

GOVERNMENT OF MIZORAM
OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS
ACCOUNTS & TREASURIES
MIZORAM : AIZAWL

No.G.27015/61/2016-CCA(GPF)/Dia/8
Dated Aizawl, the _____

OFFICE ORDER

In supersession of this Office Order of even no.dt.23.9.2019 and in pursuance of office order issued vide No.A.22014/5/2019-CCA(EST) Dated 3rd Mar.2020 . New Distribution of works in respect of Diarist Section is hereby made as indicated against their names with immediate effect and until further order.

Sl. No.	Name & Designation	Works allotted
1	Andrew Lalrinawma Audit & Accounts Officer Section Incharge <i>Link :- Pi Lalbiakdiki Ralte</i>	<ol style="list-style-type: none">1. Over all incharge of Diarist Section2. Receiving and Disposal of Bank Drafts in and outside Mizoram3. Compilation of GPF/GIS etc. Challans received from SBI/Departments.4. General Correspondence.5. GPF Balance transfer in and out to other PAO/A.G.6. Receipts of Daks and its disposal.7. Disposal of Bank Drafts from Mizoram Houses.8. Disposal of Debit statement with settlement of Missing credit/Debit in respect of Mizoram Houses.9. Compilation of Quarterly Progress report of the section.10. Maintenance of Casuai Leave Register.11. Receiving of PAO cheque for GPF/GIS and its disposal.
2	Lalbiakdiki Ralte Audit & Accounts Officer <i>Link : Pi P.C. Lalchhuankimi</i>	<ol style="list-style-type: none">1) Serchhip Treasury2) Kolasib Treasury3) Chawngte Treasury
3	PuDavid Ramdinmawia AA&AO <i>Link : Pu Ellis Hrangzawnga</i>	<ol style="list-style-type: none">1) Lunglei Treasury2) Mamit Treasury3) Lawngtlai Treasury

4	Pu Ellis Hrangzawna AA&AO <i>Link: Pu David Ramdinmawia</i>	<ol style="list-style-type: none"> 1) Aizawl South Treasury 2) Saiha Treasury 3) Recording of Debit figure into computer 4) Checking of complaint received from Departments 5) Settlement of Credit/Debit outward transfer received from GPF Section. 6) Annual Closing of GPF Account
5	P.C. Lalchuankimi AA&AO <i>Link: Pi Lalbiakdiki Ralte</i>	<ol style="list-style-type: none"> 1) Aizawl North Treasury 2) Champhai Treasury 3) Recording of Debit figure into computer
6.	V. Ngaihliani L.D.C	<ol style="list-style-type: none"> 1) Typing of all correspondences. 2) Computer entry of all debit/Credit figures. 3) Receiving of all GPF Credit/Debit vouchers from all Treasuries. 4) Maintenance of Receipt/Issue Registers. 5) Any other works allotted to her by the Section in charge.
7.	Lalngaihdami Pachuau Peon	<ol style="list-style-type: none"> 1) Normal works of Peon. 2) Any other works allotted to her by the Section in charge.

11/5/20

(VANLALSAWMA)
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Director
Accounts & Treasuries

Memo No.G.27015/61/2016-CCA(GPF)/Dia/8 : Dated Aizawl, the _____

Copy to :-

- 1) The P.S to CCA for information.
- 2) All Officers of A&T for information.
- 3) All Section-in-Charge for information.
- 4) All persons concerned.
- 5) Guard File.

12/5/20
(SANGKHAWMA)
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Deputy Director (F)
Accounts & Treasuries