

HRMS

## CABINET MEMORANDUM

File No. WR (G) 39/2004/Pt-VIII/SPV-Cabinet

(Circulated under Rule 17 of the Assam Rules of Executive Business, 1968)

Subject:- Constitution of "Assam Integrated Flood and Riverbank Erosion Risk Management Agency" (AIFRERMA)

### 1. Introduction:

The Brahmaputra Basin in Assam consists of large tracts of land which are affected by high flood and river bank erosion posing major threat to life, crop and development.

The Water Resources Department (WRD), Govt. of Assam has been addressing various mitigation measures to reduce the impact of flood and riverbank erosion on the habitation in these areas. Due to limited availability of financial resources, WRD has been constrained to restrict its interventions to short term measures only in areas which need immediate attention.

In order to mitigate the situation, Government of India had requested the Asian Development Bank (ADB) to finance long term mitigation measures based on international experience and practices, to be implemented in a phased manner. Accordingly, discussions were held with ADB by the Government of Assam. This has crystallized in a programme called "Assam Integrated Flood and Riverbank Erosion Risk Mitigation Program (AIFRERMP)."

Under AIFRERMP, urban, suburban, and productive rural and other strategic sites have been prioritized for protection by improving key Flood and Riverbank Erosion Management (FREM) Infrastructure such as embankments, riverbank protection and flood management structures and by introducing a range of non-structural protective measures to be extended to the local communities.

### 2. Key Outputs of AIFRERMP

The key outputs of the AIFRERMP includes but not limited to:

- i). Development of Flood and Erosion Management infrastructure based on latest technologies, established international best practices and experiences on flood control and mitigation systems-infrastructure;

- ii). Implementation of comprehensive flood and riverbank erosion risk management (FRERM) programs that integrate the functions of WRD, disaster management agencies, other relevant government departments (e.g., agriculture and fishery) and community stakeholders;
- iii). Establishment of a participatory mechanism to strengthen local disaster management committees to which the program delivery agencies will be held accountable; and
- iv). The progressive development and implementation of policy and institutional measures to support the introduction of integrated FRERM including a comprehensive planning framework for sound catchment management with a basin wide perspective.

**iii. Program Strategy**

WRD has developed technical experience in flood and river bank erosion control in the Brahmaputra basin for over 50 years. The primary responsibility for implementation of AIFRERM would rest directly with the Water Resources Department. However, the project developed for ADB financing is different than normal state government schemes of flood control. In addition to infrastructure development, this programme also includes the following significant components:

- a) IFRERM priority investments planning ;
- b) Data and knowledge base development;
- c) Institutional development for IFRERM with effective integration with SGOA's disaster risk management system (DRMS);
- d) Operationalizing participatory processes at all stages of implementation; and
- e) Provision for nonstructural measures including a strong community based disaster management setup at local levels.

The AIFRERM requires successful integration of structural and non structural interventions including effective management of ADB funds provided to carry out the works. To achieve this and in recognition of the fact that this project is cross -sectoral in nature and is characterized by the fact that FREM measures demands extensive interdepartmental co-ordination and cooperation for the successful implementation of the project, a new approach to project management with a special emphasis on institutional framework is required to ensure timely and effective implementation of the proposed ADB financed project without affecting the regular and ongoing activities of WRD. Therefore, the proposed strategy for AIFRERM is :

- i). A multidisciplinary Special Purpose Vehicle (SPV) in the name and form of Assam Integrated Flood and Riverbank Erosion Risk Management Agency (AIFRERMA) be established under the State Government of Assam (SGOA) for management and implementation of the project with autonomy and in coordination with other departments/agencies,



(3)

statutory/regulatory bodies in the State of Assam and that of Government of India;

- ii). Support the day-to-day operations of the AIFRERMA with a multi-disciplinary project management unit (PMU) providing technical assistance to manage the intended integration of the project activities and co-ordination of multiple functions in the establishment of the proposed infrastructure under the project;
- iii). Incorporate flexible approach towards staffing to draw the best expertise both from internal and external resources, including stable leadership in technical, non-technical and financial management functions of AIFRERMA;
- iv). Effective mechanisms to ensure strengthening and establishment of grass-root, community level institutions with due provisions for execution of non-structural FRERM measures to contribute towards long term sustainability of the investments;
- v). Strong oversight by AIFRERMA to ensure that the envisaged policy and institutional actions recommended and approved are duly implemented with necessary assistance and cooperation to encourage progressive improvements in their performances.

#### IV. Special Purpose Vehicle (SPV) – AIFRERMA

The proposed SPV, titled Assam Integrated Flood and Riverbank Erosion Risk Management Agency (AIFRERMA), will be established and registered under the Societies Registration Act 1860 for sanctioning, approving, implementation and monitoring of the physical and financial progress of Assam IFRERM activities financed through Additional Central Assistance by Government of India drawing funds from ADB. This Agency will fulfill three main agendas:

1. Organise necessary resources and provide a multidisciplinary working environment for successful implementation of IFRERM in Assam;
2. Conduct comprehensive project activities with effective management of institutional, structural, and non-structural components including community participation, and
3. Coordinate activities among the concerned departments/agents including SGOA, field offices, local governments, and communities.

#### V. Structure of AIFRERMA

The proposed structure of AIFRERMA will consist of:

- (1) An **Apex Advisory Body** external to AIFRERMA which will provide policy guidance from time to time. It is proposed that the existing Assam State Brahmaputra Valley Flood Control Board (ASBVFCB), chaired by the Hon'ble Chief Minister SGOA, be the Apex Advisory Body.

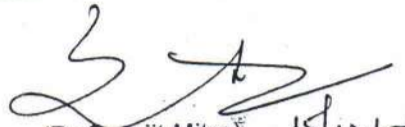
- (2) A **Governing Body (GB)** chaired by Chief Secretary of SGOA will provide:
- policy guidance to the Executive Body for project implementation,
  - guidance for coordination and co-operation with stakeholders and departments as required, and
  - approve annual work plans, annual reports and audit reports.
- (3) An **Executive Body (EB)** to facilitate project implementation, financial sanctions and subproject approvals chaired by the Additional Chief Secretary (Water Resources), with members drawn from WRD and AIFRERMA.
- (4) AIFRERMA will be headed by a **Chief Executive Officer (CEO)** supported by a multi disciplinary Project Management Unit (**PMU**) to assist the CEO in the day to day operations of the agency headed by a Chief Executive Officer (CEO) will be established.
- (5) The agency will be provided with project implementation support through the **Subproject Implementation Offices (SIOs)** to be established in the sub project areas of Dibrugarh, Kaziranga and Palasbari, each comprising of :
- staff drawn from existing Division/sub divisions of WRD and dedicated for AIFRERMIP implementation on a full-time basis, with additional support of contract personnel;
  - Officer of Revenue Department for dealing with revenue related matters;
  - Community participation, and safeguards specialist seconded from DRM Department and/or externally engaged experts.
- (6) ADB approved fund received from the Government of India will be provided to SPV through State Finance Department. Counterpart funding will be arranged by the Government of Assam.
- (7) (a) The CEO of the organization should be a senior IAS officer drawn from Assam State cadre.  
(b) CAG Audit should be made mandatory in addition to internal Audit.

Views of Finance, Personnel, Revenue and Disaster Management, Planning and Development and Legal Departments are at Annexure – I. All the Departments have agreed to the proposal. However, the Department of Personnel(B) has observed that mode of recruitment etc. of the contractual employees may be done in consultation with Finance and Personnel Departments. This will be followed when actual implementation takes place as incorporated at Clause 9(b) (iii) of the Rules and Regulations.



The views of Revenue and Disaster Management Department has been incorporated. The views of Legislative Department has also been complied with

Approval of the Cabinet is sought for constitution of Assam Integrated Flood and Riverbank Erosion Risk Management Agency (AIFRERMA) as per structure mentioned at clause V to be registered under Societies Registration Act 1860 for implementation and monitoring of the physical and financial targets of the AIFRERMP project funded by Asian Development Bank (ADB) along with approval for the Memorandum of Association and Rules and Regulations as at Annexure -II.



(Dr Surajit Mitra)

Additional Chief Secretary,

Water Resources etc. Department

15/12/09

6

ANNEXURE-I

1. Views of Finance (EC-I) Deptt on Draft Cabinet Memorandum on AIFRERMA

*"Finance Deptt. have no objection to the formation of Assam Integrated Flood and Riverbank Erosion Risk Management Agency (AIFRERMA) as SPV as contained in the draft Cabinet Memorandum (Modified)".*

Sd/-  
Under Secretary  
Finance (EC-I) Deptt.

2. Views of Personnel(B) Deptt on Draft Cabinet Memorandum on AIFRERMA

*"You are advised to fix mode of recruitment, salaries of the employees, terms and conditions of the contractual employees in consultation with Finance and Personnel Deptt. before placing the same to the Cabinet"*

Sd/-  
Under Secretary  
Personnel (B) Deptt.

3. Views of Revenue & Disaster Management Deptt on Draft Cabinet Memorandum on AIFRERMA

*"The Revenue and Disaster Management Department has no objection to the proposed Memorandum of Association & Rules & Regulations formulated by you for implementation of the AIFRERMA project as submitted to this department, except with minor rectification of the rank of ACS officers shown for SIO staffing.*

*As there is no ACS-II level officers in the cadre of ACS, the relevant line should read as "ACS officers"*

Sd/-  
Joint Secretary  
Revenue & Disaster Management Deptt.

4. Views of Planning and Development Deptt on Draft Cabinet Memorandum on AIFRERMA

*"P&D Deptt. has no objection to setting up of Special Purpose Vehicle for management and implementation of " Assam Integrated Flood and Riverbank Erosion Risk Mitigation Programme".*

Sd/-  
Director (P.C.)  
P & D Deptt.

5. Views of Legislative Deptt on Draft Cabinet Memorandum on AIFRERMA

*"On the draft Cabinet Memorandum views of Legislative Department is not required. However, the draft Memorandum of Association and Rules and Regulations at Flag 'B' is required to be vetted by Legislative Deptt. It has been examined. You re requested to kindly obtain the views of Finance Deptt. on the Draft Memorandum of Association and Rules and Regulations and then come to us for vetting the drafts."*

Sd/-  
Secretary  
Legislative Department



**WATER RESOURCES DEPARTMENT  
GOVERNMENT OF ASSAM**

**ASSAM INTEGRATED FLOOD AND RIVERBANK  
EROSION RISK MANAGEMENT AGENCY**

**(ASSAM IFRERM AGENCY)**

**MEMORANDUM OF ASSOCIATION**

AND

**RULES AND REGULATIONS**

As per Society Registration Act 1860

- Part A: Preamble
- Part B: Memorandum of Association
- Part C: Rules and Regulations



## ABBREVIATIONS

ACS	:	Assam Civil Services
Add CS	:	Additional Chief Secretary (Works)
AIFRERM	:	Assam Integrated Flood and Riverbank Erosion Risk Management
CE/QC	:	Chief Engineer Quality Control
CE	:	Chief Engineer
CEO	:	Chief Executive Officer
CSO	:	Civil Society Organizations
Dept	:	Department
DM	:	Disaster Management
DMA	:	Disaster Management Authorities
DMCs	:	Disaster Management Committees
DPRs	:	Detailed Project Reports
DRM	:	Disaster Risk Management
EA	:	Executing Agency
EB	:	Executive Body
FA	:	Financing Agency
FAs	:	Financing Agencies
FIDIC	:	International Federation of Consulting Engineers ✓
FRERM	:	Flood and Riverbank Erosion Risk Management
GB	:	Governing Body
Gov	:	Government of India
IAS	:	Indian Administrative Services
IFRERM	:	Integrated Flood and Riverbank Erosion Risk Management
IT	:	Indian Institute of Technology, Guwahati
ISPM	:	Institutional Support and Project Management
IWRM	:	Integrated Water Resources Management
M&E	:	Monitoring and Evaluation
MDoNER	:	Ministry of Department of North Eastern Region
MoA	:	Memorandum of Association
NGOs	:	Non Governmental Organizations
NREGP	:	National Rural Employment Guarantee Program
PFR	:	Periodic Financing Request
PIN	:	Postal Index Number
PMU	:	Project Management Unit
PRI	:	Panchayat Raj Institutions
QC	:	Quality Control
R&R	:	Rules and Regulations
SBD	:	Standard Bidding Document
SGOA	:	State Government of Assam
SIOs	:	Subproject Implementation Offices
SPV	:	Special Purpose Vehicle
SWP	:	State Water Policy
UNDP	:	United Nations Development Project
WRD	:	Water Resources Department

130

# ASSAM INTEGRATED FLOOD AND RIVERBANK EROSION RISK MANAGEMENT AGENCY

## PART A: INTRODUCTION TO MEMORANDUM OF ASSOCIATION

### 1. Preamble

- a) The development indicators of the State of Assam lag behind India's average levels. Large areas of the state are flood prone in the Brahmaputra basin and also prone to natural disasters creating an environment of uncertainty and setback to systematic development. High flood and riverbank erosion pose massive problems. Sustainable development and poverty reduction in areas affected by such problems depend on reduction of vulnerability of the population to natural hazards. High population density in the basin further impacts on development activities.
- b) The State Govt. of Assam (SGOA) will implement the AIFRERM program through Asian Development Bank fund to develop long term sustainable flood and erosion management infrastructure in selected areas which will contribute to the reduction of poverty levels and enhance economic growth.
- c) Under AIFRERM, priority urban, suburban, and productive rural and other strategic sites will be targeted for protection by improving key Flood and Riverbank Erosion Management (FREM) infrastructure such as embankments, riverbank protection and flood management structures and introducing a range of non-structural protective measures extending to the community level.

### 2. Key elements of the AIFRERM project

- a) Flood and Erosion management infrastructure development. In addition AIFRERM include:-
- b) Implementation of comprehensive flood and riverbank erosion risk management (FRERM) programs that integrate the functions of WRD, disaster management agencies, other relevant government departments (e.g., agriculture and fishery) and community stakeholders;
- c) Introduce a participatory mechanism to enhance co-ordination with local disaster management committees towards program delivery with accountability.
- d) The progressive development and implementation of policy and institutional measures to support the introduction of integrated FRERM including a comprehensive planning framework for sound catchment management with a basin wide perspective.

### 3. Program Strategy

Effective implementation to achieve the above objectives will require:

- a) Establishment of a multi-disciplinary special purpose vehicle (SPV) for the management of the project with autonomy to implement and manage intended integration and co-ordination of multiple functions.
- b) To establish a multi-disciplinary project management unit (PMU) within the SPV to implement and assist management of the intended integration and coordination of multiple functions
- c) To establish effective mechanisms to ensure, mobilize and strengthen grass-root institutions with due provision of non-structural FRERM measures.



- d) Strong oversight to ensure that the envisaged policy and institutional actions are duly implemented with progressive performance improvements.
- e) A holistic approach to staffing including stable leadership in technical and non-technical functions and financial management.

#### 4. Establishment of a Special Purpose Vehicle (SPV) 11

The AIFRERMP requires successful integration of structural and non structural interventions and effective management of implementation with stakeholder participation, transparency and accountability, social and environmental safeguards, and sound financial management. To achieve this and in recognition of the fact that this project is cross-sectoral in nature and is characterized by the fact that FREM measures require sound team work by WRD leadership towards capacity development across different line departments of the SGOA, an alternative institutional framework such as SPV is needed that can attain such multidisciplinary functions with stable and strong leadership and effective oversight and guidance by SGOA top management.

The Water Resources Department of the SGOA has developed technical experience in flood and river bank erosion control in the Brahmaputra basin over a 50 year period. Building on the existing technical expertise, the AIFRERMP endeavors to include (i) IFRERM planning – state water/IFRERM and priority investments planning, (ii) data and knowledge base development, (iii) institutional development for IFRERM and effective integration with SGOA's disaster risk management system (DRMS) in the FRERM sector, (v) defined participatory processes at all stages of implementation, and (vii) nonstructural measures including a strong community based disaster management set up at local levels. Thus, in addition to the need for extensive interdepartmental co-operation, successful project implementation requires operationalization of structural flood control and anti-erosion and drainage measures along with non-traditional functions.

Therefore, it is proposed that a Special Purpose Vehicle (SPV), titled Assam Integrated Flood and Riverbank Erosion Risk Management Agency (AIFRERMA), is established and registered under the Society Registration Act 1860 for the sanctioning, approving, implementation and monitoring of the physical and financial progress of Assam IFRERM by the Executive Authority. This Agency will fulfill three main agendas, (i) organise the necessary resources and provide a multidisciplinary working environment for successful implementation of IFRERM in Assam; (ii) conduct comprehensive project activities with effective management of institutional, structural, and non-structural components including community participation, and (iii) coordinate activities among the concerned agents including SGOA, field offices, local governments, and communities.

Checked by THE DEPARTMENT



12

# ASSAM INTEGRATED FLOOD AND RIVERBANK EROSION RISK MANAGEMENT AGENCY

## PART B : MEMORANDUM OF ASSOCIATION

1. **Short Title:** The name of the Agency shall be "Assam Integrated Flood and Riverbank Erosion Risk Management Agency" (IFRERM), which is anchored to WRD hereinafter referred to as the Agency
2. **Registered Office:** The Registered Office of the Agency shall be the office of the PMU located in the office premises of the Chief Engineer, Water Resources Department, Guwahati PIN 781003. (Assam).
3. **The Project:** The Project IFRERM consists of the major structural component along with a minor non-structural component at introductory level.

### 4. Purpose of the Agency:

#### a) **Primary Objective**

The primary aim of the Agency is to manage the implementation of the ADB funded IFRERM Project, with provision of comprehensive, cost-effective, and sustainable structural and nonstructural measures in the selected strategic locations.

#### b) **Secondary Objectives**

- i) Facilitate sustainable interdepartmental cooperation, coordination and communication to integrate structural and non structural measures relevant to IFRERM projects;
- ii) Implementation and maintenance, operation and management of such infrastructures.
- iii) Provide an effective IFRERM funding conduit for the SGOA.

### 5. **Functions:**

The functions of AIFRERMA shall include:

- a) To undertake all activities that may be necessary for implementation of AIFRERMP, in particular for the achievement of objectives referred to in clause 3 above;
- b) To create a duly empowered and enabled FRERM structure, stakeholders with various departments of the State Government / agencies as may be considered necessary for implementation of AIFRERMP;
- c) To establish an appropriate implementation, coordination and monitoring mechanisms at the state, district, subproject, block and Panchayat levels, and to delegate appropriate powers as may be necessary for implementation of the AIFRERMP;
- d) To initiate innovative techniques in the Flood Control/Flood Management sector;
- e) To take actions as recommended by the Supervision/ Review Missions of the ADB or as directed by the State Government; as agreed by AIFRERMA;
- f) To create technical, administrative and other purely temporary posts in the Project Management Unit (PMU) of the AIFRERM, including in the WRD (AIFRERMP) Divisions and Sub-divisions considered necessary for implementation of the ADB financed AIFRERMP, pursuant to provisions in this regard in the Rules of Business of



13

the Agency. The creation of such posts by the Agency, however, shall be as per stipulations of the Project Appraisal Document (PAD) or specific recommendation of the ADB for AIFRERMP or authorized officers of the Agency;

- g) To make Rules and Regulations and By-laws for the Agency, not inconsistent with the Memorandum of Association for implementation of AIFRERMP;
- h) To accept grants of money, financial securities, endowment etc. consistent with the object of the ADB financed AIFRERMP;
- i) To prepare annual reports, monthly, quarterly and annual accounts of AIFRERMP;
- j) To enter into contract agreement, purchase, hire, dispose through formal auction, take on lease, exchange or otherwise acquire property both movable and immovable, in pursuance of the objectives of the Agency and that of AIFRERMP;
- k) To commit expenditure against funds received from Government or any other source in pursuance of the AIFRERMP and that of the Agency's objectives; and
- l) To take all such actions, including those not mentioned above, as may be necessary for or incidental towards the achievement of the development objectives of the Agency and that of AIFRERMP.

#### 6. Use of Assets:

The income and property of the Agency, howsoever derived, shall be applied towards promotion of the objectives as set out in the Memorandum of Association, subject nevertheless, in respect of the expenditure of the grants made by the SGOA, to such limitations the SGOA may from time to time impose.

No portion of the income and property of the Agency 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 Agency 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 the Agency.

#### 7. Power of the Government:

The SGOA may appoint one or more appropriate and competent persons to review the work and progress of the Agency and to hold enquiries into the affairs thereof and to report thereon in such manner the SGOA may stipulate. Upon receipt of such report, the SGOA 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 Agency shall be bound to carry out such directions from the SGOA. In addition the SGOA may issue directives of policy to the Agency consistent with ADB financed projects and the Agency shall be bound to comply.

#### 8. Dissolution:

The Agency may be dissolved by a resolution signed by not less than 60% of members of the Agency rounded off taking 0.5 and above as 1 and below 0.5 as 0 (Zero) after obtaining the concurrence of the SGOA. In the event of winding up or dissolution of the Agency and after settling all debts and liabilities, assets shall be disposed of in such manner as the SGOA may determine.

#### 9. Structure of the Agency:

The structure shall comprise:

Apex Advisory Board is external to the AIFRERMA. The existing Assam State Brahmaputra Valley Flood Control (ASBVFC) Board, chaired by the Chief Minister



SGOA, shall be the Apex Advisory Body for this purpose to seek highest policy level guidance as necessary.

- a) A Governing Body (GB) chaired by Chief Secretary of SGOA. The GB shall (i) provide implementation of policy guidance to the Executive Body, (ii) guide the coordination of departments as required, and (iii) approve annual work plans, annual reports and audit reports;
- b) An Executive Body for project implementation and financial sanctions and approvals; Chaired by the Additional Chief Secretary, Water Resources, under which a multi disciplinary implementation unit, i.e., Project Implementation Unit (PMU) headed by a Chief Executive Officer (CEO) will be established.
- c) Subproject Implementation Offices (SIOs) identified as field implementation units called (AIFRERM-SIOs) in Dibrugarh, Kaziranga and Palasbari subprojects, each comprising (i) WRD divisions/subdivisions dedicated for AIFRERMIP implementation on a full-time basis and (ii) Officer of Revenue Deptt., community participation, and safeguards seconded from DRM Department and/or externally engaged experts.

**10. Certified Copy of Rules and Regulations of Agency**

A certified copy of the Rules of the Agency is filed along with this Memorandum of Association of AIFRERM Agency.

**11. Governing Board of the Assam IFRERM Agency:**

We, the undersigned persons, whose names are given below having associated ourselves for the aims, purpose and objectives described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set out several and respective hands here unto and form ourselves into an Agency under Registration of the Societies Act, 1860 this day..... of the month ..... 2009 at Guwahati

**Membership of the Governing Board of the Assam IFRERM Agency**

Sr. No.	Official Designation SGOA	Designation on the Governing Body	Signature
01	Chief Secretary	Chairperson	
02	Additional Chief Secretary, Water Resources	Vice Chairperson	
03	Additional Chief Secretary, Planning and Development	Member	
04	Principal Secretary, Revenue and Disaster Management	Member	
05	Principal Secretary, Finance	Member	
06	Commissioner and Secretary, Agriculture	Member	
07	Commissioner and Secretary, Panchayat and Rural Development	Member	
08	Commissioner and Secretary, Social Welfare	Member	

*Geeta*  
*14/12/09*



09	Commissioner and Secretary, Environment and Forestry	Member	
10	Commissioner and Secretary, Fisheries Department	Member	
11	Secretary, Water Resources Department	Member Secretary	
12	CEO AIFRERM Agency	Member	

Witness

1. Sri. Dinesh Deka, Former Secretary, WRD, SGOA

Signature


Date ..... of..... 2009

2. Sri. Anup Kumar Sarma, Chief Engineer, WRD, SGOA

Signature

Date ..... of..... 2009

witness

  
 RECEIVED BY THE  
 DEPARTMENT  
 14/12/2009

  
 712

# ASSAM INTEGRATED FLOOD AND RIVERBANK EROSION RISK MANAGEMENT AGENCY

## PART C: RULES AND REGULATIONS OF THE AGENCY

### 1. Short title, extent and commencement.

- a) The Rules of Business of the Assam Integrated Flood and Riverbank Erosion Risk Management Agency (IFRERM) hereinafter referred to as the Agency shall be known as the Rules.
- b) The Rules shall come in to force from the date the Agency is registered under the Societies Registration Act 1860.
- c) The Rules shall extend to all activities of the Agency.

### 2. Definitions.

- i) "AFEMC" means Assam Flood and Erosion Management Commission;
- ii) "Agency" means Agency registered under Agency Act 1860;
- iii) "ASBVFCB" means Assam State Brahmaputra Valley Flood Control Board
- iv) "AIFRERMA" means the Assam Integrated Flood and Riverbank Erosion Risk Management Agency;
- v) "CBRM" means Community Based Risk Management;
- vi) "CBFRERM" means Community Based Flood and Riverbank Erosion Risk Management;
- vii) "Chairperson" means the Chairperson of the Governing Body or the Executive Board of the Agency;
- viii) "CSAG" means Civil Society Advisory Group;
- ix) "DMA" means Disaster Management Authority;
- x) "DMC" means Disaster Management Committees at District or local level;
- xi) "Deputy or Vice Chairperson" means the Deputy or Vice Chairperson of the Governing Board of the Agency;
- xii) "Executing Agency" means the WRD;
- xiii) "EB" means the Executive Body of the IFRERM
- xiv) "Finance Department" means the Finance Department of the Government of Assam;
- xv) "GB" means the Governing Board of the IFRERM
- xvi) "Government" means the Government of Assam
- xvii) "IFRERM" means Integrated Flood and Riverbank Erosion Risk Management
- xviii) "Member Secretary" means Member Secretary of the GB or EB;
- xix) "PMU" means the Project Management Unit of the Agency headed by the CEO.
- xx) "Officers and Staff" means the officers and staff of the IFRERM – part time or full time.

*Handwritten notes:*  
 14/12/2019

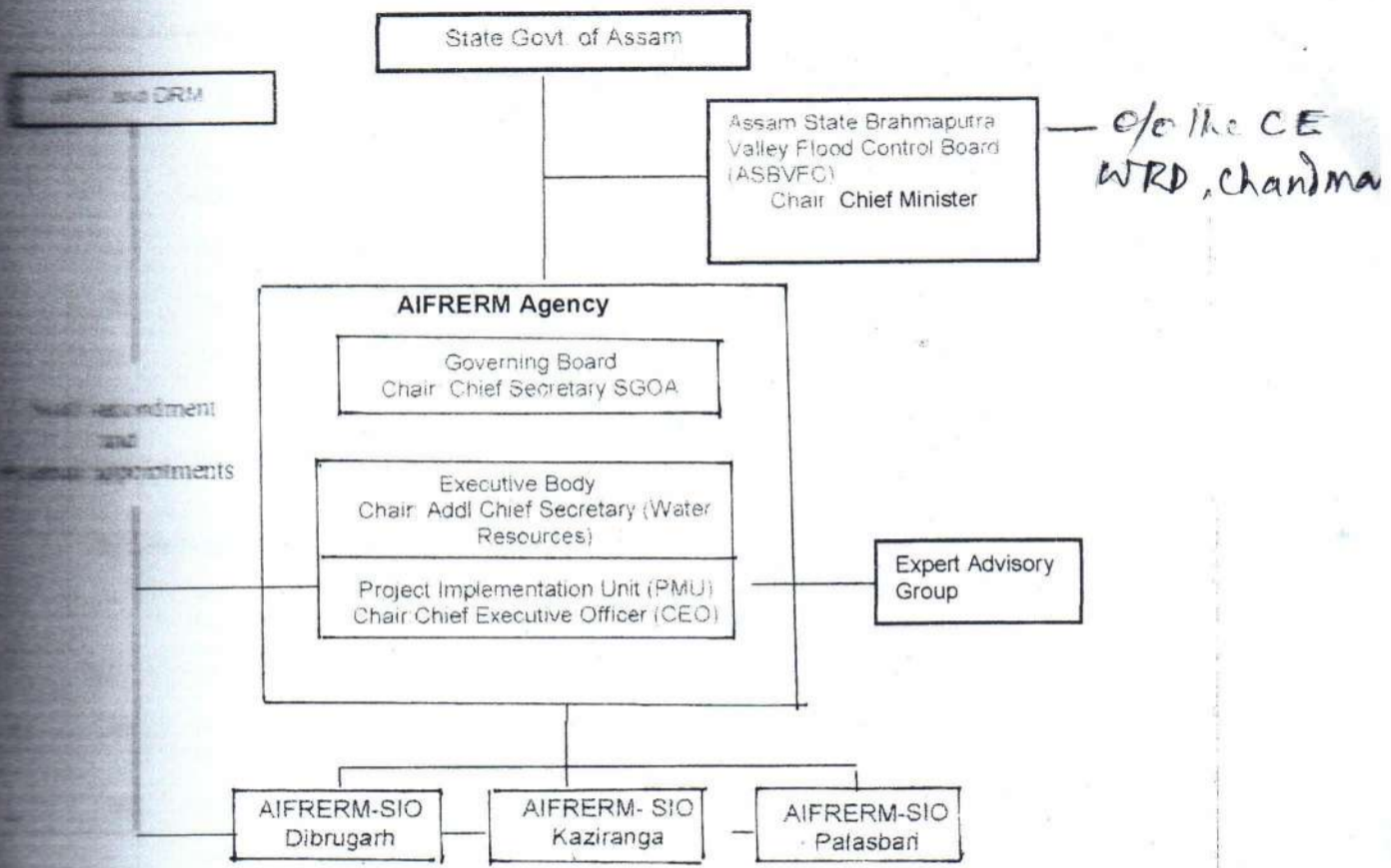


- xxiii) "Principal Secretary Revenue and Disaster Management" means the Principal Secretary to the Government of Assam; Revenue and Disaster Management Department ;
- xxiv) "SEMU" Safeguards and Environmental Management Unit ;
- xxv) "SGOA" State Government of Assam ;
- xxvi) "Secretary Water Resources" means the Secretary to the Government of Assam Water Resources Department ;
- xxvii) SPV means "Special Purpose Vehicle, i.e. IFRERM set up for the implementation of the Assam Integrated Flood and Riverbank Erosion Risk Management Project.
- xxviii) "SIOs" or "AIFRERM-SIOs" means the subproject Implementation Offices, the WRD field offices at the subproject levels for the Assam IFRERM Project.

2/12/2019  
 12/12/2019  
 5

**Organization Structure of the Agency.**

The overall organization structure of the Agency including functional relationships.



**Validation of Acts**

The Agency shall function notwithstanding any vacancy in any of its bodies and no act, direction or proceeding of the Agency shall be invalid by reason of such vacancy.

**Remuneration of Chairperson and members:**

The Chairperson or any official member of the Agency (Governing Body and Executive Body) shall not be entitled to any fee, allowance or other remuneration from the Agency.

**Assam State Brahmaputra Valley Flood Control Board as Apex Advisory Board of the Agency**

The existing ASBVFC Board may be organized to advise the Agency when there is a need to seek the Board's advice in accordance with the requirements and notifications of the Board and the exigencies of the AIFRERM.

*Handwritten notes:*  
14/12/07



**Governing Board,**

**a) Powers and Functions of the GB**

The powers and functions of the GB shall be as detailed hereunder:

- To give overall policy guidance and directions for efficient functioning of the AIFRERM Agency and to review.
- To cause action for interdepartmental co-ordination and co-operation including at district and community levels;
- To consider annual reports and approval of the same;
- To consider annual work plan and budget of the Agency;
- To consider the balance sheet and approval of the same;
- To amend the Rule of Business of the AIFRERM Agency;
- To monitor and guide the functions of the Executive Body;

**b) Meeting Procedures of the GB,**

- The GB will normally meet annually, or hold minimum of 1 meeting in a financial year as determined by the Chairperson and notified giving 7 days notice by the Member Secretary. The Chairperson at his/her discretion may call for an extraordinary meeting;
- All business of the GB will be recorded as proceedings of the Agency and shall be the basis for any transaction and business of the Agency;
- All disputed issues shall be determined by the majority votes. Each member shall have one vote and in case of tie the Chairperson shall have a second casting vote;
- The proceedings of the meeting shall be circulated to all members within 10 days of the date of the meeting; and
- The quorum for the meeting shall be 60% of Members;

**c) Executive Body,**

The Executive Body will be established to cause overall coordination among various implementing and collaborating agencies, to monitor the progress of implementation of AIFRERM, and to discharge management responsibilities under overall guidance of the GB.

**a) Members of the Executive Body**

Sr. No.	Official Designation SGOA	Designation on Executive Body
01	Additional Chief Secretary Water Resources	Chairperson
02	Secretary Water Resources Department	Vice- Chairperson
03	Secretary of Finance Department	Member



24	Secretary of Planning and Development	Member
25	Secretary Revenue and Disaster Management	Member
26	Chief Engineer, QC. Water Resources Department.	Member
27	Chief Engineer, Water Resources Department	Member
28	Chief Executive Officer (CEO)	Member Secretary

**4. Meetings of the Executive Body !**

The Executive Body shall normally meet quarterly on such date, time and place as may be determined by the Chairperson. The Chairperson may call an extraordinary meeting at his/her discretion on advice of Governing Board.

All members of the Executive Body shall be called by Notice in writing, by the Member Secretary giving 7 days notice. The Chairperson may in special circumstances call a meeting at a notice shorter than seven days.

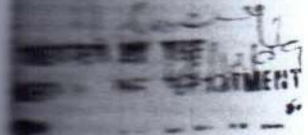
**4. Proceedings of the meetings !**

All business of the Agency will be recorded as proceedings of the Agency and shall be the basis for any transaction and business of the Agency. All disputed issues shall be determined by the majority votes. The proceedings of the meeting shall be circulated to all members within 10 days of the date of the meeting with copy to the Member Secretary of the Governing Board.

**4. Function and Powers of the Executive Body !**

The Executive Body will exercise all executive and financial powers of AIFRERM Agency as laid down in Articles and of the Memorandum of Association under general supervision of the Governing Board. Specifically, it will:

- 1. Manage funds of AIFRERM Agency, submitting annual budget to GB for endorsement, according financial sanctions, and monitoring financial expenditures and fund flows. The Agency shall cause the audit of its accounts annually by the duly appointed Chartered Accountant and the Accountant General;
- 2. Frame by-laws consistent with Rules of Business;
- 3. Enter into agreement with any legal entity in meeting the objectives of the AIFRERM Agency;
- 4. Cause annual work plan of different implementation agencies prepared as required under the AIFRERM Agency and endorsed by GB;
- 5. Monitor physical and financial progress of AIFRERM implementation at state and subproject levels;
- 6. Submit annual/quarterly financial statements, and cause action for obtaining reimbursement of fund for AIFRERM Agency;
- 7. Supervise and closely monitor the activities of the PMU;
- 8. Take all actions necessary for fulfillment of AIFRERM Agency objectives. This will include suggesting to the GB and implementing agencies new initiatives;





- vi) EB shall communicate Govt. staff requirement to respective Departments with intimation to personnel and Finance Deptts;
- vii) The Executive Body shall be the Appellate Authority for all officers / officer Sub-ordinate to it.
- viii) The Executive Body shall overall look after the matter having legal dimension/arbitration to be dealt with by the PMU and SIOs.

**vi) Powers and Functions of the Chairperson ! —**

Chairperson of the Executive Body will have overall responsibility for implementation of AIFRERM Agency on behalf of the Government under supervision of the Governing Body.

- i) Chairperson shall chair meetings of Executive Body and exercise all powers of AIFRERM Agency;
- ii) Chairperson is authorized to take action on behalf of Executive Body even in the absence of an Executive Body decision if necessary, under supervision and approval of the Chairperson of the Governing Body. In such cases the actions taken shall be notified at the following EB meeting for regularization.
- iii) Chairperson of the EB may also invite relevant heads of department(s) and other organizations expert to EB meetings when relevant agenda needs to be discussed.

**vii) CEO/ Member Secretary of the Executive Body ! —**

The Chief Executive Officer of the PMU shall be appointed as Member Secretary of the Executive Body.

The general Functions and Powers of the Member Secretary of the Executive Body are defined and decided by the Governing Body or Executive Body;

- i) The Member Secretary will exercise and discharge such duties as may be delegated to the PMU by the Executive Body;
- ii) Convene the meetings of the PMU and record the minutes of the proceedings;
- iii) Take overall responsibility for planning, implementation and monitoring of all activities of the Executive Body and PMU
- iv) Take overall responsibility for the funds of the Agency including operation of the Agency's bank accounts according to the designated rules and regulations.

**viii) Executive Body Sub-committees ! —**

- i) Govt. staffing for PMU and SIO shall be the responsibility of the respective Govt. Deptt.
- ii) Other Project/time specific appointments shall be done by the EB directly and through CEO in case of junior level staff

**ix) Project Management Unit (PMU). —**

**a) Functions and Powers of the Project Management Unit ! —**

- i) PMU shall be responsible for the planning, implementation, financial, monitoring and all other administration and management activities of the

*Handwritten notes:*  
 10/10/09  
 WEST



Agency consistent with policy and management directions issued by the GB and EB as generally defined in Section 4 Part B of the MoA;

PMU shall exercise and discharge such other duties as may be delegated by the EB of the Agency, and

PMU shall manage, advise, arrange training for the SIOs and WRD staff in all aspects related to the AIFRERM and develop, and implement integrated participatory processes.

**PMU Structure**

PMU Staffing and requirements are as listed in ~~9 b(i), 9 b(ii) and 9 (b) iii.~~ <sup>below:</sup>

The Project Management Unit (PMU) shall report to the EB through the CEO. Appointment of the management team comprising CEO and two Executive Officers shall follow Agency Rules (Clause 16).

The CEO by SGOA (WRD) shall be appointed for a minimum term of 2-3 years.

The SGOA in respective Department shall appoint two Executive Officers, one each for (a) structural measures and (b) non structural measures. The minimum term of appointment for the Executive Officers shall be 2 years with a possible extension subject to performance review.

Since all officers and staff excepting external appointment shall be of Assam State Government official to be entrusted as per State Government Rules & Procedure (modalities for salary to be decided in consultation of Personnel and Finance Department), the normal process of performance report shall continue. However, adverse report from respective competent authority of the agency shall be taken into consideration by the respective Departments. And in case of external appointments it will be an exclusive matter of the Agency as per rules.

*Handwritten notes:*  
11/2/09  
ATTNMENT



LIST OF PMU STRUCTURE

9. b (iii)

Sl No.	Designation	No	Eligibility (Rank)	Arrangements	Jurisdiction/function	Support staff
<b>General Administration</b>						
12	Administrative Officer (AO)	1	Not below the rank of serving Supdt./ Seniormost Upper Division	SGOA (WRD) - Transferred	All administrative and establishment matters of the entire project Under control of DEO(T), DEO(NT), EO(T) & EO(NT).	(1) Sr Office Asst (2) Cashier 3 UDA - SGOA (WRD) 1 UDA - SGOA

- NOTE:**
- External Quality Control, Monitoring (physical and financial) shall be binding on the PMU and SIO's.
  - All accounts shall also be submitted to the Accountant General, Assam and Chief Engineer, Water Resources Deptt. The budget estimate shall be prepared by the PMU vetoed by EB and submitted to the CE, WRD for sanction of budget and Annual Plan.
  - Legal and arbitration aspects shall be dealt with by PMU engaging legal experts as necessary or taking advice from legal remittance, SGOA or Govt. Advocate.

VETTED BY  
LEGISLATIVE DEPARTMENT  
ON...

UDA A → Sr Asstt →  
Cashier → 1

c) **The Functions of the CEO of the PMU:** \_\_\_\_\_

The CEO shall be the Head of the PMU. He shall be responsible for a) all technical matters, b) Execution matters, c) administrative and accounts legal matters and, d) non-structural matters. He shall be assisted by his Technical Deputy for the major component of the project and by his Non-Technical Deputy for the non-structural elements. He shall be the Controlling Authority of SIO.

Specifically the CEO shall:-

- i) Assist, guide and supervise activities of the Agency in planning, implementation, monitoring, accounting, auditing and evaluation activities according to GOI, SGOA and ADB requirements;
- ii) Assume formal responsibility for preparation of the Annual Work Plan of the Agency and inclusion of Projects in the SGOA annual work-plan pursuant to the Procurement Plan approved by the ADB and 5 year plan for the spill over;
- iii) Develop and implement project management strategies in association with Executive Officers and Subordinates;
- iv) Be responsible for seeking approvals including from the Executive Body when there is a variation between SGOA procedure and the Agency procedures;
- v) Develop good relationships with Government, donor, institutional and other stakeholders and manage the implementation of agreed outcomes;
- vi) Monitor financial sanction and the release of funds for implementation of AIFRERMP pursuant to provisions in the Rules of Business and the By-laws of the Agency;
- vii) Assist and guide the introduction of Project specific Management Information System (MIS) in the PMU & SIOs;
- viii) Develop and implement internal quality control and evaluation systems;
- ix) Chair regular meetings of the SIOs/ Contract Supervision Consultants/ Monitoring & Evaluation Consultants, etc. and delegate follow up action;
- x) Initiate action on recommendations of ADB, Government of India, SGOA and Executive Body;
- xi) Cause field inspection of Agency activities and initiate corrective actions whenever necessary;
- xii) Initiate disciplinary action against any officials and staff engaged in implementation of AIFRERMP Project as necessary using the applicable SGOA procedures for SGOA Officers and Staff and for external appoints, he shall take action as per SGOA rules binding the appoint under such rules during appointment.
- xiii) Discharge all statutory responsibilities of AIFRERM and Governments.
- xiv) Carry out any other responsibilities assigned by the State Government and or funding Agency accepted by the Executive Body;
- xv) Finalize contracts according to authorized financial limits and the Financial Management Handbook rules;
- xvi) Take responsibility for meeting the Project financial, timeline, quality assurance, and reporting and accountability outcomes.



10. a) Subproject Implementing Offices (SIOs)

- i) The AIFRERM Project shall be implemented through technical units of the concerned Divisions and Sub-divisions in "as is where is" basis establishing separate cells to be manned by the personnel of their respective jurisdiction, in addition to the in known duties. Further, the cell shall comprise a non-technical unit (for DM, co-ordination etc) to be manned by personnels from Revenue and Disaster Management Deptt or external. This cell shall be called the SIO for the Agency.
- ii) Accordingly, there shall be 5 (five) SIOs located at the offices of the Executive Engineers, Palashbari Gumi Project (WR), Guwahati West and Guwahati East Division for the Palashbari Sub-project, Executive Engineer, Jorhat W.R. Division for the Kaziranga Sub-project and Dibrugarh WR Division for the Dibrugarh Subproject.  
  
And accordingly, the PGP W.R. Sub-division, the Mirza W.R. Sub-Division, Guwahati Central WR Sub-division, Bokakhat W.R. Sub-Division and Dibrugarh East WR Sub-division shall come under the perview of the respective SIOs
- iii) The SIOs shall undertake activities as directed by the PMU of the Agency. The Non-Technical unit of the SIO shall comprise one ACS level officer with Sub-ordinates from that end as required.
- iv) The SIOs shall be managed with responsibilities divided between the appointed AEE/EE (Works) and ACS Officer for DRM, Safeguards and Environment (SEMU) Officer on the basis of (i) structural measures and (ii) non structural and CBFRERM measures with overall reporting responsibilities to the PMU.
- v) The respective Divisional and Sub-Divisional officers shall be the officers for the respective SIOs.
- vi) For each SIO, an Additional Deputy Commissioner of the respective district shall as assigned by his Deputy Commissioner to act as Sub-project co-ordinator.

b) Work activities for SIO offices shall include the following:

- i) Planning, design and implementation of structural and non structural AIFRERM activities;
- ii) Survey, supervision, monitoring and evaluation and quality control of works;
- iii) Data collection, management and GIS;
- iv) Assuring participatory community involvement to community level; and
- v) Capacity building for the community and WRD staff in execution, implementation, management, and maintenance of IFRERM infrastructure.

c) The SIO staffing structure shall be as listed in 10 c(i), and 10 c(ii)

log(C) List of the SIO Staffing Structure (i)

Sl No.	Designation	Eligibility	Arrangement	Function	Designation	Eligibility	Arrangement
TECHNICAL				Support Staff			
1	Field Executive (Technical) FE(T)	Executive Engineer (Civil)	SGOA (WRD) in addition to own duty	All physical construction works of the Sub-project pertaining to EEs jurisdiction as the Assistance of DFE (T) and Non-Structural with the assistance of FE (NI).	Senior Office Assistant = 1 no.	UDA	SGOA (WRD) - Transferred full time.
2	Deputy Field Executive (Technical)	Assistant Executive Engineer (Civil)	- do -	All Structural works of the Sub-Project to be routed through FE (T)	Junior Office Assistant = 2 nos.	LDA	SGOA (WRD)- Transferred full time = 1 no.
3	Construction Engineer (Technical)	Assistant Engineer (Civil)	- do -	All physical construction works of the Sub-Project as defined.	Office Attendant = 2 nos.	Peon	SGOA (WRD) - Transferred full time = 1 no.

2  
2  
3  
2  
3  
2  
3  
2  
3  
2  
3



10(C) List of the SIO Staffing Structure (ii)

NON-TECHNICAL								
4	Field Executive (Non-technical)	ACS Officer or External	SGOA (Revenue Disaster Management) in addition to own duty.	or	Non-Structural component of the Sub-Project to be routed through the FE (T)	To be determined (tbd)	(tbd)	SGOA (Revenue and Disaster Management) - T transferred.
<b>FINANCE AND ACCOUNTS</b>								
5	Senior Accounts and Finance Officer (SAFO)	Accounts Officer	SGOA (deputed from Finance Dept. in addition to own duty) External.		All Finance and Accounts matters.	Office Attendant = 1 no.	Peon	SGOA (WRD) - Transferred in addition to own duty
6	Junior Accounts and Finance Officer (JAFO)	Deputy Accounts Officer	- do - External		- do -			

*Handwritten notes:*  
 12/12/12  
 12/12/12

11. External Advisory Group

a) Expert Advisory Group

An external Expert Advisory Group will be established by the CEO of the PMU. The purpose of the Advisory Group is to allow for the interchange of ideas and information from and to renowned experts of FRERM, Heads of Departments as well as community focused and user group stakeholders. The Committee will be an informal group comprising NGOs active in CBFMR, academics that work in IFRERM and community development, any other local organizations deemed relevant. The Advisory Group will monitor and advise on the project process and outcomes.

12. Funds of the Agency

Sources of funds for the Agency may be:

- a) Plan funds through the State Finance Department to the main operating account of the PMU to be set up by the Agency;
- b) Non Plan funds salary component from the State Finance Department to the main operating account of the PMU to be set up by the Agency;
- c) ADB approved funding which shall be released on request from the GoI imprest account by the Department of Expenditure Plan Finance Division to the State Finance Department to the main operating account of the PMU set up by the Agency and according to the Rules of the funding agency and SGOA;
- d) Grant in aid or Assistance by Central Government;
- e) Grant in aid by State Government;
- f) Contributions from other sources; and
- g) Contributions from foreign aid agencies.

13. Management of Funds

- a) The Project fund will be budgeted by the State as a single line item as AIFRERM under externally aided projects;
- b) All money credited to the Agency PMU of the by the State on a quarterly basis shall be deposited in the main operating account of the PMU by the CEO in an approved schedule Bank(s);
- c) The EB through the PMU shall be responsible for setting up the main operating account which will have a deposited amount not exceeding the lower of the estimated expenditure for 6 months of project implementation or 10% of the loan amount;
- d) Individual payments under the statement of expenditure procedures shall be capped according to the Financial Management Handbook Rules;
- e) Authorization for the withdrawal of funds from the main operating account of the PMU and the SGIA if set up and distribution of funds to SIO offices shall follow the operating procedures for the Agency as set out in the Financial Management Manual of the Agency and the By-laws;
- f) All withdrawals shall be made by cheque and signed by two signatories - Chairperson of the PMU (CEO) and the Chief Financial Officer of the Agency; and at SIO level by the Authorized Signatory and the Finance and Accounts officer;

*Handwritten notes:*  
Release 2/1  
11/2/2017  
SIO



- 31
- g) PMU shall submit monthly works and financial progress accounts to the EB.
  - h) Separate Utilization Certificates in respect of grant received from the Government of India and other sources shall be sent to the Ministry of Water Resources and ADB, along with audited statement of accounts.

**14. Audit of Accounts and Annual Accounts** —

The following procedure shall be adopted for the auditing of the accounts of the Agency

- a) The Agency shall keep regular and formal financial records using commercial accounting principles and in the form prescribed by the financing agreement between the lending agency and the SGOA;
- b) The Agency shall keep records that shall include but not be limited to (i) cash book (ii) journal (iii) vouchers (iv) bank ledgers (v) bank draft/cheque and receipt register;
- c) The Agency shall provide all necessary documents to enable the annual audit to be completed by a Chartered Accountant or Auditor who shall be appointed by the EB of the Agency;
- d) The results of the audit shall be communicated by the auditor to the GB of the Agency, who shall submit a copy of the Audit report along with its observations to the WRD SGOA and the ADB. The auditor shall also forward a copy of the report directly to the Finance Department and the Department of Expenditure Plan and Finance Division of the SGOA;
- e) The copy of the audit report shall be duly signed by the Auditor. The Chief Executive Officer and Financial Controller of the Agency shall submit the report to the Government of India, SGOA and the ADB not later than 30<sup>th</sup> September of every year;
- f) The Comptroller and Auditor General of India shall have the same rights, privileges and authority to conduct audit of the accounts of the Agency as s/he has in connection with audit of the Government accounts and for this purpose he shall have the right to demand the production of books of accounts and other relevant records of the Agency;
- g) As an obligation arising from the fact that the Agency is utilizing Government funds, the accounts of the Agency shall be submitted to the Auditor General Office, Guwahati for inspection according to procedures set out by the Government; and
- h) The CEO shall present the Annual Accounts of the Agency to the Chairperson of the EB in such time that they can be reviewed, approved and presented to the Chairperson of the GB not later than 20<sup>th</sup> June of each year.

**15. Public Disclosure** —

The CEO shall ensure that the Agency establishes procedure and processes for regular disclosure of annual work plans, annual reports, budget, bidding documents, evaluation of bids, audit statements and any other information considered to be in the interests of ensuring complete transparency in the decision making of the PMU. The PMU shall use available technology and a variety of media to ensure the widest possible disclosure of the information.



32

## 16. Personnel Management

The Personnel Manual of the Agency shall be used for the appointment and management of staff below the level of the Project CEO.

- a) The CEO shall be appointed by the SGOA for a minimum 2-3 year period that may be renewed subject to a performance review. The Chief Executive Officer (CEO) of the Agency will be a senior Indian Administrative Service (IAS) officer from Assam State Cadre appointed by SGOA. The appointee shall have proven and demonstrated experience and skills in multi-disciplinary organization management and administration with strong leadership, and can demonstrate an understanding of IFRERM. The appointment shall comply with the Job Description for this position;
- b) The two designated Executive Officers shall be appointed by the CEO based on the recommendation of the Personnel Sub-committee as per Personnel Manual Job Descriptions for each of the positions. The period of appointment shall be minimum 2 years that may be renewed subject to performance review;
- c) The Agency may create such posts in the PMU and Divisional and SIO offices exclusively for the project as provided in the ADB Project Appraisal Document or as recommended / approved by the ADB Review missions or as required to meet time-bound commitments;
- d) Officers and staff of the PMU and the Divisional offices except peons/ drivers and general staff, computer operators and contract consultants who meet the job position requirements for the Agency shall be employed on an in-service basis from the Government of Assam;
- e) The CEO of the Agency shall have the power to recruit additional staff in accordance with the Rules; and
- f) The formal appointment process for general Departmental staff shall include an agreement with WRD and other Departments that allows for posted staff to be dedicated as assigned ADB-SIO Unit staff.

## 17. Grievance System and Communication

- a) The CEO shall establish and maintain a transparent, effective and efficient complaints handling system to address allegations concerning corruption, collusion, misappropriation or non-adherence to procedures and guidelines of the project;
- b) The PMU and SIOs will organize awareness campaigns for DMCs and other stakeholders as to their rights; and
- c) The Agency may opt to use the services of the Directorate of Financial Inspection as well as technical audit by the Central Vigilance Commission as and when required.

## 18. Reporting

The following procedures shall be adopted for reporting on physical and financial progress of the project by the Agency.

- a) **AIFRERM-SIO Reports:**—On the fifth day of each month, the PMU shall receive report on work and financial progress from the Executive Engineer of each SIO.
- b) **PMU Monthly Reports:**—The PMU shall evaluate the SIO monthly reports then prepare a monthly evaluation report for submission to the Chairperson of



the EB who will in turn submit the EB approved report to the SGOA, the ADB and the Secretary of WRD by the 15<sup>th</sup> of each month;

c) **PMU Quarterly Reports:**—The PMU shall consolidate monthly reports on the work undertaken by the Agency into a quarterly report and submit it through the CEO to the Chairperson EB at least one week before the scheduled meeting date of the EB. The EB in turn, will forward the approved report to the GB, the SGOA, the ADB and the Secretary of Water Resources. In addition the preparation and submission of Project Benefit Monitoring and Evaluation Reports shall follow the same process; and

d) **Annual Report:**—The CEO shall submit the finalised Annual Report duly audited by CAG in addition to internal audit to the EB for consideration 15 days before the scheduled Annual General Meeting. The EB will follow the procedures previously outlined for submission to the GB and other authorities

#### 19. Amendments : \_\_\_\_\_

##### a) Alteration or Extension of the Purpose : \_\_\_\_\_

The Agency may alter, extend or abridge the purpose for which it is established, or to amalgamate the Agency either wholly or partially with any other Agency or GB in accordance with provisions of the Societies Registration Act, 1860, as applicable to the State of Assam.

##### b) Alteration or amendment of Rules : \_\_\_\_\_

The rules of the Agency may at any time be altered by a resolution passed by 75% of the members of the GB, present and voting, at a meeting of the GB convened for the purpose.

##### c) Change of Name of the Agency : \_\_\_\_\_

The Agency may change its name by a resolution passed by 75% of the members of the GB.

##### d) Change in nomenclature of Ministries etc : \_\_\_\_\_

As and when there is any change in the nomenclature of the Ministry / Ministries, Departments(s), Institution (s) and designation(s) mentioned in the Rules, such change(s) shall automatically stand incorporated in these Rules and it shall not be treated as an amendment of the Rules.

##### e) Continuation of funding : \_\_\_\_\_

The Agency may elect to continue to use the Agency for managing further funding and loans allocated for IFRRM beyond the estimated seven year period work by a resolution passed by 75% of the members of the GB at a meeting convened for the purpose.

A review of the existing rules and regulations shall take place if continuation of the Agency is agreed.

#### 20. Miscellaneous : \_\_\_\_\_

##### a) Authentication : \_\_\_\_\_

All orders and decisions and all papers/documents of the Agency shall be authenticated by the stamp and signature of the CEO of the PMU.

10/10/2019  
 BY THE  
 AUTHORITY  
 2019