

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

Dated Aizawl, the 12th August, 2024

CIRCULAR

In order to ensure timely passing of works bill and for smooth functioning of Office, all Personnel are requested to follow the following guidelines positively.

1. Abstract of all Agreement Copy should be submitted to Accounts Branch.
2. All First and Final Bill should be accompanied by Working Estimate/ Final Bill of Quantities (BOQ).
3. All excess/deviated/Extra items must be sanctioned by Competent Authority and copy of such sanction (if any) maybe enclosed with the Final bill/First and Final Bill.
4. Extension of time (if any) for any Contract Work maybe sanctioned by Competent Authority and copy of Sanction Order maybe enclosed with the Final bill/First and Final Bill.
5. All revision/cancellation of work should be intimated to Accounts Branch.
6. All bills should be accompanied by Labour Cess Clearance Certificate.
7. All bills must also be accompanied by Royalty Clearance.
8. Cess provision must be included in Estimate for Departmental Works. However, Cess provision need not be included in Contract Works
9. During preparation of Estimate 6% GST provision must be added after addition of Cost Index

Sd/- Dr. ANDREW H. VANLALDIKA

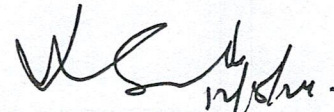
Director

Urban Dev.& Poverty Alleviation Deptt.
Mizoram: Aizawl

Memo No: D. 23011/Misc-Acct/2023-DTE(UD&PA)
Copy to:-

Dated Aizawl, the August, 2024

1. Jt. Director(A) & Nodal Officer, SBM(U) for information & necessary action.
2. Jt. Director (P) & Nodal Officer, AMRUT for information & necessary action.
3. Executive Engineer, UD&PA for information and necessary action.
4. All DUDOs under UD&PA for information and necessary action.
5. All Assistant Engineers under UD&PA for information and necessary action.
6. Web Manager, Directorate of UD&PA for information and necessary action.
7. Guard file.



(LINDA ZOMUANPUII)

Deputy Director (Accounts)
Urban Dev. & Poverty Alleviation Deptt.
Mizoram : Aizawl.