD. 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 Projects' and also prescribing the detailed norms to be followed by the HODs, while according such sanctions.

#### 6) FUND RELEASE PROCEDURE:

- 1) PCU, ARIAS Society shall release funds to the identified and notified Drawing and Disbursing Officers (DDO) of ARIAS Society. The DDOs shall be identified and notified by the Administrative Departments and who shall also be designated as Project Officers of the ARIAS Society.
- 2) With the approval of the Finance Department, Government of Assam, the PCU, ARIAS Society will allow the said DDOs to open and maintain current account in a Nationalized Commercial Bank for making eligible payment to the contractors, suppliers, beneficiaries, commercial Banks, etc. All these Bank Accounts shall be operated under the joint signature of the DDO and the senior most Accounts official

~~placed before the GB for appraisal of the members.~~

- (a) 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.

#### (b) Sanction thresholds for ARIAS Society Projects:

Sanction Amount	Sanctioning Authority	Approval
Less than or equal to ₹.5.0 Core (Rupees Five Crore)	SPD	Directly by SPD
More than ₹.5.0 Core (Rupees Five Crore)	SPD	APC & Chairman, GB. <ul style="list-style-type: none"><li>Such sanctions shall be placed before GB for appraisal</li></ul>

- (c) 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** ~~head of the implementing line departments [*such as Directors/Chief Engineers of the line departments (shortly 'HOD')*]~~ associated with the ARIAS Society Projects for individual schemes upto **Rs. 5,00,000/- (Rs. Five lakhs)** included in the Approved AWP, ~~may be.~~ **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) PCU, ARIAS Society shall release funds to the identified and notified Drawing and Disbursing Officers (DDO) of ARIAS Society. The DDOs shall be identified and notified by the Administrative Departments and who shall also be designated as Project Officers of the ARIAS Society.~~
- ~~2) With the approval of the Finance Department, Government of Assam, the PCU, ARIAS Society will allow the said DDOs to open and maintain current account in a Nationalized Commercial Bank for making eligible payment to the contractors, suppliers, beneficiaries, commercial Banks, etc. 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.~~



in the DDO's office.	
3) The DDOs through the HOD, shall submit proposal to the PCU, ARIAS Society for release of funds, as and when necessary, against the activities for which Sanction has been accorded by the Competent Authority and following such prescribed formats as established & circulated by the PCU, ARIAS Society. The HOD while forwarding the fund release proposal to PCU, ARIAS Society shall intimate the Commissioner & Secretary of the AD about the proposal.	<del>3) The DDOs through the HOD, shall submit proposal to the PCU, ARIAS Society for release of funds, as and when necessary, against the activities for which Sanction has been accorded by the Competent Authority and following such prescribed formats as established &amp; circulated by the PCU, ARIAS Society. The HOD while forwarding the fund release proposal to PCU, ARIAS Society shall intimate the Commissioner &amp; Secretary of the AD about the proposal.</del>
4) Funds shall be released to the DDOs by the PCU, ARIAS Society directly with intimation to the Commissioner & Secretary of the AD. The DDOs shall be responsible for proper maintenance of accounts of the funds so received by them. The DDOs shall maintain separate cash book for ARIAS Society funds and arrange for reconciliation with the Commercial Bank accounts (where the account is maintained) once every three months or within such time as may be specified by the PCU, ARIAS Society. The	<del>4) Funds shall be released to the DDOs by the PCU, ARIAS Society directly with intimation to the Commissioner &amp; Secretary of the AD. The DDOs shall be responsible for proper maintenance of accounts of the funds so received by them. The DDOs shall maintain separate cash book for ARIAS Society funds and arrange for reconciliation with the Commercial Bank accounts (where the account is maintained) once every three months or within such time as may be specified by</del>
5) DDOs shall submit utilization certificate to the PCU, ARIAS Society through the HOD with intimation to the Commissioner & Secretary of the AD within such time as may be specified by the PCU, ARIAS Society.	<del>5) the PCU, ARIAS Society. The DDOs shall submit utilization certificate to the PCU, ARIAS Society through the HOD with intimation to the Commissioner &amp; Secretary of the AD within such time as may be specified by the PCU, ARIAS Society.</del>
6) Subject to observation of the sanction procedure, the SPD, ARIAS Society shall have power to release funds upto <b>Rs. 100,00,000/- ( Rupees one hundred lakhs).</b>	<del>6) Subject to observation of the sanction procedure, the SPD, ARIAS Society shall have power to release funds upto Rs. 100,00,000/- ( Rupees one hundred lakhs).</del>
7) For release of funds above <b>Rs. 100,00,000/- ( Rupees one hundred lakhs),</b> the SPD, ARIAS Society shall obtain prior concurrence of the APC.	<del>7) For release of funds above Rs. 100,00,000/- ( Rupees one hundred lakhs),the SPD, ARIAS Society shall obtain prior concurrence of the APC.</del>
	<p>a) SPD, ARIAS Society shall issue Fund Limit Order (FLO) to the DDO of the ARIAS Society Projects.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> </ul> <p>b) 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.</p>





	<div>c) <b>Thresholds for issuing FLO/release of fund:</b></div> <table><tr><th>FLO/Release Amount</th><th>FLO/Releasing Authority</th><th>Approval</th></tr><tr><td>Less than or equal to ₹.5.0 Core (Rupees Five Crore)</td><td>SPD</td><td>Directly by SPD</td></tr><tr><td>More than ₹.5.0 Core (Rupees Five Crore)</td><td>SPD</td><td>APC &amp; Chairman, GB. • Such FLO/Fund Release shall be placed before GB for appraisal</td></tr></table>	FLO/Release Amount	FLO/Releasing Authority	Approval	Less than or equal to ₹.5.0 Core (Rupees Five Crore)	SPD	Directly by SPD	More than ₹.5.0 Core (Rupees Five Crore)	SPD	APC & Chairman, GB. • Such FLO/Fund Release shall be placed before GB for appraisal
FLO/Release Amount	FLO/Releasing Authority	Approval								
Less than or equal to ₹.5.0 Core (Rupees Five Crore)	SPD	Directly by SPD								
More than ₹.5.0 Core (Rupees Five Crore)	SPD	APC & Chairman, GB. • Such FLO/Fund Release shall be placed before GB for appraisal								
<div>7) <b>SANCTIONS AND EXPENDITURES OF THE PCU, ARIAS SOCIETY :</b></div> <div>1) SPD, ARIAS Society shall have the powers to sanction and draw fund for individual expenditures upto <b>Rs.20,00,000/- (Rupees twenty lakhs)</b>.</div> <div>2) For individual expenditures above <b>Rs. 20,00,000/- (Rupees twenty lakhs)</b> SPD, ARIAS Society shall sanction and draw fund only after approval of the APC.</div> <div>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. For his/her own travel outside the state, SPD shall obtain the approval of the APC. For travel outside the country existing procedures of the Government of Assam shall be followed.</div>	<div>8) <b>SANCTIONS AND EXPENDITURES OF THE PCU, ARIAS SOCIETY :</b></div> <div>1. SPD, ARIAS Society shall have the powers to sanction and draw <b>release fund/make payment</b> for individual expenditures upto <del>Rs.20,00,000/- (Rupees twenty lakhs)</del> <b>₹.1.0 crore (Rupees one crores)</b>.</div> <div>2. For individual expenditures above <del>Rs.20,00,000/- (Rupees twenty lakhs)</del> <b>₹.1.0 crore (Rupees one crores)</b> SPD, ARIAS Society shall sanction and draw <b>release fund/make payment</b> only after approval of the APC.</div> <div>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 <b>as per the HR Policy of ARIAS Society</b>. For his/her own travel outside the state, SPD shall obtain the approval of the APC. For travel outside the country <b>by project officials</b>, existing procedures of the Government of Assam shall be followed.</div>									
<div>8) <b>AUDIT AND ACCOUNTS :</b></div> <div>1) The accounts of the PCU, DDOs of the line department shall be audited by Internal Auditors of ARIAS Society, within such time as may be specified by the PCU, ARIAS Society.</div> <div>2) The annual accounts of the PCU, 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, ARIAS Society</div> <div>3) The annual accounts of the PCU, DDOs of the line department shall also be audited by the Accountant General, Assam</div>	<div>8) <b>AUDIT AND ACCOUNTS :</b></div> <div>i) The accounts of the PCU/<b>PMU</b>, DDOs of the line department shall be audited by Internal Auditors of ARIAS Society, within such time as may be specified by the PCU/<b>PMU</b>, ARIAS Society</div> <div>ii) The annual accounts of the PCU/<b>PMU</b>, 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/<b>PMU</b>, ARIAS Society.</div> <div>iii) The annual accounts of the PCU/<b>PMU</b>, DDOs of the line department shall also be audited by the Accountant General, Assam.</div>									
<div>9) <b>GUIDELINES :</b> The Financial Management Manual (FMM) framed for the individual Projects as amended from time to time, shall be adhered to.</div>	<div>9) <b>GUIDELINES :</b> Any amendments to the bylaws of ARIAS Society shall be approved by the Governing Body. <del>The Financial Management Manual (FMM) framed for the individual Projects as amended from time to time, shall be adhered to</del></div>									

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**Appendix-3**  
**to the Minutes of Joint meeting of the PGC and the GB of ARIAS Society held on 8<sup>th</sup> May2017**

**Proposed Amendments to the HR Policy of ARIAS Society:**

- 1) **Amendment to Annex-1 for incorporating one more category of staff:** The Annex-1 of the HR Policy provides for remuneration structure for different category of employees of ARIAS Society. However, there is no category of employee between the slab L-2A and L2-B. Therefore, it is proposed to include one more slab viz. L-2B: 'For positions relating to Senior Office Management, Sectional Assistant, etc' between the existing slabs of 'For positions relating to Support staff' and 'For positions relating to Junior Office Management, Sectional Assistant, etc'. as shown below (highlighted)

ARIAS Society: Annex- 1 of HR Policy: Cost to Project (CTP) for Contractual consultants and staff								
Level	Grade	Indicative Profile	Base remuneration per month	Performance Linked Incentive per month	Communication Allowance	Medical Insurance Allowance	CTP Monthly	CTP Yearly
L2	A	<ul style="list-style-type: none"> <li>For positions relating to Support staff such as for Procurement Management, Financial Management, Monitoring &amp; Evaluation, Social Safeguard, Environmental safeguards etc.</li> <li>Minimum Graduate in any discipline</li> <li>Minimum 4 years of experience in respective sector and in similar assignments in any World Bank funded projects/ externally aided projects or similar Govt. of India funded projects/National level reputed projects including minimum one (1) year in Govt. projects.</li> <li>Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.</li> </ul>	30,000 To 45,000	3,000 To 4500	1200	800	35,000 To 51,500	4,20,000 To 6,18,000
	B	<ul style="list-style-type: none"> <li>For positions relating to Senior Office Management, Sectional Assistant, etc.</li> <li>Minimum Graduate in any discipline (For existing in-house candidates with Class-XII pass certificate and having atleast over 3 years of experience in similar position, and with excellent efficiency, this requirement will be condoned)</li> <li>Minimum 3 years of experience in respective sector and in similar assignments in any World Bank funded projects/ externally aided projects or similar Govt. of India funded projects/National level reputed projects including minimum one (1) year in Govt./public sector projects.</li> <li>Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.</li> </ul>	22,000 To 29,000	2800 To 3500	1000	700	26,500 To 34,200	3,18,000 To 4,10,400

*Handwritten signature*



ARIAS Society: Annex- 1 of HR Policy: Cost to Project (CTP) for Contractual consultants and staff								
Level	Grade	Indicative Profile	Base remuneration per month	Performance Linked Incentive per month	Communication Allowance	Medical Insurance Allowance	CTP Monthly	CTP Yearly
	B C	<ul style="list-style-type: none"> <li>For positions relating to <b>Junior Office Management, Sectional Assistant, etc.</b></li> <li>Minimum Graduate in any discipline (<i>For existing in-house candidates with Class-XII pass certificate and having atleast over 2 years of experience in similar position, and with excellent efficiency, this requirement will be condoned</i>)</li> <li>Minimum <b>2 years</b> of experience in respective sector and in similar assignments in any World Bank funded projects/ externally aided projects or similar Govt. of India funded projects/National level reputed projects including <b>minimum one (1) year</b> in Govt. projects.</li> <li>Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.</li> </ul>	16,000 To 21,000	2600	800	600	20,000 To 25,000	2,40,000 To 3,00,000
					No Change			

2) Changes in the annual enhancement/revision of monthly CTP of contractual employees:

Existing Provision	Proposed Amendment
<p>8. CTP for the contractual consultants &amp; staff and Remuneration/Allowances for the Government Officials &amp; staff on Deputation/Service Disposal Basis:</p> <p>(e) Enhancement/Revision of monthly CTP on Annual Basis:</p> <p>i) The monthly fixed CTP of contractual consultant/staff will be enhanced/revised every year from 1<sup>st</sup> of July, subject to the condition that the consultant has been graded as either '<b>outstanding</b>' or '<b>very good</b>' in the performance rating, pursuant to para 9 below and he/she has completed one year of service on 30<sup>th</sup> June of that year.</p>	<p>8. CTP for the contractual consultants &amp; staff and Remuneration/Allowances for the Government Officials &amp; staff on Deputation/Service Disposal Basis:</p> <p>(e) Enhancement/Revision of monthly CTP on Annual Basis and Performance Appraisal:</p> <p>i) The monthly fixed CTP of contractual consultant/staff will be enhanced/revised every year from 1<sup>st</sup> of July, subject to the condition that he/she has completed one year of service on 30<sup>th</sup> June of that year and he/she has been graded during the preceding financial year as -</p> <ul style="list-style-type: none"> <li>'<b>outstanding</b>' i.e. consultant/staff who get <b>95%</b> or above score in all the Quarterly Performance Appraisal of the previous financial year (FY) will get will get full <b>20%</b> increment in the next FY as per the formula given below (including 3% fixed increment); or</li> <li>'<b>very good</b>' i.e. consultant/staff who get <b>90% to 94.99%</b> score in all the Quarterly Performance Appraisal of the previous FY will get <b>15%</b> increment in the next FY as per the formula given below (including 3% fixed increment); or</li> </ul>



Existing Provision	Proposed Amendment																				
	<ul style="list-style-type: none"><li>• <b>‘good’</b> i.e. consultant/staff who get <b>85% to 89.99%</b> score in all the Quarterly Performance Appraisal of the previous FY will get will get <b>10%</b> increment in the next FY as per the formula given below (including 3% fixed increment); or</li><li>• <b>‘average’</b> i.e. consultant/staff who get <b>70% to 84.99%</b> score in any one of the quarterly Performance Appraisal will get only <b>3%</b> fixed annual increment; or</li><li>• <b>‘poor’</b> i.e. consultant/staff who got less than <b>70%</b> score in any one of the quarterly Performance Appraisal will not be eligible for any increment.</li></ul>																				
<p>ii) For the purpose of determining the enhanced/revised fixed monthly CTP, the following formula will be used:</p> <table><tr><th colspan="2">Fixation of enhanced/revised fixed monthly fees</th><th>Total Initial Fixed pay of contractual consultants/ staff of PCU/PMU</th></tr><tr><td>A1=</td><td><b>A + 3% of A</b> (where ‘A’ is the fixed monthly CTP as on 30<sup>th</sup> June)</td><td rowspan="3">C1 = A1 + B1</td></tr><tr><td>B1=</td><td><b>0 to 20% x A</b> (depending on performance grading i.e. those graded as ‘Outstanding’ will get 20% and those graded as ‘Very Good’ will get 10%. The B1 shall not be applicable for consultants graded as ‘Average’ or ‘Below Average’)</td></tr><tr><td>C1=</td><td>Total enhanced/revised fixed monthly CTP</td></tr></table>	Fixation of enhanced/revised fixed monthly fees		Total Initial Fixed pay of contractual consultants/ staff of PCU/PMU	A1=	<b>A + 3% of A</b> (where ‘A’ is the fixed monthly CTP as on 30 <sup>th</sup> June)	C1 = A1 + B1	B1=	<b>0 to 20% x A</b> (depending on performance grading i.e. those graded as ‘Outstanding’ will get 20% and those graded as ‘Very Good’ will get 10%. The B1 shall not be applicable for consultants graded as ‘Average’ or ‘Below Average’)	C1=	Total enhanced/revised fixed monthly CTP	<p>ii) For the purpose of determining the enhanced/revised fixed monthly CTP, the following formula will be used:</p> <table><tr><th colspan="2">Fixation of enhanced/revised fixed monthly fees</th><th>Total enhanced/ revised pay of contractual consultants/ staff of PCU/PMU</th></tr><tr><td>A1=</td><td><b>A + (0 to 3% of A</b>, depending on performance appraisal as mentioned at para 8.(e) (i) above)  <i>(where ‘A’ is the fixed monthly CTP as on 30<sup>th</sup> June)</i></td><td rowspan="3">C1 = A1 + B1</td></tr><tr><td>B1=</td><td><b>A x (0 to 17%</b>, depending on performance appraisal as mentioned at para 8.(e) (i) above)</td></tr><tr><td>C1=</td><td>Total enhanced/revised fixed monthly CTP</td></tr></table>	Fixation of enhanced/revised fixed monthly fees		Total enhanced/ revised pay of contractual consultants/ staff of PCU/PMU	A1=	<b>A + (0 to 3% of A</b> , depending on performance appraisal as mentioned at para 8.(e) (i) above)  <i>(where ‘A’ is the fixed monthly CTP as on 30<sup>th</sup> June)</i>	C1 = A1 + B1	B1=	<b>A x (0 to 17%</b> , depending on performance appraisal as mentioned at para 8.(e) (i) above)	C1=	Total enhanced/revised fixed monthly CTP
Fixation of enhanced/revised fixed monthly fees		Total Initial Fixed pay of contractual consultants/ staff of PCU/PMU																			
A1=	<b>A + 3% of A</b> (where ‘A’ is the fixed monthly CTP as on 30 <sup>th</sup> June)	C1 = A1 + B1																			
B1=	<b>0 to 20% x A</b> (depending on performance grading i.e. those graded as ‘Outstanding’ will get 20% and those graded as ‘Very Good’ will get 10%. The B1 shall not be applicable for consultants graded as ‘Average’ or ‘Below Average’)																				
C1=	Total enhanced/revised fixed monthly CTP																				
Fixation of enhanced/revised fixed monthly fees		Total enhanced/ revised pay of contractual consultants/ staff of PCU/PMU																			
A1=	<b>A + (0 to 3% of A</b> , depending on performance appraisal as mentioned at para 8.(e) (i) above)  <i>(where ‘A’ is the fixed monthly CTP as on 30<sup>th</sup> June)</i>	C1 = A1 + B1																			
B1=	<b>A x (0 to 17%</b> , depending on performance appraisal as mentioned at para 8.(e) (i) above)																				
C1=	Total enhanced/revised fixed monthly CTP																				
<p>iii) For the purpose of determining the enhanced/revised fixed monthly fees of the existing contractual consultants/staff of the PCU as on the date of adoption this Policy, the following principle would apply:</p> <p>01. All the existing contractual consultants/staff serving the PCU will get protection of their existing monthly remuneration/fee and their existing monthly remuneration/fee will not be reduced due to this Policy.</p> <p>02. All the existing contractual consultants/staff of the PCU, who have completed one year of service in the PCU as on date of the Notification of this Policy, will be eligible for the monthly CTP as indicated at Annex-1 for their respective positions.</p>	<p><b>No Change</b></p>																				



Existing Provision	Proposed Amendment
iv) Notwithstanding above, in exceptional cases, SPD may revise the fees of the senior consultants/ advisors on mutually agreed terms with the consultants and with the concurrence of the project-financing agency and Chairman of the Governing Body of ARIAS Society.	iv) Notwithstanding above, in case of <b>extraordinarily high caliber performance by any consultant for two consecutive years, the SPD may revise the Remuneration/ Allowances of the consultant</b> with the concurrence of the project-financing agency and Chairman of the Governing Body of ARIAS Society.

(a) **Proforma for Quarterly Performance Appraisal (QPA) for grant of Project Allowance/Performance Linked Incentive to the employees of ARIAS Society:**

<b>PART-A:</b> (Information from Sl. 1 to Sl.5 is to be filled up by employee concerned)			
1.	Name of the Employee	:	
2.	Position/ Designation in the ARIAS Society	:	
3.	Period of reporting (For the quarter)	:	From _____ (moth)/_____ (year) to _____ (moth)/_____ (year)
4.	Supervising Officer of the employee	:	
5.	<b>Works assignments/deliverables and achievement during the period (50% of Project Allowance/Performance Linked Incentive will be linked to 'a' and 'b' below:</b>		
	(a) <b>Target/entrusted works assignments/deliverables during the reporting period</b> (to be intimated to the supervising office ahead of every quarter through email):		
	i) ii) .....		
	(b) <b>Achievements against 'a' above:</b>		
	i) ii) .....		
	<b>Date:</b>		<b>Signature of employee</b>
<b>PART-B:</b> (Assessment to be recorded by Supervising Officer for Sl. 6 to Sl.8 )			
6.	<b>Name of the Supervising Officer</b>		
7.	<b>Assessment of Conduct</b> (50% of the Project Allowance/Performance Linked Incentive shall be based on this assessment):		
	i) Discipline	(points out of 5)	:
	ii) Punctuality in attendance	(points out of 5)	:
	iii) Behavior	(points out of 5)	:
	iv) Integrity	(points out of 8)	:
	v) Proactiveness	(points out of 9)	:
	vi) Competency	(points out of 9)	:
	vii) Efficiency	(points out of 9)	:
	<b>Total score</b>	<b>50 points</b>	:



8.	Performance grading based on Sl. 5 above, out of total 50 points	:
9.	Total Score out of 100 points (Sl.5 + Sl.8)	: <b><u>In case the total awarded score is less than 85%, the Supervising Officer is to provide explanation below:</u></b>
10.	Protocol for payment of Performance Project Allowance/Performance Linked Incentive	
	'Outstanding' i.e. consultant/staff who get <b>95%</b> or above score in the Quarterly Performance Appraisal will get <b>100%</b> of the Project Allowance/ Performance Linked Incentive	
	'Very good' i.e. consultant/staff who get <b>90% to 94.99%</b> score in the Quarterly Performance Appraisal will get <b>95%</b> of the Project Allowance/Project Linked Incentive	
	'Good' i.e. consultant/staff who get <b>85% to 89.99%</b> score in the Quarterly Performance Appraisal will get <b>90%</b> of the Project Allowance/ Performance Linked Incentive	
	'Average' i.e. consultant/staff who get <b>70% to 84.99%</b> score in the Quarterly Performance Appraisal will <b>85%</b> of the Project Allowance/ Performance Linked Incentive	
	'Poor' i.e. consultant/staff who got less than <b>70%</b> score in the Quarterly Performance Appraisal will not be eligible for Project Allowance/ Performance Linked Incentive.	
	<b>Date:</b>	<b>Signature of the Supervising Officer</b>
9.	<b>Decision of the accepting authority (SPD, ARIAS Society):</b> (SPD reserves the right to overrule/modify the score given by the Supervising Officer)	
	<b>Date:</b>	<b>Signature of the State Project Director</b>

- 3) **Provision of Relocation Allowance for selected candidates from outside the State:** This is a compensation intended for L-1 (A, B and C) category of consultants selected for joining the ARIAS Society from outside the Assam to facilitate shifting of their house hold items, family etc to Assam. The Relocation Allowance will be based on actual expenditure (subject to the submission of original vouchers), but within the maximum limit of Relocation Allowance as given below. (However, in exceptional circumstances the SPD, ARIAS Society with approval of APC & Chairman, GB may allow a higher amount depending on the market prices.)

Level	Grade	Recruited Position	Maximum limit of Fixed one time Relocation Allowance (₹.)
L1	A	• Senior consultants	1,00,000/-
	B	• Mid-level consultants	75,000/-
	C	• Junior-level consultants	50,000/-





4) **Provision of “Work from Home” for Senior and Mid-level consultants:** SPD may allow “work from home” for **Senior** and **Mid-level** Consultants of ARIAS Society subject to the following norms:

- Maximum 10 days a month can be allowed as “work from home” days.
- Consultants to file a request citing reasons through email to the SPD or *through the Human Resource Information System (HRIS) once it is ready*, at least two days in advance indicating the specific deliverables during 'Work from home' day(s). Consultants who need to work from home for sudden unforeseen reasons should file their request to the SPD as soon as possible. 'Work from home' shall be applicable only if approved by the SPD or by an official designated by SPD for the purpose.
- If the work from home arrangement spans for more than 5 (five) continuous working days, the consultant must meet the SPD to discuss details and set the specific deliverables and deadlines.

5) **Power to SPD for upgrading the category of consultants to a higher level depending on the performance:** SPD may upgrade the category of consultants to a higher level provided the consultant is graded as “outstanding” in all the Quarterly Performance Appraisals for two (2) continuous years, with the concurrence of the Chairman of the Governing Body of ARIAS Society.

6) **Provision of conveyance & communication facility for the senior Govt. Staff working in the PCU:** For senior Government employees serving the ARIAS Society (on deputation or service disposal or additional duty basis), conveyance facility will be provided subject to availability of vehicles or else they will be provided with 50 lt of fuel per month for attending the office with their private vehicles. Moreover, the senior Government employees serving the ARIAS Society will be given a communication allowance for reimbursement of Mobile Phone Bills subject to a maximum of ₹.700/- per month.





**ARIAS Society: HR Policy**

**Annex- 2: REVISED Reimbursement of the Travelling Expenditure entitlement ceilings for approved official tours**

Sl	Monthly CTP of Contractual consultants/Staff and Grade Pay of Government employees (as per ROP 2017) serving the PCU on Deputation/ Service Disposal basis (Part time or full time)	Ceiling of Rates for Reimbursement of the Travelling Expenditure entitlements							
		Existing Rates				Proposed Revised Rate (₹.)			
		For hotel/ guest house accommodation OUTSIDE Assam up to (Amount)	For hotel/ guest house accommodation WITHIN Assam up to (Amount)	For hiring taxi charges up to (Amount)	For food bills up to (Amount)	For hotel/ guest house accommodation OUTSIDE Assam up to (Amount)	For hotel/ guest house accommodation WITHIN Assam up to (Amount)	For hiring taxi charges up to (Amount)	For food bills up to (Amount)
1	<ul style="list-style-type: none"> <li>APC &amp; Chairman, ARIAS Society and SPD, ARIAS Society; (#1)</li> <li>All IAS officers</li> </ul>	-	-	-	-	Rs.12,000 per day	Rs.4000 per day	Rs.3000 per day	Rs.2000 per day
2	<ul style="list-style-type: none"> <li>Monthly CTP of Contractual consultants/Staff: &gt;= Rs.1.20 lakh per month;</li> <li>Grade Pay of Government employees serving the PCU on Deputation/ Service Disposal basis: &gt;=Rs.14,500</li> <li>Retired Grade-1 Govt. Employees hired on contractual basis in the rank of Sr. Consultant/Advisor/Coordinator.</li> </ul>	Rs.7500 per day	Rs.3000 per day	Rs.2200 per day (AC Taxi)	Rs.1200 per day	Rs.7500 per day	Rs.3000 per day (#2)	Rs.2500 per day	Rs.1500 per day
3	<ul style="list-style-type: none"> <li>Monthly CTP of Contractual consultants/Staff: &lt;Rs.1.00 lakh per month and &gt;= Rs.0.75 lakh per month;</li> <li>Grade Pay of Government employees serving the PCU on Deputation/ Service Disposal basis: &gt;=Rs.13,300 GP &lt;Rs.14,500</li> </ul>	Rs.4500 per day	Rs.2500 per day	Rs.1800 per day (AC Taxi)	Rs.1000 per day	Rs.4500 per day	Rs.2500 per day (#3)	Rs.2500 per day	Rs.1200 per day
4	<ul style="list-style-type: none"> <li>Monthly CTP of Contractual consultants/Staff: &lt;Rs.0.75 lakh per month and &gt;= Rs.0.50 lakh per month;</li> <li>Grade Pay of Government employees serving the PCU on Deputation/ Service Disposal basis: &gt;=Rs.9100 GP &lt;Rs.13,300</li> </ul>	Rs.2500 per day	Rs.2000 per day	Rs.1400 per day (NON-Ac)	Rs.800 per day	Rs.3500 per day	Rs.2500 per day	Rs.2000 per day	Rs.1000 per day
5	<ul style="list-style-type: none"> <li>Monthly CTP of Contractual consultants/Staff: &lt;Rs.0.50 lakh per month and &gt;= Rs.0.35 lakh per month;</li> <li>Grade Pay of Government employees serving the PCU on Deputation/ Service Disposal basis: &gt;=Rs.8700 GP &lt;Rs.9100</li> </ul>	Rs.2000 per day	Rs.1500 per day	Rs.1000 per day (NON-Ac)	Rs.600 per day	Rs.2500 per day	Rs.2000 per day	Rs.1500 per day	Rs.800 per day
6	<ul style="list-style-type: none"> <li>Monthly CTP of Contractual consultants/Staff: &lt;Rs.0.35 lakh per month;</li> <li>Grade Pay of Government employees serving the PCU on Deputation/ Service Disposal basis: GP &lt;₹.8700</li> </ul>	Rs.1500 per day	Rs.1000 per day	Rs.1000 per day (NON-Ac)	Rs.400 per day	Rs.2000 per day	Rs.1500 per day	Rs.1200 per day	Rs.600 per day

**Note:**

1. CTP: Cost to Project.
2. The entitlement ceiling shown above for reimbursement for hotel/guest house accommodation outside Assam will be enhanced for different classes of cities as per at para 11 (b).
3. Reimbursement of travelling expenses shall be done subject to submission of actual vouchers but within the limits given above.
4. In case the vehicle/taxi is arranged by the PCU/PMU for specific field visits, the rates shown above will not be applicable/ reimbursable. Whenever employees are travelling together for the same purpose, they are advised to travel in the same vehicle as far as possible, to minimize the travelling cost.
5. #1: In case of SPD and APC, a hospitality allowance upto to maximum ₹.10,000 per day may be allowed for arranging working lunch/dinner for liaison with the officials from the Govt. of India/World Bank or other project funding agencies or other stakeholders of the ARIAS Society projects.
6. #2: If the consultant/advisor is from outside the State and is a part time employee of the ARIAS Society providing services for a fixed number of days in a month, the Hotel rate of Rs.7500 per day at Guwahati will be applicable.
7. #3: If the consultant/advisor is from outside the State and is a part time employee of the ARIAS Society providing services for a fixed number of days in a month, the Hotel rate of Rs.4500 per day at Guwahati will be applicable.