



No.A.49011/9/2024-F.Est.
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT
(Establishment)

Dated Aizawl the 29th May, 2026.

Office Memorandum

Subject: Checklist on proposal for Administrative Approval and Expenditure Sanction for Financial Advisers.

In continuation to this Department's Notification of even no. dated 10th March, 2026, No.G.17012/1/2022-F.Est dated 1st April, 2026 and in terms of para 3.3 of the Charter of Financial Advisers, Check List for scrutinizing proposal for Administrative Approval and Expenditure Sanction is hereby formulated for speedy disposal of the proposals. However, it may be noted that the check list is not exhaustive and covers only the basic points and departments are requested to properly justify their proposal with additional requisite documents wherever and whenever necessary following various instructions issued by the Government from time to time.

These instructions shall be implemented **w.e.f. 01.06.2026.**

Sd/- RAMCHUANA
Secretary to the Gov't of Mizoram,
Finance Department.

Memo. No. A.49011/9/2024-F.Est.

:

Dated Aizawl the 29th May, 2026.

Copy to:-

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers/Dy. Speaker/Ministers of State, Mizoram.
4. P.S. to Vice Chairman, State Planning Board, Mizoram.
5. P.P.S to Chief Secretary, Government of Mizoram.
6. All Administrative Departments, Government of Mizoram.
7. All Heads of Departments, Government of Mizoram.
8. All Jt. Director of Accounts(F&A)/Dy. Director of Accounts(F&A)/FAOs.
9. All Treasury Officers in Mizoram.
10. All Officers under Finance Department.
11. Guard File


(LALDINFELI)

Under Secretary to the Govt of Mizoram
Finance Department (Est)

CHECK LIST FOR FINANCIAL ADVISERS

Following are the checklist for Financial Advisers (FA) while examining proposal for Administrative Approval and Expenditure Sanction. The proposal should be supported by documents/information wherever necessary for according sanction by Administrative Head of Department within the financial power delegated by the Government vide Finance Department's Notification No.G.17012/1/2022-F.Est dated 1st April, 2026.

Further, all proposals beyond the financial powers of Administrative Head of Department and the corresponding Financial Advisers should be submitted to Finance Department and must also contain all the documents/information as enumerated in the succeeding para.

1. Full justification for the proposal.
2. Complete guidelines of the schemes duly approved by the line Ministry of Gov't of India/Gov't of Mizoram/Boards as the case may be quoting the relevant portion.
3. In case of proposal under CSS, NEC, etc., release order of fund by the concerned Ministries along with the Approved Action Plan and detailed estimates.
4. Detailed statements/estimates of expenditure indicating the basis of calculation. Copy of Order/Instruction by which such calculation is made should be quoted and enclosed.
5. In case of Grants-in-Aid, proposals should be scrutinized with the relevant provision of GFR, 2017 and with the instruction of Finance Department from time to time. Utilization Certificate as required under Rule 238 of General Financial Rules, 2017 should also be enclosed in the proposal. However, financial powers are not delegated to AHoD for sanction of GIA. Concurrence of Finance Department shall be obtained.
6. In cases of expenditure sanction accorded by Administrative Head of Department, sanction order may be issued as per proforma enclosed at **Annexure-I**.
7. **Fund Position:**
 - (i) Details of budget head of accounts with provision of fund for the current financial year, progressive expenditure and balance fund available.
 - (ii) Fund allocation order issued by Budget Branch of Finance Department in the absence of budget provision in the "Demand for Grants".
 - (iii) Re-appropriation statement duly approved and signed by the concerned Administrative Head of Department and duly vetted by Financial Advisers of the Department, if the proposed expenditure is to be met from re-appropriation.
 - (iv) All proposals for additional allocation of fund should be vetted by Financial Advisers.
 - (v) Proposal for drawal of funds in Abstract Contingent bills should also be vetted by FA and report of regularization to DCC bills should invariably be included in the Quarterly Report.
 - (vi) While vetting proposal for obtaining concurrence of Finance Department for sanction of GIA(Salary/Non-Salary) FA shall ensure that the conditions attached to the grants are fulfilled, proposal is in accordance with GFR 2017 and that the fund is to be credited into the accounts of the Grantee Institution.
 - (vii) All proposals for release of funds from K Deposit/D-III should be vetted by the FA and must ensure that instructions issued by Finance Department from time

to time are followed and that proposals are submitted in the prescribed proforma, showing the actual amount required for immediate disbursement.

8. Works/Services: Besides the documents mentioned in Sl. No. 1-8 above, the following documents/information should be submitted along with the proposal.

- (i) Administrative approval should be obtained for all works other than normal repairs and maintenance works. Preliminary Estimate/Detailed Plan & Estimate is to be submitted for obtaining Administrative Approval.
- (ii) Recommendation of DWAB/SWAB duly approved by the Government, as the case may be, should be enclosed in the proposal for Expenditure Sanction.
- (iii) In respect of works or services under Non-Works Departments which are contemplated to be executed through Works Department, the Administrative Approval shall be obtained from the concerned Administrative Department or Finance Department (EC) as the case may be, depending on the financial power of the Administrative Head of Department requisitioning the work and expenditure sanction shall be obtained by the executing department and shall then execute the work entrusted to it in accordance with the relevant rules and procedures.
- (iv) For Non-Works Department, Technical Sanction should be obtained from Public Works Department beyond the delegated power for technical sanction of the concerned department as notified by Finance Department from time to time.
- (v) Existing Technical personnel posted in the department is to be indicated except for PWD/P&E/PHE/Irrigation and Water Resources Departments.
- (vi) The amount of Administrative Approval and progressive expenditure sanction already accorded along with progress of work done is to be indicated in respect of on-going works.
- (vii) The proposed Mode of Execution of works should be clearly indicated.
- (viii) In respect of works which are executed departmentally, contractor's profit should be deposited into the government account as per standing instruction issued by Finance Department from time to time.
- (ix) In respect of Departmental Works or Restricted Tender, care should be taken by Financial Advisers as to whether or not approval of the competent authority is available at the time of vetting the proposal for expenditure sanction.
- (x) All proposal for deviation of works from the original sanctioned estimate/DPR should be vetted by FA
- (xi) The proposal for Administrative Approval (AA) within the Financial power of Administrative Head of Department, if found to be in order, should be duly concurred with by Financial Advisers in the prescribed format enclosed at **Annexure-II.**
- (xii) The proposal for expenditure sanction of Administrative Head of Department, if found to be in order, should be duly concurred with by Financial Advisers in the prescribed format enclosed at **Annexure-III.**

9. Procurement of Goods:

A. The following documents/information should be submitted along with the proposal for **procurement of goods.:**

- (i) Administrative Approval should first be obtained from the Competent Authority. While scrutinizing proposal for purchase of goods, the Financial Adviser shall examine the requirements, stock position, fund position etc.
- (ii) Copy of recommendation of DPAB/SPAB/Purchase Board for Autonomous Bodies along with a copy of Government approval.
- (iii) Supply Orders/Contract agreement/ bills/vouchers from firms/suppliers recommended by the Purchase Board with abstract statement indicating quantity, rate, amount and taxes. Advance payment should not be made except where applicable as per provision contained in GFR 2017 / Mizoram Public Procurement Rules 2020.
- (iv) In respect of items which are not available in GeM portal, GeM exemption should be obtained from Finance Department (EC). Non-Availability Certificate generated from the GeM portal must invariably be attached while applying GeM exemption in Finance Department (EC).

B. Procurement of Goods from Seller/Dealers from GeM:

- (i) As provided in Rule 149 of GFR-2017 and this Department's OM No.G.17014/1/2017-FEC dt 26.07.2019, all departments have been informed to make procurement of goods from GeM portal as many as possible.
- (ii) For procurement of goods through GeM, recommendation and approval of GeM Procurement Committee must invariably be attached in the proposal.

10. Procurement of Vehicles:

The Administrative Head of Department are not delegated financial powers for purchase of vehicles. Hence, the following documents/information should be submitted to Finance Department (EC) along with the proposal for **procurement of vehicles.:**

- (i) Administrative Approval for purchase of Vehicle from GAD should first be obtained.
- (ii) Contract agreement generated through GeM.
- (iii) List of officers who are entitled to vehicles and List of existing Vehicles in the Department.
- (iv) Whether for replacement or for additional.
- (v) Proforma bills/vouchers from authorized dealers/agencies/firms.
- (vi) In cases of purchase outside GeM with prior approval of GeM exemption, copy of recommendation of Departmental Vehicle Purchase Board (DVPB).
- (vii) In respect of items which are not available in GeM portal, GeM exemption should be obtained from Finance Department (EC). Non-Availability Certificate generated from the GeM portal must invariably be attached while applying GeM exemption in Finance Department (EC).

11. Proposal for sanction of expenditure within the financial power of Head of Department shall continue to be examined and vetted by FAO/DD (F&A)/JD (F&A) as the case

may be, as provided under the re-delegation of Financial Power Rules issued by Finance Department from time to time. In cases of expenditure sanction accorded by Head of Department, sanction order may be issued as per proforma enclosed at **Annexure-IV**

12. In cases of Proposal for AA and ES outside the State budget like 100% CSS, etc., requiring concurrence of Finance Department, comments of the Financial Adviser indicating fund position, provision under the guidelines, Concept note/DPR etc., shall invariably support the proposal.
13. In cases where the Administrative Head of Department, by an order to be recorded in writing, overrule the advice of the Financial Adviser, all such decisions shall be forthwith communicated to the Finance Department. The Financial Adviser shall also promptly bring such matters directly to the notice of the Finance Department with full details of the circumstances. Whenever the AHoD overrule the advice of the FA in cases of proposal for expenditure sanction, the sanction order shall be issued as per proforma enclosed at **Annexure-V**.
14. In cases of handing and taking over of charge, all the Vet Registers should be closed duly authenticated by both the Relieved and the Relieving Officer. The Relieving Officer shall submit Briefing Report to HoD/AHoD within 5 days as per format enclosed in **Annexure VI**
15. **Maintenance of Vet Register:** Vet Register Software to be utilized by Financial Advisers/ FAO/ DD (Finance & Accounts)/ JD (Finance & Accounts) shall be developed by Finance Department in due course. However, Vet Register shall continue to be maintained manually until the launching of the said Vet Register Software. The following proposals shall be vetted:
 - (i) Concept note, estimates at inception and at subsequent financial milestones
 - (ii) Additional allocation of fund including SMS
 - (iii) Re-appropriation of fund
 - (iv) Creation, upgradation, retention, abolition and filling up of post
 - (v) LOC
 - (vi) Final and provisional reconciliation
 - (vii) Release of fund via PFMS and other FMS
 - (viii) Release of fund received from GoI as direct funding
 - (ix) All work/supply orders
 - (x) Proposal for AA and ES
 - (xi) Proposal for drawal by AC Bills
 - (xii) Proposal for Release of K Deposit

In order to maintain uniformity and improved financial management system, Vet Register shall be maintained separately for the following proposal:

- A- Administrative Approval
- B- Expenditure Sanction

- C- Budget (Allocation/reappropriation/reconciliation)
- D- Creation, upgradation, retention, abolition and filling up of post
- E- AC Bills
- F- K- Deposit release
- G- Concept note/estimate
- H- Supply/work order
- I- Outside State Budget

16. Revenue Collection:

- (i) The Financial Adviser shall ensure timely collection and timely remittance of Government Revenue.
- (ii) Report of details of itemwise revenue collection alongwith comments if any, on the existing rates, and scope for resource mobilization shall be included in the Quarterly Report submitted to Finance Department.

17. In order to achieve balanced utilization of budgeted funds over the financial year and to avoid rush of expenditure towards the end of the year, the Department shall prepare action plan/calendar for procurement of works/services/goods within the allocated budget for the year and submitted to the Finance Department not later than 15th May every year. The Financial Adviser shall report compliance of the said action plan/calendar in his Quarterly Report to Finance Department.

18. Work flow/File movement:

- (a) All proposals requiring Vetting/concurrence of Financial Advisers shall first be examined by the concerned Branch and duly accepted by the Programme Officer/Nodal Officer/senior most Officer of the Department and thereafter endorsed to FA (being a representative of Finance Department) for financial scrutiny and vetting/concurrence. If the proposal was found to be in order, the FA shall submit the duly vetted/concurred file directly to the Head of Department for sanction or onward submission to the Administrative Department.
- (b) In cases where the AHoD have observations requiring further clarifications/comments of the FA, the AHoD may either directly endorsed the file to the Financial Adviser in order to expedite the process in which case, the FA may submit the file containing his clarification directly to the AHoD or the observation of the AHoD may be conveyed to the FA at Directorate through the usual existing practice.

19. The Financial Advisers shall ensure that pay fixation of all Non-Gazetted employees are checked and approved by the CCA, A&T. In cases of employees, who are due to retire within the next 5 years, special care should be given that their pay fixation are approved by the CCA, A&T. Report of such activity should invariably be included in the Quarterly Report.

20. Quarterly Report of the Financial Advisers shall be submitted to Finance Department not later than the 15th day following the end of the quarter in the format prescribed at Annexure VII

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Some Important Abbreviations:

FA	- Financial Adviser
F&A	- Finance & Accounts
AHoD	- Administrative Head of Department
HoD	- Head of Department
AA	- Administrative Approval
ES	- Expenditure Sanction
AC Bill	- Abstract Contingent Bill
DCC Bill	- Detailed Countersigned Contingent Bill
GePC	- GeM Procurement Committee
10% CP	- 10% Contractor's Profit

PROFORMA FOR EXPENDITURE SANCTION OF ADMINISTRATIVE HEAD OF DEPARTMENT.**GOVERNMENT OF MIZORAM****.....DEPARTMENT**

No.....

Dated Aizawl the.....April, 2026.

ORDER

In exercise of the financial powers delegated to the Administrative Head of Department for procurement of **Works/Services/Goods** vide No.G.17012/1/2022-F.Est dt 01.04.2026, and in accordance with the recommendation of the **GePC/DPAB/SPAB/DWAB/SWAB** duly approved by Government vide No. Dt. Expenditure sanction of Rs(Rupees.....only) is hereby accorded for as detailed below:

Sl. No.	Details of Work/Services/Goods	AA	ES			TOTAL ES
			Bill amount	GST	10% CP	
1.						
2						
3						
	Total					

The expenditure is debitale under the Head of Account:

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1. Total expenditure including this sanction is Rs...../-out of the total allocation of Rs..../- in the BE/RE for the financial year 202_ - 202_
2. With this, the progressive expenditure sanction would be Rs lakh against the Administrative Approval of Rs. .../- lakhs vide No...(AA No & Date)...
3. This issues with the concurrence of Financial Adviser cum FAO/DD/JD(Finance & Accounts) , vide I.D.No.FA..... Dated April, 2026.
4. ***The work is to be executed Departmentally with the approval of Competent Authority vide***
5. This issues with the approval of Hon'ble Minister Dated.....

(NAME)

Secretary to the Govt of Mizoram
Department.

Memo.No.....Date.....

Copy to:

(Bold italics=strike out if not applicable)

Under Secretary to the Govt of Mizoram
Department

PROFORMA FOR CONCURRENCE OF AA BY FINANCIAL ADVISERS.

I.D.No.FA.....

Dated April, 2026.

Subject: Proposal for Administrative Approval for

Reference:No.....

The proposal for Administrative Approval to be accorded by the Administrative Head of Department for procurement of *Works/services/ Goods*-"....." amounting to Rs...../-(Rupees.....only) is hereby concurred with. The approved AA is inclusive of GST amounting to Rs.../-

The expenditure is debitabale under the head of account:

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Fund position:

BE/RE :

Progressive expdr including this proposal :...

Balance :

Conditions, if any:

(NAME)

PFA/CFA/FINANCIAL ADVISER
cum FAO.DD/JD (Finance & Accounts)
.....DEPARTMENT.

PROFORMA FOR CONCURRENCE OF ES BY FINANCIAL ADVISERS.

I.D.No.FA.....

Dated April, 2026.

Subject: Proposal for Expenditure Sanction for

Reference:No.....

The proposal for Expenditure sanction to be accorded by the Administrative Head of Department for procurement of *woks/services/goods* "....." amounting to Rs...../- (Rupees.....only)* is hereby concurred with. The expenditure sanction is inclusive of GST amounting to Rs).

Out of the AA amounting to Rs./- vide No. Dt., progressive expenditure including this proposal is Rs.

The expenditure is debitible under the head of account.

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00 :

00:

00:

Fund position:

BE/RE for 2026-27 :

Progressive expdr including this proposal :...

Balance :

Conditions, if any:.....

(NAME)

PFA/CFA/FINANCIAL ADVISER
cum FAO/DD/JD (Finance & Accounts)
.....DEPARTMENT.

PROFORMA FOR EXPENDITURE SANCTION OF HEAD OF DEPARTMENT.

No.....

GOVERNMENT OF MIZORAM.....**DEPARTMENT**

Dated Aizawl the.....April, 2026.

ORDER

In exercise of the financial powers delegated to the Head of Department vide Item No. of No. G. 17012/1/2022 - F.Est dt 07.07.2025, as amended time to time, and in accordance with the recommendation of the ***GePC/LPC/DPAB/SPAB/DWAB/SWAB*** duly approved by Competent Authority vide No. Dt. Expenditure sanction of Rs(Rupees.....only) is hereby accorded for as detailed below:

Sl. No.	Description	AA	ES			TOTAL ES
			Bill amount	GST	10% CP	
1.						
2						
3						
	Total					

The expenditure is debitabale under the Head of Account:

0000 :

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000:

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1. Total expenditure including this sanction is Rs...../-out of the total allocation of Rs..../- in the BE/RE for the financial year 202_ - 202_
2. ***With this, the progressive expenditure sanction would be Rs lakh against the Administrative Approval of Rs. .../- lakhs vide No...(AA No & Date)...***
3. Progressive expenditure including this bill under Item No. ... of DFPR 2025 is Rs. .../-
4. ***The work is to be executed Departmentally with the approval of Competent Authority vide***
5. This expenditure sanction is vetted by FAO/DD(F&A)/JD(F&A) vide Vet.No.....

Signed

(NAME & Designation of HoD)

Memo.No.....Date.....

Copy to:

(Bold italics=strike out if not applicable)

FAO/DD/JD (Finance & Accounts)
Department

Proforma for ES of AHoD in cases where the advice of FA is overruled.**GOVERNMENT OF MIZORAM****.....DEPARTMENT**

No.....

Dated Aizawl the.....April, 2026.

ORDER

In exercise of the financial powers delegated to the Administrative Head of Department for procurement of **Works/Services/Goods** vide No.G.17012/1/2022-F.Est dt 01.04.2026, and in accordance with the recommendation of the **GePC/DPAB/SPAB/DWAB/SWAB** duly approved by Government vide No. Dt. Expenditure sanction of Rs(Rupees.....only) is hereby accorded for as detailed below:

Sl. No.	Details of Work/Services/Goods	AA	ES			TOTAL ES
			Bill amount	GST	10% CP	
1.						
2						
3						
	Total					

The expenditure is debitale under the Head of Account:

0000 :

00 :

000 :

00 :

00:

00 :

1. Total expenditure including this sanction is Rs...../-out of the total allocation of Rs...../- in the BE/RE for the financial year 202_ - 202_
2. With this, the progressive expenditure sanction would be Rs lakh against the Administrative Approval of Rs. .../- lakhs vide No...(AA No & Date)...
3. As per the provision of Para 4.1 of Charter of Financial Advisers, the advice of the FA was overruled due to reasons recorded in writing. Detailed circumstances was communicated to Finance Department vide
4. ***The work is to be executed Departmentally with the approval of Competent Authority vide***
5. This issues with the approval of Hon'ble Minister Dated.....

(NAME)

Secretary to the Govt of Mizoram
Department.

Memo.No.....Date.....

Copy to:

(Bold italics=strike out if not applicable)

Under Secretary to the Govt of Mizoram
Department

REPORT OF BRIEFING

(To be submitted to HoD/AHoD by the Relieving Officer within 5 days of taking over charge)

Dated April, 2026.

Consequent upon Transfer & Posting Order vide No. Dt. and in compliance with Para 4.4 of Charter of Financial Advisers issued vide No. A.49011/9/2024-F.Est Dt. 10.3.2026 read with General Principles 3 of the Re-delegation of Financial Powers 2025 issued vide No. G. 17012/1/2022 F.Est Dt. 7.7.2025, briefing on financial matters of _____ Department was done on Dt. _____. All the Vet Registers were closed on the date of handing and taking over Charge duly authenticated by both the Relieved and the Relieving Officers.

RELIEVED OFFICER

Seal

RELIEVING OFFICER

Seal

PROFORMA FOR QUARTERLY REPORT OF FINANCIAL ADVISER FOR THE
.....QUARTER ENDING ON

1. ADMINISTRATIVE APPROVAL AND EXPENDITURE SANCTION ACCORDED WITHIN THE FINANCIAL POWER OF ADMINISTRATIVE HEAD OF DEPARTMENT:

A: FOR WORKS/SERVICES:

Amount in Rs.

Sl. No.	Name of Work/Services	AA	ES				Balance from AA
			Amount	GST	10% CP	TOTAL	
1							
2							
	Total for the quarter						
	Total upto previous qtr						
	Progressive Total						

Remarks, if any :.....

B: FOR PROCUREMENT OF GOODS:

Amount in Rs.

Sl. No.	Details of procurement	AA	ES			Balance from AA
			Amount	GST	TOTAL	
1						
2						
	Total for the quarter					
	Total upto previous qtr					
	Progressive Total					

Remarks, if any :.....

2. ADMINISTRATIVE APPROVAL AND EXPENDITURE SANCTION MOVED TO FINANCE DEPARTMENT BEYOND THE POWER OF ADMINISTRATIVE HEAD OF DEPARTMENT:

A: FOR WORKS/SERVICES:

Amount in Rs.

Sl. No.	Name of Work/Services	AA	ES			Balance from AA
			Amount	GST	TOTAL	
1						
2						
	Total for the quarter					
	Total upto previous qtr					
	Progressive Total					

Remarks, if any :.....

B: FOR PROCUREMENT OF GOODS:

Amount in Rs.

Sl. No.	Details of procurement	AA	ES			Balance from AA
			Amount	GST	TOTAL	
1						
2						
	Total for the quarter					
	Total upto previous qtr					
	Progressive Total					

Remarks, if any :.....

3. ADMINISTRATIVE APPROVAL MOVED TO FINANCE DEPARTMENT WITHOUT BUDGET ALLOCATION:**FOR WORKS/SERVICES:**

Amount in Rs.

Sl. No.	Name of Work/Services	AA	ES		
			Amount	GST	TOTAL
1					
2					
	Total for the quarter				
	Total upto previous qtr				
	Progressive Total				

Remarks, if any :.....

4. REPORT OF FUNDS DRAWN IN ABSTRACT CONTINGENT BILLS:

Sl. No.	Particulars	Numbers	Amount
1	Outstanding AC bills upto previous qtr		
2	AC bills drawn during the Quarter		
3	DCC bills during the Quarter		
4	Outstanding AC bills at quarter ending		

Remarks, if any :.....

5. REPORT OF FUNDS KEPT IN K-DEPOSIT:

Sl. No.	Particulars	Numbers	Amount
1	Outstanding K-Deposit upto previous Quarter		
2	Total No of Bills deposited in Public Accounts during the Quarter(K-Deposit)		
3	Total No of bills drawn during the quarter		
4	Progressive K-Deposit at Quarter ending		

Remarks, if any :.....

6. REPORT OF FUNDS KEPT IN D-III:

Sl. No.	Particulars	Numbers	Amount
1	Outstanding bill kept in D-III upto previous qtr		
2	Total No of Cheques/Bills deposited in Public Accounts during the Quarter(D-III)		
3	Cheques drawn during the quarter		
4	Progressive kept in D-III at Quarter ending		

Remarks, if any :

7. REPORT OF TDS DEDUCTED:

Particulars	ES No & Date	Total ES	GST Amount	TDS Amount
Deduction upto previous qtr				
Deduction during the Quarter:				
(i)(Details of sanction)...				
(ii)				
Total deduction during the Quarter				
Progressive deduction at Quarter ending				

8. REPORT OF REVENUE RECEIPT:

Sl. No.	Receipt Head of Account	Description/items	Receipt upto previous quarter	Receipt during the quarter	Progressive Receipt at quarter ending
1					
2					
3					
TOTAL					

- (i) Comments on item wise rate of collection, if any
- (ii) Comments on scope for resource mobilization, if any, ...

9. REPORT OF 10% CP DEPOSITED TO GOVERNMENT ACCOUNT:

Particulars	ES No & Date	ES Amount	10% CP deposited
Deposit upto previous qtr			
Deposit during the Quarter:			
(i) (Name of work)			
(ii)			
Total deposit for the Quarter			
Progressive Deposit at Quarter ending			

10. REPORT ON BALANCED UTILISATION:**A. Works & Services:**

Sl. No.	Total Budget allocation	Action Plan for 1 st Quarter	Action Plan for 2 nd Quarter	Action Plan for 3rd Quarter	Action Plan for 4 th Quarter
Works/Services					
Amount utilised					
Utilisation %					

B. Goods:

Sl. No.	Total Budget allocation	Action Plan for 1 st Quarter	Action Plan for 2 nd Quarter	Action Plan for 3rd Quarter	Action Plan for 4 th Quarter
Goods					
Amount utilised					
Utilisation %					

11. REPORT OF UNDISBURSED FUNDS:

Sl. No.	Bank a/c No. and Name	Name of Bank and Branch	Bank balance at qtr ending	Cash in Chest	Total undisbursed fund	Cash Book Balance	Discrepancy	Bank interest deposited to Govt A/c during the qtr
1								
2								
3								
4								
TOTAL								

12. REPORT OF COMMITTED LIABILITIES:

Sl. No.	Nature of Liability	Work/Supply Order No. & Date, etc.	Amount	Source of Fund	Status at Quarter ending

13. Approval of Pay Fixation of employees due to retire within the next 5 years:**A. List of Pay Fixation of Employees sent to CCA during the Quarter.**

Sl. No..	Name & Designation of Employee due to retire within next 5 years	Date of sending Service Book Vol I&II to CCA

B. Abstract Report of Pay Fixation of employees due to retire within the next 5 years:

No. of Pay Fixation sent to CCA during the Quarter	No. of Pay Fixation Approved by CCA during the Quarter	No. of Approval not yet received

14. Any other report:.....

(NAME)
PFA/CFA/FINANCIAL ADVISER
cum FAO.DD/JD (Finance & Accounts)
DEPARTMENT.