

No. G-30227(E)/6/2026-EC-FD
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT (EXPENDITURE CONTROL)

Dated Aizawl, the 26th May, 2026

OFFICE MEMORANDUM

Subject : Instructions regarding scheduling of DPAB/SPAB and DWAB/SWAB meetings.

It has been observed that certain Departments are issuing notices for DPAB/SPAB and DWAB/SWAB meetings at extremely short notice, sometimes only one or two days prior to the meeting, or even on the same day. This practice causes considerable administrative inconvenience to the Finance Department, particularly in scrutinizing agenda papers in advance and deputing appropriate representatives for such meetings.

In order to avoid recurrence of such difficulties, the following instructions are hereby issued for strict compliance by all Departments intending to convene DPAB/SPAB and DWAB/SWAB meetings. Non-compliance with these instructions shall absolve the Finance Department of any responsibility for deputing officers or representatives to attend such meetings.

Submission of Meeting Notice and Agenda Papers: Meeting notices along with agenda papers shall be submitted to the Secretary, Finance Department well in advance. Under no circumstances shall such submission be made less than three (3) working days prior to the scheduled date of the meeting.

Consultation regarding Scheduling: Considering the limited availability of officers in the Finance Department, who are also required to attend important Government meetings in addition to their routine duties, Departments shall consult the PPS to Secretary, Finance Department before finalizing the date and time of the meeting. This will help ensure the availability of a representative from the Finance Department.

All Departments are directed to strictly adhere to the above instructions.

This memorandum is issued in the interest of administrative efficiency and to ensure that meetings are conducted in a systematic and orderly manner.

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

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Copy to:

1. Secretary to Governor.
2. P.S to Chief Minister.
3. Sr.PPS to Chief Secretary.
4. All Heads of Administrative Departments.
5. All Heads of Departments.
6. All Deputy Commissioners.
7. Website Manager, Finance Department for Web uploading.
8. Guard File.

Digitally signed by
Lallungmuani
Date: 26-05-2026

14:08:45
(LALLUNG MUANI)

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