

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

Dated Aizawl, the 1st June, 2023

CIRCULAR

Financial Year 2022-2023 chhunga Annual Accounts reconciliation (Receipts & Expenditure) chu O/o Principal Accountant General leh Urban Development & Poverty Alleviation Department ten tluang takin kan zo fel a. Amaherawhchu harsatna leh hmasawna tur tam tak kan nei a ni. A hnuai a inkaihhraina kan siamte Directorate hnuai Subordinate Office zawng zawng ten tha taka zawm theuh turin kan in hriattir e.

1. Monthly Expenditure Report (MER)

- MER hi thla thar ni 5 hmain Directorate office ah Form duan sa (Proforma 'A' & 'B') hmangin submit thin tur a ni.
- MER hi head wise-in pheik tinah report hi siam tur a ni.
- Expenditure kan nei lo anih pawhin MER 'NIL' report hi submit tho tur a ni.
- MER hi uluk takin compile thin nise, kan Expenditure neih tawh te enlet na ber anih avangin rintlak ber tura ngaih hi a rintlak loh fo thin.
- MER hi compile fel anih hnuin Finance Department lama submit leh thin a nih avangin last date hma a thehluk hman ngei tur a ni.

2. Monthly Reconciliation

Thla tawp apiangin Drawing & Disbursement Officer(DDO) zawng zawng te'n District 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. Subordinate Office ten Head of Account book sual kan lo neih palh thuhlaah Principal Accountant General Office lam a thlen hmaa siamthat dan te a awm thin a, hei hi zawm theuh turin kan inhriattir nawn leh a. Quarterly Reconciliation nen ngaih pawlh loh tur a ni e.

3. Revenue Receipt

1. Monthly Revenue Receipt hi thla thar ni 5 hmaa submit tur a ni.
2. 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.
3. 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.
4. Challan kan remit na Head of Account pawh uluk takin ziaha tihsual tawhloh nise.

Treasury a bill kan submit ang ang te a duplicate bill copy kan Office ah kawl theuh turin kan in hriattir bawk e.

Heng a chung a instructions te hi zawm theuh turin kan inngen in kan inhriattir a, kan sum dinhmun te kan lo chhinchiah ve na ber anih angin zawm famkim lo kan awm anih chuan fund balance la nei anga ngaih niin LOC dilna an lo siam pawhin pek an rem tawh dawnlo a ni.

Sd/- H. LIANZELA

Director

Urban Dev.& Poverty Alleviation Deptt.

Mizoram: Aizawl

Memo No: D. 23011/Misc-Acct/2020-DTE(UD&PA)

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Copy to:-

1. Jt. Director, Town & Country Planning for information and strict compliance.
2. All DUDOs/DPOs, Sr. Sanitation Officer under UD&PA for information and strict compliance.
3. Web Manager, Directorate of UD&PA for information and necessary action.
4. Guard file.



(LINDA ZOMUANPUII)

Deputy Director (Accounts)

Urban Dev. & Poverty Alleviation Deptt.

Mizoram : Aizawl.