



## GOODS AND SERVICES TAX NETWORK

CIN: U72200DL2013NPL249988

[Incorporated under Section 25 of the Companies Act, 1956]

Regd. Office: East Wing, 4<sup>th</sup> Floor, World Mark-1, Aerocity, New Delhi – 110037

Corporate Office: East Wing, 4<sup>th</sup> Floor, World Mark-1, Aerocity, New Delhi – 110037

Tel: 011-49111200 website: [www.gstn.org](http://www.gstn.org)

No. GSTN/02/2013-Admn-

Dated, June 2, 2016

To:

Shri D.S. Dhesi, IAS  
Chief Secretary, Government of Haryana  
Room No. 4, 4<sup>th</sup> Floor,  
Haryana Civil Secretariat,  
Sector-1, CHANDIGARH – 160019

**Sub:** Request for sponsoring officers for the position of Senior Vice President (Finance)-cum-Chief Finance Officer (CFO) to be filled on deputation basis in Goods and Services Tax Network (GSTN).

Sir/Madam,

Goods and Services Tax Network (GSTN) is a Section 25 Company set up by the Government of India to provide shared IT infrastructure and services for implementation of the Goods and Services Tax (GST). 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 the Non-Government Financial Institutions. The Headquarters of the Company is at New Delhi. The Company is playing an important role in the biggest Indirect Tax reform in India and currently its operations are in full swing.

2. The Company intends to fill one position of **Senior Vice President (Finance)-cum-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**.

3. 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 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.

4. It is, therefore, requested that a panel of willing officers possessing relevant experience and presently holding post on regular basis in the Grade Pay of Rs-8700/- (Pay Band-4, Rs 37,400-67,000) along with attested copies of their APARs/ACRs for the last 5 years and Vigilance Clearance may please be sent to this office for consideration for appointment as Senior Vice President (Finance)-cum-Chief Finance Officer (CFO) in GSTN, on deputation basis, preferably by 30<sup>th</sup> June 2016.

Yours faithfully,

Dr. Abhishek Gupta,  
IA&AS,  
EVP (Support)

Service One Branch

Diary No. \_\_\_\_\_

Date \_\_\_\_\_

Encl.: Annexure

नवाए शाखा  
हायरी न  
दिनांक 24/06/16

## **SVP (Finance) & Chief Finance Officer (CFO)**

<b>Role</b>	<b>SVP (Finance) &amp; Chief Finance Officer (CFO)</b>
<b>Reporting to</b>	<b>EVP (Support)</b>
<b>Function</b>	<b>Finance</b>
<b>Level</b>	<b>L3</b>
<b>Grade</b>	<b>G3</b>

### **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"> <li>▶ Vendors/ Service Providers/ Consultants</li> <li>▶ Ministry of Finance</li> <li>▶ Auditors</li> <li>▶ Banks/ Financial Institutions</li> </ul>	<ul style="list-style-type: none"> <li>▶ Leadership Team</li> <li>▶ All internal departments</li> </ul>

#### **Eligibility Criteria and Age Limit:**

1. **Government Servants on Deputation:** Officers of the All India Services or Central Services (including organized Accounting Services such as IA&AS, IRAS, IDAS, ICAS and IPTF&AS) or State Services (including State Finance and Accounts 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). The maximum age limit would be 56 years in this category.

2. **Retired Government Servants:** Retired Government servants meeting the Eligibility Criteria as at (1) will also be considered for this position. The maximum age limit would be 62 years in this category subject to continuance till the age of 65 years.

#### **3. Candidates from Open Market:**

- ▶ Candidates with MBA (Finance) from reputed Institutions/CA with 15-18 years of experience in large companies.
- ▶ Minimum 3 years' experience as a CFO/Head of Finance & Accounts of companies having a minimum turnover of Rs. 100 Crore.
- ▶ The maximum age limit would be 45 years.

**Pay and Allowances:**

1. **For Government Servants on Deputation:** 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) etc.. The officer will also be provided company vehicle for official use.

2. **For Retired Government Servants:** As per GSTN Policy, CTC will be fixed as done in the case of serving Government officials on the basis of the last pay drawn in the Government.

3. **For Candidates from Open Market:** As per GSTN Policy.

**Note:**

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

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