

No. G.25015/2/99 - F.APF  
GOVERNMENT OF MIZORAM  
FINANCE DEPARTMENT  
(APF BRANCH)

Dated Aizawl, the 19<sup>th</sup> November, 1999.

OFFICE MEMORANDUM

For maintaining uniform procedures in processing/settlement of proposal of write off sanction, it has been decided by the Government prescribe guidelines to be observed and scrupulously followed by all departments. Depending on the nature of proposal for write off, Government Department are classified broadly into the following three categories.

1. Department operating stock suspense Head for purchase of stores.
2. Department though not operating stock suspense Head, but are having trading/profit and loss account.
3. Department neither operating Stock suspense Head nor having trading/profit and loss account.

1. DEPARTMENT OPERATING STOCK SUSPENSE ACCOUNTS :-

The Department will provide sufficient fund under detail head (24), "write-off" Head of Account pertaining to the major head under their respective Demand for Grants. While proposing sanction for write-off cases the following procedures should be followed :-

- a) If the entire value of store is to be written off, the proposal should be supported by a survey report of stores as per proforma - I. The amount sanctioned should be credited to the Stock Suspense Head of Accounts and debited to the write off Head of Accounts.
- b) If it is considered that the condition or Stores guaranteed realisation of certain amount in the event of disposal by Sale/Public Auction, the sanction or competent authority for disposal of Store may first be obtained. Such proposal should be supported by a survey report or store as per Proforma - II.
- c) After disposal of Store under (b) above, the difference between the issue price and disposal costs should be proposed for write-off sanction which should be supported by a survey report of stores as per Proforma - III.

2. THE DEPARTMENT HAVING TRADING/PROFIT AND LOSS ACCOUNT BUT NOT OPERATING STOCK SUSPENSE HEAD :-

The department should provide adequate provision under the write-off Head of accounts in the demand for grant. The same procedures as mentioned at para - I above should be followed for processing sanction for write off except that credit will always be to the expenditure Head of Accounts under which the material/store are originally sanctioned.

3. DEPARTMENT WITHOUT TRADING/PROFIT AND LOSS AND STOCK SUSPENSE ACCOUNTS :-

It is not necessary to provide provisions in the budget under the write off Head of Accounts, however, in all cases of loss of stores, the Department should prepare a survey report as per proforma - I and submit proposal for write off sanction. In such issue of formal sanction order for write off will be sufficient to cover the loss.

4. LOSS OF DEPARTMENT CASH :-

Loss of Departmental Cash/Revenue should promptly be dealt with under rules 16-21 of General Financial Rules 1963. Such cases should be taken up and processed as per guidelines given below.



a) Where re-drawal is necessary : If the amount is required for re-drawal, sanction should be obtained under (c) Advances, 8550 Civil Advances, 104 other Advances. If the entire amount is subsequently recovered, the same should be credited to the Head of Accounts for clearing original debit.

However, If there is any unrecoverable balance, the same should be sanctioned for write off for which fund should be provided for in the budget. In such cases, the amount should be debited to the Write off Head of Accounts with Contra-Credit to (c) Advances, 8550 Civil Advances, 104 Other Advances under which sanction for re-drawal was obtained.

b) Where re-drawal is not necessary, the sanction of a competent authority for write off amount will be sufficient to cover the loss for regularisation of the case.

c) Proposal for sanction of write off for the loss of Departmental Cash should be supported by report as per proforma - IV.

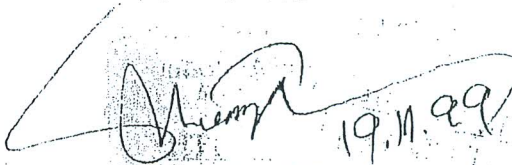
4. DEPARTMENTAL COMMITTEE :

For taking up cases under para 1,2 and 3, all Departments shall constitute a committee consisting of member as prescribed under note 1 below Rule 124(1) of general Financial Rules 1963. Constitution of such committee by the Department should be reported to the finance Department. No proposal for write off/disposal of Stores or Cash will be considered by Finance Department without the recommendation of such departmental committee.

Sd/- C. LALCHHUMA  
Financial Commissioner,  
Finance Department.

Copy to :

- 1) P.S. to Chief Minister, Mizoram.
- 2) P.S. to Dy. Chief Minister, Mizoram.
- 3) P.S. to Speaker/Dy. Speaker, Mizoram.
- 4) P.S. to All Ministers/Ministers of State, Mizoram, Aizawl.
- 5) All administrative department for information.
- 6) All Heads of department, Govt. of Mizoram for information.
- 7) Director, Account & Treasuries, Mizoram, Aizawl.
- 8) Accountant General (Audit) Mizoram etc. Shillong.
- 9) Accountant General (A & E) Mizoram etc. Shillong.

  
(LALREMTHANGA)

Deputy Secretary to the Govt. of Mizoram.  
Finance Department

**SURVEY REPORT OF STORES**  
( Proposal for write off of the entire amount )

PROFORMA - I

No. Sl.	Particulars of Stores	Unit	Rate	Quantity	Amount	Brief reasons for proposing write off indicating condition and year of purchase	Mode for disposal	Head of Account under which purchase
1	2	3	4	5	6	7	8	9
	<b>TOTAL</b>							

Member Departmental Committee	Chairman Departmental Committee	Member Departmental Committee
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**SURVEY REPORT OF STORES**

( Proposal for write off of the differences between the procurement & disposal costs )

PROFORMA III

Sl. No.	Particulars of stores	Expenditure on procurement			Mode of disposal (sale, public auction or otherwise)	Sale proceed on disposal of stores			Remarks		
		Unit	Rate	Quantity		Amount	Unit	Rate		Quantity	Amount
1	2	3	4	5	6	7	8	9	10	11	12
	<b>TOTAL</b>										

Amount of Col. No. 11 for Rs

(Rupees

is credited with the Govt. Account Vide challan No. \_\_\_\_\_ of \_\_\_\_\_)

Member  
Departmental Committee

Chairman  
Departmental Committee

Member  
Departmental Committee

**REPORT FOR WRITE OFF OF LOSS**  
**( Department Revenue / Cash )**

PROFORMA - IV

1. Name of Department :-
2. Name of Controlling Officers :-
3. Name of D.D.O :-
4. Name of Cashier :-
5. Amount of Envolved :-
6. Whether Revenue or Cash balance of the Department :-
7. If, Cash balance classification of the amount :-
8. Whether sanction for redrawal (if necessary) obtain or not :-
9. Whether Rules 109 of CTR is followed or not :-
10. Whether Rules 16(1) of GFR is compiled or not :-
11. Whether Rules 18(2) of GFR is observed or not :-
12. Whether action under Rules 21 of GFR is initiated or not :-
13. What is the present position of action against item of 12 :-
14. Brief circumstances leading t the loss :-
15. Amount recovered (if any) :-
16. Amount propose for write off (5 -15) :-
17. Reasons for proposing write off :-

Signature of Controlling Officer