

No.G.16035/30/2006-FEA
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT
(Economic Affairs)

MINECO, Aizawl,
the 15th October, 2025

OFFICE MEMORANDUM

This is to bring to the notice of all Heads of Departments that due to financial constraints, Finance Department issues permissions for withdrawal of Bills, K-Deposits and Deposit-III beyond the normal daily ceiling of the Treasury Officers. This is done for speedy implementation of important schemes and programmes within the state's resources. However, it is observed that even though permissions are sought by the Departments for immediate payments, there are delays in presentation of the bills to the Treasuries even after the permission is issued, sometimes even after the lapse of the Financial Year. In some cases, the amount of bill presented to the Treasury is much lower than the amount approved for drawal, which indicates that the actual amount required for disbursement is much lesser than the amount proposed. This poses problems in financial management as drawal applications are considered on the basis of financial position of the State which varies on a day to day basis.

To ensure greater efficiency in financial management, all Heads of Departments are informed to strictly adhere to the following conditions while submitting drawal permission to Finance Department :-

- (1) Departments shall submit proposals for drawal of bills only for the amount which is required for immediate payment. The format and process will be as per the present practice. Unless there is specific instruction from Finance Department to withhold payments, the Treasury Officer shall pass the bills immediately on receipt of withdrawal permission provided that the bill presented is correct in all respects.
- (2) Bills pertaining to K-Deposits and Deposit-III shall be submitted to Treasuries within 20 days from the date of issue of drawal permission. Withdrawal permission in respect of Bills/Cheques/K-Deposit/Deposit-III will be treated as invalid after a lapse of 45 days. All special drawal permissions shall be treated as invalid after the lapse of the Financial Year.

Sd/- RAMCHUANA
Secretary to the Govt. of Mizoram,
Finance Department

Memo No. G.16035/30/2006-FEA : **Dated Aizawl, the 15th October, 2025**

Copy to:

1. Secretary to Governor, Government of Mizoram.
2. PS to Hon'ble Chief Minister, Government of Mizoram.
3. PS to Speaker/Dy. Speaker/Ministers/Ministers of State, Government of Mizoram.
4. PS to Adviser to Chief Minister (Finance & Planning), Mizoram.
5. Sr. PPS to Chief Secretary, Government of Mizoram.
6. Sr. PPS to Finance Commissioner, Government of Mizoram.
7. All Administrative Departments, Government of Mizoram.
8. All Heads of Department, Government of Mizoram.
9. Chief Controller of Accounts, Accounts & Treasuries.
10. All Treasury Officers, Mizoram.
11. All Branches of Finance Department, Government of Mizoram.
12. Website Manager, Finance Department.
13. Guard File.


(CHRISTINA LALMUANZUALI)
Under Secretary to the Govt. of Mizoram,
Finance Department (EA)