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

Aizawl, the 1st 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, Longterm 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 Copy to:

Dated Aizawl, the 1st June 2022

- 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;
- 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)



NAME OF DEPARTMENT

ABSTRACT OF MONTHLY RECOVERIES & PAYMENTS

SI.No	SCHEMES	RECEIPTS	PAYMENTS
1	2	3	4
1	GIS (P)		
2	GIS (I)		
3	GPF		
4	NPS		an an airte a chaile an an chailte an airte
5	HBA (P)		
6	HBA(I)		
7	MCA(P)		
8	SCA (P)		
9	SCA (I)		
· · · · · · · · · · · · · · · · · · ·			
	TOTAL		· · · · · · · · · · · · · · · · · · ·

Signature of DDO

ANNEX-I

MONTHLY REPORT

GROUP INSURANCE SCHEME

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		RECEI	PTS	Y		f	PAY	MENTS	
SI.No	Challan No & Date	Credited to	IF	SF	Challan Amount	SI.No	Cheque No & Date	Debited to	Bill Amount
1	2	3	4	5	6	7	8	9	10
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		2	1 - 10 - 1 - y		and a start		- X8		
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	TOTA		1. 19	A. M.	N AN AL	and all i	TOTAL		

Signature of DDO

ANNEX-II

MONTHLY REPORT

GENERAL PROVIDENT FUND

HEAD OF ACCOUNT: 8009-01-101-00-00-00.

	RECEIPTS		PAYMENTS					
SI.No	Challan No & Date	Challan Amount	SI.No	Cheque No & Date	Bill Amount			
1	2	3	4	5	6			
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	TOTAL	and the pring.		TOTAL				

Signature of DDO

ANNEX-III

MONTHLY REPORT

NEW PENSION SCHEME

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

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		RECEIPTS			
SI.No	Challan No & Date	Credited to	Challan Amount		
1	2	3	4		
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			1		
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1	TOTAL				

Signature of DDO



ANNEX-IV

MONTHLY REPORT

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

(Principal)

NAME OF DIVISION.....

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		
	11		-	16 1					
	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......

	RE	CEIPTS		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	
		and the			States and the second			
	3		1		and the second			
		- Sugar States - States - Ba		1. 4. 1		6		
				Constant State				
1.1.1	TOTAL		h. Para at . No		TOTAL		25	

Signature of DDO