

**GOVERNMENT OF MIZORAM  
DIRECTORATE OF URBAN DEVELOPMENT AND POVERTY ALLEVIATION  
MIZORAM : AIZAWL**

Dated Aizawl, the 7<sup>th</sup> July, 2022

**CIRCULAR**

June ni 10, 2022 a Directorate of Urban Development & Poverty Alleviation Department in District hrang hrang a Staff te tana Accounts Matter training a buatsaih bawhzuiin a hnuai a inkaihhrucaina leh form hrang hrang te hi rualkhai taka hman tur a ni a, District Office ten tha taka zawm theuh turin kan in hriattir e.

**1. Letter of Credit (LOC)**

- LOC hi Quarter tinin dil tur a ni a, a hnuai form hmangin dilna hi siam thin tur a ni.
- Salary & Wages kan dil dawnin Calculation thil tel tur a ni.
- TE dil dawnin Bill xerox copy thiltel tur a ni.
- Medical Reimbursement dil dawnin Health Care approval hmanga dil tur a ni.
- OE/ OC hi fund awmdan a zirin District te pek thin a ni.

**LOC dil dan tur format**

Major Head -  
Sub-Major Head -  
Minor Head -  
Sub-Head -  
Detail Head -

Sl. No	Object Head	BE/ Sanction	Fund already released upto last Quarter	Fund released for the Quarter	Requirement of Fund under this demand (in ₹)	Justification (if any)

## Salary Calculation Format for Regular Employees

Major Head -  
Sub-Major Head -  
Minor Head -  
Sub-Head -  
Detail Head -

Sl No	Name	Designation	Pay	DA (28%)	HRA (9%)	SCA	Spl Pay	WA	Other Allowances	TOTAL	No of Months	Total requirement for the Quarter (11x12)	Date of Next Increment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
GRANT TOTAL													

Sign of DUDO/ Head of Office

## Salary Calculation Format for Provisional Employees

Sl No.	Name	Designation	Level of Pay	Monthly Remuneration (in Rs.)	Medical Allowances 4% (in Rs.)	Total Remuneration (in Rs.)	Net Amount Payable (in Rs.)	No. of Months	Grand Total (8x9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
GRANT TOTAL									

Sign of DUDO/ Head of Office

Note : Salary calculation hi Regular leh Provisional Employee hlawh tur dil dawn chauhin thil tel a ngai. OE, OC tih vel dil dawn chuan a chung a LOC dil dan tur format khi a tawk mai.



ii) **Proforma – B**

Major Head -  
Sub-Major Head -  
Minor Head -  
Sub-Head -  
Detail Head -

**Proforma-B**

Sl. No	Bill No. & Date	BE	OBJECT HEAD								TOTAL	Remarks
			(01) Salary	(02) Wages)	(06) MT	(11) TE	(13) OE	(50) OC	(27) MW	(51) MV		

**3. Monthly Reconciliation**

Thla tawp apiangin Drawing & Disbursement Officer zawng zawng te'n Treasury nen reconciliation neih thin tur a ni a, he Reconciliation Statement hi Treasury Officer in a countersign hnuah Directorate Office ah thawn thin tur a ni.

**Reconciliation format**

Major Head -  
Sub-Major Head -  
Minor Head -  
Sub-Head -  
Detail Head -

**Proforma-B**



Sl. No	Bill No. & Date	BE	OBJECT HEAD								TOTAL	Remarks
			(01) Salary	(02) Wages)	(06) MT	(11) TE	(13) OE	(50) OC	(27) MW	(51) MV		

(Reconciliation format hi MER a Proforma-B nen hian a inang a ni)

#### 4. Revenue Receipt

- Monthly Revenue Receipt hi thla thar ni 5 hmaa submit tur a ni.
- Revenue Receipt ah Treasury a challan kan remit ho chauh submit tawh tur a ni a, supporting documents ah challan copy thiltel tur a ni.
- Revenue Receipt ah hian License Fee tel vek tura ngaih a nih avangin forwarding hrana License Fee rawn thawn nawn leh a ngai tawh lo.

#### 5. Sanction Order

 **No.G.27012/1/2021/Acct-DTE(UD&PA)**  
**GOVERNMENT OF MIZORAM**  
**DIRECTORATE OF URBAN DEVELOPMENT & POVERTY ALLEVIATION**  
**MIZORAM : AIZAWL** 

Dated Aizawl, the 27<sup>th</sup> June, 2022

**ORDER**

In exercise of the Financial Powers re-delegated to the undersigned vide Item no. 12 of Delegation of Financial Power Rules, 1978, re-delegated under Memo No. G.17012/1/2010-F.Est. dt. 18.11.2019 from Finance Department, Government of Mizoram, sanction to a sum not exceeding ₹ 3,50,000/- (Rupees three lakh fifty thousand) only is hereby accorded for **Renovation of Convention Centre Hall at Lunglei.**

The sanction is prepared and submitted by Directorate of Urban Development & Poverty Alleviation and vetted by the Deputy Director (Accounts) vide no 86 of 2022-2023 and debitale to the following Head of Accounts :-

2217	-	Urban Development
01	-	State Capital Development
001	-	Direction & Administration
01	-	Direction/ State
(00)(27)	-	Minor Works during 2022-23

Budget provision for Financial Year 2022-2023	₹ 50,00,000/-
Progressive expenditure including this Bill	₹ 3,50,000/-
Balance	₹ 46,50,000/-

**Sd/- H. LIANZELA**  
Director,  
Urban Dev. & Poverty Alleviation Deptt.  
Mizoram : Aizawl.

Memo No.G.27012/1/2021/Acct-DTE(UD&PA) : Aizawl, the 27<sup>th</sup> June, 2022

Copy to:-

- 1) The Principal Accountant General, Mizoram, Aizawl.
- 2) DUDO, Lunglei District for information.
- 3) EE, Directorate of UD&PA for information and necessary action.
- 4) Treasury Officer, Aizawl South Treasury.
- 5) Bill Assistant, Directorate of UD&PA for information and necessary action.

( LINDA ZOMUANPUII )  
Deputy Director of Accounts,  
Urban Dev. & Poverty Alleviation Deptt.  
Mizoram : Aizawl.

Sanction order hi District Office leh Directorate lam te a inang lo nuaih a kan siam thin chu rualkhai zawk a kan kaltlan theih nan a chung a format ang hian siam hram hram thin tawh nise. Kan hmanna tur a zirin DFP rules-a a item number ziah lan thin tur a ni.

**Sd/- H. LIANZELA**

Director

Urban Dev.& Poverty Alleviation Deptt.

Mizoram: Aizawl

Memo No: D. 23011/Misc-Acct/2020-DTE(UD&PA) : Dated Aizawl, the 7<sup>th</sup> July, 2022

Copy to:-

1. All DUDOs/DPOs under UD&PA for information and strict compliance.
2. Web Manager, Directorate of UD&PA for information and necessary action.
3. Guard file.

**(LINDA ZOMUANPUII)**

Deputy Director (Accounts)

Urban Dev. & Poverty Alleviation Deptt.

Mizoram : Aizawl.