

**No. G.17018/1/2008-FIN(EC)  
GOVERNMENT OF MIZORAM  
FINANCE DEPARTMENT  
(Expenditure Control Branch)**

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Dated Aizawl, the 27<sup>th</sup> January, 2022

**OFFICE MEMORANDUM**

**Subject : Time Schedule for submission of expenditure sanction proposals for the Financial Year 2021 - 22**

Receiving of large number of proposals for Administrative Approval and Expenditure Sanction towards the end of the Financial Year creates problems in the Finance Department as it puts tremendous pressure on Finance Department due to limit of time for examining such proposals. In order to avoid such problem, all Administrative Departments must ensure that the Expenditure Sanction proposals are processed in time on receipt of budgetary allocation and following all procedural formalities.

2. To facilitate timely disposal of all sanction proposals, the following schedule is laid down for the last quarter of 2021-22 for strict compliance-

- |       |  |                   |
|-------|--|-------------------|
| (i)   | Last date of submission of proposal to Finance Department for Administrative Approval and Expenditure Sanction | <b>11.03.2022</b> |
| (ii)  | Last date of submission of Bills of personal claims to the Treasuries  | <b>14.03.2022</b> |
| (iii) | Last date for submission of other Bills to the Treasuries  | <b>21.03.2022</b> |
| (iv)  | Completion of entire process of Expenditure under the annual Budget  | <b>25.03.2022</b> |

3. No proposals for Administrative Approval and Expenditure Sanction will be entertained by Finance Department after the dates indicated in the schedule above.
4. Bills should be presented to Treasuries with regular bills as far as possible. However, in case of extreme necessity, permission for drawal with Abstract Contingent Bills (AC Bills) should be moved to Finance Department along with sanction proposal in respect of contingent expenditures.
5. Convening of SPAB/DPAB meeting during the end of financial year severely affects the functioning of Finance Department as Officers in Finance Department are fully occupied with time bound works. Hence, all Departments are requested to hold the SPAB/DPAB meeting on or before **2nd March 2022** positively.

6. All Head of Administrative Departments and Head of Departments are hereby requested to give personal attention to this matter to ensure compliance of these instructions.

**Sd/- VANLAL CHHUANGA**  
Finance Commissioner  
Government of Mizoram

**Memo G.17018/1/2002-FIN(EC)**

**: Dated Aizawl, the 27<sup>th</sup> January, 2022**

Copy to:

1. Secretary to the Governor of Mizoram
2. Secretary to the Chief Minister of Mizoram
3. PS to Deputy Chief Minister of Mizoram
4. PS to Speaker/Dy. Speaker, Mizoram
5. PS to Ministers/Ministers of State, Mizoram
6. PS to Vice Chairman, State Planning Board
7. PPS to Chief Secretary, Govt of Mizoram.
8. PS to Addl. Chief Secretary, Govt of Mizoram
9. PS to All Principal Secretaries/Commissioners/ Secretaries.
10. All Head of Departments.
11. All Deputy Commissioners
12. Chief Controllers of Accounts, Accounts & Treasuries
13. All Jt. Director(Accts)/Dy. Director(Accts)/FAO's
14. All Treasuries Officers, for strict compliance.
15. All Officers under Finance Department
16. Guard file.

  
27/1/22  
**(CHAWNGZIKPUII)**

Under Secretary to the Govt. of Mizoram  
Finance Department (EC)