

**Information Manual**  
*Under*  
**RIGHT TO INFORMATION ACT – 2005**

**OFFICE OF THE  
DIRECTORATE OF FINANCIAL INSPECTIONS  
ASSAM::GANESHGURI::GUWAHATI - 781 006.**

## **DIRECTORATE OF FINANCIAL INSPECTIONS**

The Directorate of Financial Inspections, Assam is under the administrative control of Finance Department, Government of Assam. This Directorate was established in the year 1970 vide Govt. notification no.FEG.60/69/17, dated 04-08-1970 and had been made permanent in the year 1984 vide Govt. order no.AR.13/84/9, dated 01-6-1984.

The Directorate performed its activities from rented building till 2005. During August, 2005, the Directorate was shifted to its permanent accommodation at 6<sup>th</sup> Floor, Kar Bhawan Complex, (New Building), Ganeshguri, Dispur, Guwahati-6. The present permanent accommodation of the Directorate is provided by the Finance Department and the building is being maintained by the office of the Commissioner of Taxes, Assam.

### **1. The Organization and its Functions and Duties:**

The Directorate of Financial Inspections is an unit under Finance Department to conduct test checks of at least 10% of the financial sanctions issued by Administrative Department and of execution of schemes by the Heads of Department/Subordinate Authorities involving expenditures from consolidated fund of the State under Rules of “The Assam Financial Inspection of Departmental Sanctions and Implementation of Scheme Rules, 1982”.

Such checks by the Director of Financial Inspections shall not be open to any question by any of the said authorities. In order to make the test check more convenient and effective, the test check should be confined only to major schemes taken up by the departments where there is more scope for financial irregularities and in consideration thereof the test check may be limited to schemes costing Rupees 10 (ten) lakhs and above.

Provided that nothing in this Rule shall prevent the Director from selecting at his discretion any particular case of sanction or scheme for full check or checks to such an extent as may be decided by him having regard to the merit of each case, in the interest of financial discipline, economy and efficiency such scrutiny in his opinion is so warranted, and on a requisition to this effect being made on any authority under the Government, it shall be binding on that Authority to ensure sufficient compliance therewith.

### **2. The powers and duties of the officers and employees:**

The Director of Financial Inspections is the executive head of the Directorate and exercise financial powers as laid down in the Delegation of Financial Power Rules of the Govt. of Assam. The Director includes Additional Director, Joint Director & Deputy Director under Rule 2(b) of the Rules “The Assam Financial Inspection of Departmental Sanctions and Implementation of Scheme Rules, 1982” and they exercise the inspection/inquiry powers under the said Rules under the supervisory authority and guidance of the Director.

The Superintendent of the Directorate maintains the establishment works under the control of the Director and subordinate officers.

The other employees of the Directorate perform their duties as assigned by the Director from time to time.

**3. The procedure followed in decision making process, including channels of supervision and accountability:**

The following procedures are followed in this office in functioning and decision making:

- a) Documents received in the Directorate are sent to the Dak Receipt section.
- b) Each document is docketed in the name of the concerned Assistant/Branch.
- c) In the next step, the document is put up to the Joint Director/Deputy Director.
- d) The Joint Director/Deputy Director examines the file and send it to the Director with his views for final order.

In case of introduction of new policies, the proposal is sent to the Finance Department for approval and necessary sanctions, etc.

**4. The norms set by the Directorate for the discharge of its functions:**

The Directorate follows the norms laid down by Finance Department for discharging its functions.

**5. The Rules, regulations, instructions, manuals and records held by the Directorate or under its control or used by its employees for discharging its functions:**

The employees of this Directorate follow the Rules and Regulations of the Government, viz., FR, SR, DFP Rules and other executive instructions and O.Ms, etc., received from time to time for discharging functions.

Besides, the above mentioned Govt. Rules, this Directorate has a set of own Rules for inspection purpose viz., "The Assam Financial Inspection of Departmental Sanctions and Implementation of Scheme Rules, 1982".

**6. A statement of the categories of documents that are held by the Directorate or under its control:**

- a) Inspection/Inquiry Reports.
- b) Registers of Inspection/enquiry Reports.
- c) Service Books and gradation list of the employees.
- d) ACRs of officers and employees.
- e) Acquittance and Bill Register.
- f) Receipt Register.
- g) Leave Account of employees.
- h) Daily attendance register.
- i) Loan/Advance of the Employees.
- j) Issue Register.
- k) Cash Book.
- l) Stock Register.
- m) Roster Register.

**7. The particulars of any arrangements that exists for consultation with or representation by the members of public in relation to the formulation of any policy of the Directorate or implementation thereof:**

There is no such arrangement in this Directorate as this Directorate is not at all involved in this regard.

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as part of the Directorate for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

There are no such boards, councils committees and other bodies as part of the Directorate or for the purpose of its advice.

**9. A directory of the officers and employees of the Directorate:**

Sl. no.	Designation & no. of sanctioned posts	Status	Name of the incumbent in service
1.	Director-1	Gazetted	Shri Amarendra Nath Borah, ACS
2.	Joint Director-1	Gazetted	Shri Bidyut Dekaraja
3.	Deputy Director-4	Gazetted	Shri Guna Gobinda Das Shri Deba Kumar Doley Vacant-2nos/service placed by SAD from the rank of Under Secretary.
4.	Deputy Director(Tech)-1	Gazetted	Vacant/service placed by Engineering Department.
5.	Superintendent -1	Gazetted	Shri Kantheswar Swargiary
6.	Inspector-3	Non-gazetted	Shri Probodh Lal Barman Shri Bhupendra Nath Das Shri Diganta Bayan
7.	Stenographer-III-4	Non-gazetted	Shri Ajit Kumar Das Shri Manabendra Singha Smti Fatima Begum Borbhuyan Smti Pranita Pathak
8.	Upper Division Assistant-3	Non-gazetted	Shri Dhruba Barua Smti Lipi Barua Vacant
9.	Lower Division Assistant-5	Non-gazetted	Shri Anup Das Shri Gobinda Lal Barua Shri Kushal Deka Shri Sanjay Kumar Medhi Shri Birendra Kumar Namasudra
10.	Driver-3	Non-gazetted	Shri Karuna Kanta Nath Shri Jatin Chandra Narzary Shri Bhabananda Phukan
11.	Roneo Machine Operator-1	Non-gazetted	Shri Rohini Sarma
12.	Duftry-1	Non-gazetted	Shri Deben Chandra Barman
13.	Peon-5	Non-gazetted	Shri Jagat Chandra Talukdar Shri Bishnu Ram Deka Shri Gobinda Khakhlary Shri Krishna Barman Shri Lulu Gogoi
14.	Chowkidar-1	Non-gazetted	Shri Atul Singh

**10. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Sl.	Name	Designation	Gross monthly pay including allowances (In Rupees)
1	Shri A.N.Borah,ACS	Director	56,625/-
2	Shri B. Dekaraja	Joint Director	50,622/-
3	Shri G.G.Das	Deputy Director	41,039/-
4	Shri D.K.Doley	Deputy Director	Drawn from Secretariat
5	Vacant	Deputy Director	-
6	Vacant	Deputy Director	-
7	Vacant	Deputy Director(T)	-
8	Shri K.Swargiary	Superintendent	37,999/-
9	Shri P.L.Barman	Inspector	33,423/-
10	Shri B.N.Das	Inspector	24,239/-
11	Shri D.Bayan	Inspector	21,583/-
12	Shri A.K.Das	Stenographer-III	30,223/-
13	Shri M.Singha	Stenographer-III	22,366/-
14	Smti F.B.Borbhuyan	Stenographer-III	22,366/-
15	Smti P.Pathak	Stenographer-III	21,566/-
16	Shri D.Baruah	U.D.A.	24,367/-
17	Smti L.Barua	U.D.A.	22,974/-
18	Shri A.Das	L.D.A.	17,263/-
19	Shri G.L.Barua	L.D.A.	16,958/-
20	Shri K.Deka	L.D.A.	15,919/-
21	Shri S.K.Medhi	Jr. Assistant	12,185/-
22	Shri B.K.Namasudra	Jr. Assistant	12,185/-
23	Shri K.K.Nath	Driver	14,895/-
24	Shri J.C.Narzary	Driver	12,867/-
25	Shri B.Phukan	Driver	13,167/-
26	Shri R.Sarma	RMO	19,806/-
27	Shri D.C.Barman	Duftry	16,655/-
28	Shri J.C.Talukdar	Peon	15,471/-
29	Shri B.R.Deka	Peon	15,471/-
30	Shri G.Khakhlyary	Peon	13,041/-
31	Shri K.Barman	Peon	13,229/-
32	Shri L.Gogoi	Peon	10,097/-
33	Shri A.Singh	Chowkidar	15,151/-

**11. Budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made: (2011-2012)**

The Budget allocated to this Directorate for the year 2011-2012 is:

Sl.	Head of account	Amount allocated for 2011-12	Remark
1	01 Salaries	Rs.106.88 lakh	Amount is allocated for salary of the employees.
2	02 Wages	Rs. 0.81 lakh	Amount is allocated as wages for the Sweeper & the Bunglow Peon.
3	03 Travel Expenses	Rs. 2.70 lakh	The amount is allocated to defray the travel expenses.
4	04 Office Expenses	Rs. 3.16 lakh	The amount is allocated for office expenses.
5	07 Publication	Rs. 0.22 lakh	The amount is allocated for publication.

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

This Directorate does not implement such schemes.

**13. Particulars of recipients of concessions, permits or authorizations granted by it:**

This Directorate does not deal with such matters.

**14. Details in respect of the information, available to or held by it, reduced in an electronic form:**

The information regarding budgetary provisions, inspection reports etc. are available in electronic form.

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

Information relating to the Directorate may be obtained from the office of the Directorate during working hours in week days; but there is no facility of a Library or Reading room in this Directorate.

**16. The names, designations and other particulars of the officers designated under RTI Act:**

First Appellate Authority : Amarendra Nath Borah, ACS,  
Director of Financial Inspections, Assam,  
Kar Bhawan Complex (New), 6<sup>th</sup> Floor,  
Dispur, Ganeshguri, Guwahati-6.

Public Information Officer : Guna Gobinda Das, Deputy Director,  
Directorate of Financial Inspections, Assam,  
Kar Bhawan Complex (New), 6<sup>th</sup> Floor,  
Dispur, Ganeshguri, Guwahati-6.

**17. Such other information as may be prescribed, and thereafter update these publications every year:**

Any other information will be included in the manual and will be published as and when prescribed.

**Other Information:**

- a) The list of Directors of Financial Inspections since its inception enumerated in the Annexure-I
- b) The list of present officers and employees along with phone numbers is furnished in the Annexure-II.

Annexure-1

**LIST OF DIRECTORS OF FINANCIAL INSPECTIONS**

Sl.	Name	From	To
01	Shri H.K.Majumdar,IAS	01-08-1970	04-04-1976
02	Shri D.K.Rabha,IAS	05-04-1976	15-12-1976
03	Shri B.Barua,ACS	16-12-1976	24-12-1981
04	Shri P.C.Dewri,ACS	25-12-1981	23-03-1982
05	Shri R.K.Barua,ACS	24-03-1982	31-05-1984
06	Shri J.C.Das,ACS	01-06-1984	30-11-1984
07	Shri H.K.Barua,ACS	01-12-1984	31-07-1986
08	Shri N.K.Das,IAS	01-08-1986	09-03-1989
09	Shri L.K.Barua,IAS	10-03-1989	25-07-1989
10	Shri N.K.Bordoloi,ACS	26-07-1989	30-09-1990
11	I/c Shri R.M.Hazarika	01-10-1990	31-12-1990
12	Shri A.Sengupta,ACS	01-01-1991	08-10-1991
13	Shri R.N.Sarma,ACS	09-10-1991	31-10-1994
14	Shri P.K.Bora,ACS	01-11-1994	31-12-1996
15	Shri A.K.Barua,ACS	01-01-1997	03-06-2002
16	Shri D.K.Barua,ACS	04-06-2002	20-08-2004
17	I/c Shri G.N.Borah	21-08-2004	22-02-2005
18	Shri K.Goswami,ACS	23-02-2005	19-07-2006
19	I/c Shri G.N.Borah	20-07-2006	22-08-2006
20	Shri A.N.Borah,ACS	23-08-2006	Till date

## Annexure-II

Sl.	Name of incumbents	Designations	Phone numbers
1	Shri A.N.Borah,ACS	Director	94351 14846
2	Shri B. Dekaraja	Joint Director	94351 19091
3	Shri G.G.Das	Deputy Director	98640 24788
4	Shri D.K.Doley	Deputy Director	98641 09004
5	Vacant	Deputy Director	-
6	Vacant	Deputy Director	-
7	Vacant	Deputy Director(T)	-
8	Shri K.Swargiary	Superintendent	99542 74416
9	Shri P.L.Barman	Inspector	99540 11127
10	Shri B.N.Das	Inspector	94353 49532
11	Shri D.Bayan	Inspector	98541 57786
12	Shri A.K.Das	Stenographer-III	80116 14118
13	Shri M.Singha	Stenographer-III	99571 90585
14	Smti F.B.Borbhuyan	Stenographer-III	99540 81020
15	Smti P.Pathak	Stenographer-III	99579 37833
16	Shri D.Baruah	U.D.A.	98642 05131
17	Smti L.Barua	U.D.A.	98640 59820
18	Shri A.Das	L.D.A.	-
19	Shri G.L.Barua	L.D.A.	99573 22133
20	Shri K.Deka	L.D.A.	95085 50598
21	Shri S.K.Medhi	Jr. Assistant	96138 08168
22	Shri B.K.Namasudra	Jr. Assistant	78965 21355
23	Shri K.K.Nath	Driver	-
24	Shri J.C.Narzary	Driver	96130 01864
25	Shri B.Phukan	Driver	97062 57613
26	Shri R.Sarma	RMO	97073 09570
27	Shri D.C.Barman	Duftry	98642 64757
28	Shri J.C.Talukdar	Peon	-
29	Shri B.R.Deka	Peon	-
30	Shri G.Khakhlyary	Peon	97070 35944
31	Shri K.Barman	Peon	99577 60345
32	Shri L.Gogoi	Peon	99545 26686
33	Shri A.Singh	Chowkidar	88764 91928