

NO.A.27015/1/2022-F.Est  
GOVERNMENT OF MIZORAM  
FINANCE DEPARTMENT

Aizawl, the 1<sup>st</sup> June 2022

OFFICE MEMORANDUM

**Subject: Submission of Monthly Accounts.**

It has come to the notice of the Department that Cheque Drawing Department Offices are submitting their Monthly Accounts for GIS, GPF, NPS, Long-term Loans (HBA, MCA, SCA etc.) to the Chief Controller of Accounts, Accounts & Treasuries in diversified manner which led to the occurrence of missing credits and debits in individual accounts and adversely affecting proper maintenance of accounts by the Chief Controller of Accounts, Accounts & Treasuries.

It has now been decided that the Cheque Drawing Department Offices shall prepare their monthly accounts as per the prescribed format enclosed and submit to their respective Heads of Department with the supporting documents i.e. Challans and Vouchers. The Heads of Department shall compile the accounts under their respective departments and submit to the Chief Controller of Accounts, Accounts & Treasuries to avoid missing credits and debits in individual accounts in future.

**Sd/- VANLAL CHHUANGA**

Principal Secretary to the Govt. of Mizoram  
Finance Department.

**Memo No.A.27015/1/2022-F.Est**

**Dated Aizawl, the 1<sup>st</sup> June 2022**

Copy to:

1. Secretary to Governor of Mizoram;
2. PS to Chief Minister, Mizoram;
3. PS to Dy. Chief Minister;
4. PS to Speaker/Dy Speaker, Mizoram;
5. PS to All Ministers;
6. Sr. PPS to Chief Secretary, Govt. of Mizoram;
7. Secretary, PWD/PHE/P&E/MI/EF&CC/SW&LR;
8. All Heads of Cheque Drawing Departments;
9. Chief Controller of Accounts, Accounts & Treasuries with reference to his letter No. G.27015/2/2018-CCA(GPF) vol-II/25, dated 22.4.2022;
10. All Treasury Officers;
11. Guard file.

  
**(C. LALTLEIPUII)**

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



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ANNEX-I

MONTHLY REPORT  
GROUP INSURANCE SCHEME

NAME OF DIVISION..... MONTH.....20.....

RECEIPTS						PAYMENTS			
Sl.No	Challan No & Date	Credited to	IF	SF	Challan Amount	Sl.No	Cheque No & Date	Debited to	Bill Amount
1	2	3	4	5	6	7	8	9	10
TOTAL						TOTAL			

Signature of DDO

Note: Report should be supported by the related Challans & Vouchers.



(5)

**ANNEX-III**

**MONTHLY REPORT  
NEW PENSION SCHEME**

**HEAD OF ACCOUNT: 0071-01-500-02-00-00**

NAME OF DIVISION..... MONTH.....20.....

<b>RECEIPTS</b>			
<b>Sl.No</b>	<b>Challan No &amp; Date</b>	<b>Credited to</b>	<b>Challan Amount</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>TOTAL</b>			

Signature of DDO

*Note: Report should be supported by the related Challans & Vouchers.*



**ANNEX-IV**

**MONTHLY REPORT**

**LONG TERM LOANS & ADVANCES (HBA/MCA/SCA etc)**

**(Principal)**

NAME OF DIVISION..... MONTH.....20.....

RECEIPTS				PAYMENTS			
Sl.No	Challan No & Date	Credited to	Challan Amount	Sl.No	Cheque No & Date	Debited to	Bill Amount
1	2	3	4	5	6	7	8
TOTAL				TOTAL			

Signature of DDO

*Note: Report should be supported by the related Challans & Vouchers.*

*For different Schemes under Long-term Loans separate statement should be used for each.*

ANNEX-V

**MONTHLY REPORT**  
**LONG TERM LOANS & ADVANCES (HBA/MCA/SCA etc)**  
**(Interest)**

NAME OF DIVISION..... MONTH.....20.....

RECEIPTS				PAYMENTS			
SI.No	Challan No & Date	Credited to	Challan Amount	SI.No	Cheque No & Date	Debited to	Bill Amount
1	2	3	4	5	6	7	8
TOTAL				TOTAL			

Signature of DDO

*Note: Report should be supported by the related Challans & Vouchers.*