

GOODS AND SERVICES TAX NETWORK
(Incorporated under Section 25 of the Companies Act, 1956)
Regd. Office: Room No. 255, North Block, New Delhi-110001
East Wing, 4th floor, World Mark-1,
Aerocity, New Delhi-110037

F. GSTN/02/2013- Admn.

Dated: February 18, 2016

To:

Chief Secretary
Government of Haryana
Haryana, Civil Secretariat
Chandigarh-160009

Sub: Sponsoring Panel of three officers for the position of Senior Vice President (Finance) & Chief Finance Officer (CFO) to be filled on deputation basis in Goods and Services Tax Network (GSTN).

Sir/Madam,

The Department of Revenue, Ministry of Finance, Government of India has established the Goods and Services Tax Network (GSTN), a Private Limited Company incorporated under Section 25 of the Companies Act, 1956. The Government of India holds 24.5% equity in the Company and all States of the Indian Union, including NCT of Delhi and Puducherry, together hold another 24.5%. The balance 51% equity is held by Non-Government Financial Institutions. The Headquarters of the Company is at New Delhi.

2. The Company is mandated to provide shared IT infrastructure and services to the Central and State Governments for implementation of the Goods & Services Tax (GST). It is, thus playing an important role in the biggest Indirect Tax reform in India and currently its operations are in full swing.

3. The Company intends to fill one position of Senior Vice President (Finance) & Chief Finance Officer (CFO) on deputation basis from amongst eligible and willing officers of the Government of India/State Governments. The Job Description, Eligibility, Compensation and other benefits for the position are enclosed as Annexure. We feel that an officer of the organised Accounting Services of your organisation will have the necessary experience and expertise to handle the responsibilities attached with this position.

4. In the above context, it may be noted that the Department of Personnel & Training, Government of India vide its OM No. 29018/6/2012-AIS-II, dated 22.01.2013 (copy enclosed) has agreed to consider deputation of AIS and Group 'A' and 'B' officers to GSTN under Rule 6(2) (ii), on a case-to-case basis, with the approval of ACC, during the initial period of three years.

5. It is, therefore, requested that a panel of three officers possessing relevant experience who are in the Grade Pay of Rs. 8,700/- (Pay Band-4, Rs. 37,400-67,000) along with attested copies of their last 5 years' APARs/ACRs and Vigilance Clearance may please be sent to this office for consideration for appointment as Senior Vice President (Finance) & Chief Finance Officer (CFO) in GSTN, on deputation basis, at the earliest *preferably by 29.02.2016.*

Yours sincerely

Abhishek Gupta
(Dr. Abhishek Gupta)
IAAS

Executive Vice President (Support)

Amended

SVP (Finance) & Chief Finance Officer (CFO)

| | |
|---------------------|--|
| Role | SVP (Finance) & Chief Finance Officer (CFO) |
| Reporting to | EVP (Support) |
| Function | Finance |
| Level | L3 |
| Grade | G3 |

Role Description:

To lead the Finance Division and be responsible for overseeing the financial resource management for GSTN.

The role holder would also be responsible for overseeing the compliance with all statutory and policy requirements; continuously monitoring, reporting on all aspects of financial management and accounting and providing inputs for financial decisions related to organization's short and long term strategy.

Key Responsibilities:

Strategy Design and Implementation

- Formulate financial objectives of GSTN and lead the annual financial planning process, in coordination with all other departments
- Ensure the creation of systems and processes relating to accounts payable, creation of book of accounts, balance sheet, P & L, and other financial statements, in line with the latest accounting practices
- Provide inputs for the budget of Finance division during internal budgeting exercise

Governance and Compliance

- Identify laws, compliances and governance mechanisms to be followed by GSTN as detailed by the Government, Ministry of Finance and as per defined internal guidelines
- Ensure effective and timely adherence to the identified laws, compliances and governance mechanisms
- Liaison with Internal and Statutory Auditors to ensure conduct of the Statutory Audit process as per the defined schedules and timelines

Funding, Budgeting and Cost Control

- Estimate GSTN's budget requirement based on short and long term plans
- Ensure arrangement of funds for smooth operation of GSTN through Government sanctions, in coordination with the Ministry of Finance
- Identify alternate areas from where funds can be obtained and prepare a roadmap for creating GSTN as a self-sustainable organization (in consultation with the CEO and all Functional Heads)
- Support the Chairman and CEO in evaluation of investment strategies for GSTN and build a business case around the same to seek approval from the Board
- Finalize department wise budgets in line with the annual financial planning process through close coordination with Functional Heads
- Monitor monthly cash flows and ensure adherence to budgets

- Supervise cost analysis initiatives and suggest cost control measures
- Highlight areas of cost overrun to all Functional Heads
- Appraise & review the Expenditure Proposals and RFPs from financial standpoint

Finance Operations

- Supervise the finance team and oversee timely preparation of financial statements, balance sheets, Financial Statement, payables and receivables, and other financial reports as per accounting standards
- Ensure availability of effective working capital to meet GSTN's requirements and monitor cash flow management
- Oversee efficient management and optimum utilization of company's financial resources
- Minimize receivables by ensuring timely deposition of customer cheques
- Provide relevant inputs to Procurement and Contracts team as and when required

Payroll

- Supervise the accounting of all employee related expenses such as processing of salary, reimbursements, full and final settlements etc. while ensuring statutory compliance with respect to Employee TDS, Salary, Form 16, etc.
- Ensure timely processing of vendor and contractor payments pertinent to payroll

Direct/ Indirect Taxation

- Provide for most effective tax planning and ensuring timely assessment and filing of direct and indirect tax returns
- Articulate effective tax planning measures for payment of optimum amount of tax in accordance with law

People Development

- Take an active role in recruitment of incumbents into own team
- Conduct formal performance appraisal and provide developmental feedback for own team
- Identify training needs of subordinates and provide functional training inputs through internal and external sources

Others

- Ensure timely preparation of MIS and Status Updates for circulation to the Top Management and other authorities as may be required
- Participate in the selection of outsourced vendors
- Provide inputs during the procurement process for all technology and other items

Key Interfaces:

| External | Internal |
|--|---|
| <ul style="list-style-type: none"> ➤ Vendors/ Service Providers/ Consultants ➤ Ministry of Finance ➤ Auditors | <ul style="list-style-type: none"> ➤ Leadership Team ➤ All internal departments |

| | |
|-------------------------------|--|
| Banks/ Financial Institutions | |
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Eligibility:

Officers of the All India Services or Central Services (including organized Accounting Services such as IA&AS, IRAS, IDAS, ICAS) or State Services (including State Finance and Accounting Services), having worked in Finance/Budget Division of a Ministry/Department for a minimum period of 3 years and currently drawing Grade Pay of Rs 8,700 in Pay Band-4 (Rs 37,400-67,000).

Age Limit:

56 years as on the last date of receipt of applications.

Pay and Allowances:

The pay of the selected Officer will be fixed in the Pay Band-4 (Rs. 37,400-67000/-, Grade Pay: Rs. 10,000). The Allowances will be as per GSTN's policies including House Rent Allowance (Rs. 70,000 per month), Medical reimbursement, LTA, Child Education Allowance, Telephone reimbursement, Leave Salary & Pension Contribution, Performance Linked Incentive (up to 50% of Basic Pay + DA). The officer will also be provided company vehicle for official use.

Note:

GSTN is not an eligible office under the General Pool Accommodation of the Directorate of Estates, Government of India.

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