



GOODS AND SERVICES TAX NETWORK

## GOODS AND SERVICES TAX NETWORK

CIN: U72200DL2013NPL249988

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

Regd. & 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-

Date: January 17, 2017

To:

Chief Secretary,  
Government of Haryana,  
Room No. 4, 4<sup>th</sup> Floor,  
Haryana Civil Secretariat,  
Sector-1, CHANDIGARH - 160019

**Sub: Request for sponsoring eligible and willing 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), New Delhi.**

Sir/Madam,

1. The Goods and Services Tax Network (GSTN), New Delhi, is a Section 8 Company (not-for-profit Company under the Companies Act, 2013) set up primarily to provide IT infrastructure and services to the Central and State Governments, tax payers and other stakeholders for implementation of the Goods and Services Tax (GST).

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. The Job Description, Eligibility, Compensation and other benefits for the position are enclosed as **Annexure**. The position is in the pre-revised Pay Band-4 (Rs. 37,400-67,000, Grade Pay: Rs. 10,000)/Level 14 in the New Pay Matrix. Officers who are currently in the pre-revised Pay Band-4 (Rs. 37,400-67,000, Grade Pay: Rs. 8,700)/Level 13 in the New Pay Matrix, on a regular basis, will be eligible to be considered for this position.

3. I would request you to please forward the names of eligible and willing officers possessing relevant experience for consideration for the above position, along with the attested copies of their last 5 years' APARs/ACRs and Vigilance Clearance to us at the earliest, and preferably by **4<sup>th</sup> February 2017**. An Advertisement in this regard has also been published in the Employment News of 14-20 January, 2017.

4. The Pay of the officers in the Grade Pay of Rs. 8700 (pre-revised)/Level 13 in the new Pay Matrix in their parent cadre applying for this position, will be fixed in the next higher Grade in GSTN, i.e. pre-revised Pay Band-4 (Rs. 37400-67000, Grade Pay: Rs. 10000)/Level 14 in the new Pay Matrix and will also be eligible for allowances and perks as per GSTN Rules.

5. It may please be noted that we will also consider applications received from the officers in the Grade Pay of Rs. 10,000 (pre-revised)/Level 14 in the new Pay Matrix in their

Services-II Branch

Diary No. 9223

Date 25/01/17

parent cadre, on a regular basis, for the above position. The Pay of such officers will be fixed in the next higher Grade in GSTN, i.e. pre-revised Rs. 67000-79000/Level 15 in the new Pay Matrix and will also be eligible for allowances and perks as per GSTN Rules.

6. The other Terms and conditions of the above deputation position will be in accordance with the extant Guidelines of the Department of Personnel & Training (DOPT), Government of India.

Yours faithfully,



**Dr. Abhishek Gupta, IAAS,  
Executive Vice President (Support)**

**Encl.: Annexure**

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

	<b>SVP (Finance) &amp; Chief Finance Officer (CFO)</b>
	<b>EVP (Support)</b>
	<b>Finance</b>
	<b>L3</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. **For 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 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) [now Level 13 of Pay Matrix]. 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 under this category. The maximum age limit would be 62 years in this category subject to continuance till the age of 65 years.

3. **For 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) [now Level 14 of Pay Matrix]. 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 case of serving Government officials taking last pay drawn in Government.

3. **For Open Market Candidates:** 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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