

**No. A.12019/1/2020-DTE(UD&PA)**  
**GOVERNMENT OF MIZORAM**  
**DIRECTORATE OF URBAN DEVELOPMENT & POVERTY ALLEVIATION**  
**MIZORAM : AIZAWL**

Dated Aizawl, the 24<sup>th</sup> March, 2022

**CIRCULAR**

**IFMIS CHUNGCHANGA HRIAT TUR PAWIMAWHTE**

Finance Department, Government of Mizoram thuchhuak angin April ni 1, 2022 atang chuan DDO tin ten IFMIS portal kaltlang chauhin Treasury ah bill thehluh tawh tur anih avangin DDO ten hma chak taka lo la turin kan inhriattir e.

IFMIS portal (<https://ifmis.mizoram.gov.in/IFMIS/login>) lut tur hian DDO tinin **User Id** leh **Password** kan neih vek a ngai a, Finance Department FMU a **IFMIS** khawih tu bik ten min siamsak a ngai a, chungte chu **Creator** leh **Verifier** te a ni. Hei bakah hian Head of Department Office bik tan chuan **Approver** leh **Accounts Officer** te an neih tel a ngai baw k a ni. Heng kan tarlan tak te chanvo theuh chu a hnuai mi ang hi a ni:-

**Creator:**

**EST** (Establishment) User leh **AS** (Accounts Section) a hran ve ve-in regular staff te siam fir tur a ni.

**EST** User atangin Employee data registration te, hlawh siam nan a thil tul allowance/ advance mapping leh Pay fixation etc., te khawih tur a ni. **AS** User atangin Hlawh leh Bill processing lam te tih tur a ni.

**Verifier:**

**DDO** hminga siam tur a ni. Employee data registration te, **EST** leh **AS** User atanga thunluh tawh te lo verify tu tur a ni. Tin, Treasury a thehluh tur **AS** User atanga bill siam tawh sa chu DDO in Digital Signature hmangin a thawn tur a ni. DDO tinin Digital Signature an neih vek a ngai a chutih rualin office dangah lo transfer ta se a thar siam kher ngai loin a hmang chhonzawm thei ang.

**Approver:**

Head of Department (HOD) hminga siam tur a ni. **EST** User atanga Employee data thunsa chu DDO in a verify zawwah Non-Gazetted chin zawng

chu HOD in a lo approve ang. Gazetted Officer chin zawng chu Chief Controller of Accounts (CCA) in a lo approve thung ang.

#### **AO:**

HoD atanga DDO te hnena LoC (Letter of Credit) pek chhuah chu portal ah **AS** User hmangin thun tur a ni. Hei hi Department tin a FAO/ Deputy Director (Accounts)/ Joint Director (Accounts) in **AO** (Accounts Officer) User atangin a lo approve ang a, concerned Treasury Officer hnenah a thawn ve leh ang (online leh offline in). LoC hi Treasury Officer in portal atangin a lo approve phawt loh chuan LoC dawngtu DDO ten IFMIS portal atangin bill an thehlu thei lo ang.

#### **EST User atanga tih tur te:-**

**1) Employee Registration:** Sawrkar hnathawk nghet zawng zawngte chu Employee Data Collection format awmsa hmangin a mal te tein thun vek tur a ni. DDO verify tura forward tur a ni a, a verify zawhah HoD in Non-Gazetted chin chu a lo approve ang a, Gazetted chin erawh chu CCA in a approve thung ang. A tih dan tur chu hetiang hi a ni:-

**Employee management> employee data collection> create employee> forward**

*\*Regular Employee te chu '**Employee Data Collection**' ah thun tur a ni a, Provisional Employee (PE) leh Contract te chu '**Employee Registration**' ah thun tur a ni.*

**2) Pay & Allowances:** **AS** User atangin Salary bill hi process tur a ni a chumi hma chuan **EST** User atangin Acquittance Roll (A-Roll) en chungin salary a bet allowance hrang hrang (DA, HRA, SCA & DA **Impounded to GPF tel lovin**) leh deduction/ advance ang chi map hmasak vek phawt tur a ni.

- Allowance Mapping: DA, HRA, SCA nilo allowance dang la te tan chiah, hei hian Provisional Employee te pawh a huam tel.
- Master Mapping: Deductions - GPF, NPS, Income Tax, GIS Subscription, Employee quarter mapping – hemi ti tur hian *Master>Budget Management> Quarters>Quarter Type- I, II, III, IV, V* ti a create hmasak tur.
- GPF Advance Details: Portal ah an siam dik veleh khawih theih a ni ang.
- Arrear and Professional Tax: Professional Tax leh Arrear hi pek dawnah chiah ziah luh tur.
- Increment: Gazetted Officer chin chu CCA atanga siam tur ani a, a dang zawng chu DDO in a ti fel ang.

- Salary Fixation: A chunga tarlan tak ang khian mimal tin allowance, loan, advance an hlawha belh leh deduct tur mapping tih zawhah mimal tin Salary fixation tih chhungah create vek tur ani. Hei hi vawikhat tih a tawk a, hlawh danglam hunah erawh chuan update zel a ngai thung. Provisional Employee te Pay matrix hi Regular employee te hlawh hnuai lamah a hranpa in thlan (select) turin a awm.
- Note: Heng hi tihfel zawhah DDO User atangin "E-Billing" chhungah Salary Bill Configuration tihfel hmasak a ngai a. "Public Account" & "Receipt" head of account te mapping tihfel zel tur a ni bawk.
- Monthly Bulk Salary Process: Mimal emaw a hlawma hlawh siam a nih theih nan hei hi kan tih a ngai a ni.

Heng a chunga mi te tihfel a nih hnuah **AS** User atangin Salary Bill a siam theih dawn chauh a ni.

**3) Transfer/ Pension/ Thi te:** Employee management atangin hengte hi khawih tur a ni. Transfer (Old Office) tih atangin transfer chhuakte chu tihfel tur. Pension/ thi te chu "**Cessation of Service**" atangin tihfel tur a ni. Chutiang case a awm chuan DDO in a lo verify leh vek hnuah HoD in Non-Gazetted ho a lo approve ang a, CCA in Gazetted Officer chin a lo approve ang.

**4)** IFMIS portal hi peih fel (completed) a nih hunah Employee's data upload tawhte hi **EST** User atangin edit theiha siam a ni ang.

#### **AS User atanga fih tur te: -**

**1) Beneficiary Management:** Bill engpawh siam a nihin a sum lo luhna tur Bank account kimchang kha IFMIS portal ah thun zel tur a ni. Supplier/ Contractor/ Firm/ mimal emaw pawl emaw/ Office bank account tiamin. Beneficiary Management chhungah hian Beneficiary Registration hi hlawm nhinin then a ni:-

- GST/Tax Payer Only- Office in kan dawr thin Supplier/ Contractor/ firm, dawr etc., GST/TDS deduct ngai te bank account kimchang thun luh tur a ni.
- PFMS Agency/Individual- hemi hnuaih hian bank details thlan tur pahnih "**Agency PFMS leh General Beneficiary**" a awm a. Agency PFMS ah hian Centrally Sponsored Scheme SNA (Single Nodal Agency) bank account ziahluh tur a ni a, General Beneficiary ah hian GST chawi ngailo kan dawr thin supplier/ contractor/ mimal te leh Office bank account kimchang thun luh tur a ni.

**2) E-Billing:** Treasury a thehluh tur E-Bill te chu **AS** User atanga siam tur a ni. Salary leh Personal claim (TA/DA, HBA, MR, GPF bill etc) te chu "**Employee Bills**" atanga siam tur a ni a, a dang zawng (Contingent leh GIA bill etc) te chu "**Non-Employee Bills**" atanga siam tur a ni a, chumi zawhah DDO a forward tur a ni.

DDO in a approve hnuah Digital Signature hmanga a sign tawh chu Treasury ah submit fel zawhah **AS** User atangin E-bill (pdf) chu print a, Sanction order leh Voucher original copy nen Treasury ah thehluh bawh tur ani. IFMIS portal dahluh vek tawh anih avangin GAR bill form ang kha siam angai tawh lo, LoC copy tiamin. LoC neih loh chuan E-bill hi siam theih a ni lo thung.

**3) Government Receipts:** E- Billing tih rual hian, "**Employee Bills**" leh "**Non-Employee Bills**" hnuaih GST/ Income Tax TDS emaw, tax deduction dang leh loan/advance recovery ang chi reng rengah E-challan siam zel tur ani. E-challan printed copy leh E-bill printed copy te chu Treasury ah thehluh tur a ni. GST return filling erawh GST portal a tihfel hnuah chauh IFMIS portal ah thunluh tur ani.

#### **Bill siam huna hriat tur pawihmawh te:-**

IFMIS hman hma-a bill siam nan a GAR form hman thin ang kha a tlangpuiah chuan hman tur a ni (e.g. GAR 24 leh GAR 34).

- LoC nei daih lo tan DDO in Treasury ah bill a submit thei lova. HoD/ Directorate atangin LoC pek chhuah kha Treasury Officer-in a lo approve hmasak phawt zel a ngai a. Tin, HoD/ Directorate a **AO** (FAO, DD(Accounts), JD (Accounts)) User atanga LoC pek chhuah hi DDO leh Treasury lamin an ti danglam theilo a ni.
- IFMIS portal atangin automatic a lo in generate, Bill No digit 11 (sawmpakhat) bak hi Token no a awm tawh lovang.
- Treasury a bill submit tawhte "**Payment Status**" hi IFMIS portal homepage ah en theih vek a ni.

IFMIS chungchanga harsatna neite chuan IFMIS Helpdesk Toll free No. 18003453873 ah office hun chhungin biak mai tur a ni. IFMIS portal lamah pawh update te check thin ni bawh se.

**Sd/- H. LIANZELA**  
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Mizoram : Aizawl

Memo No. A.12019/1/2020-DTE(UD&PA) : Dated Aizawl, the 24<sup>th</sup> March, 2022

Copy to: -

1. Under Secretary to the Govt. of Mizoram, UD&PA Department for favour of information.
2. All DDOs under UD&PA Department for compliance and necessary action.
3. Website Manager, UD&PA Department for necessary action.
4. Guard file.



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