

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

No.A.11017/5/2015-CCA(EST)
Dated Aizawl, the _____

OFFICE ORDER

In the interest of public service and for the smooth running of Office, level of disposal pertaining to approval of proposals/files, signing of correspondences, authority for drawal, Demand & No Demand Certificate, PPO, Payslip etc. is hereby made as under for strict compliance with immediate effect and until further order:

Sl. No	Subject / Particulars	Approving Authority/ Authorised Signatory
1.	Proposals, letters (except Leave forwarding), additional allocation of fund, expenditure sanction, clarifications etc. to be submitted to Finance Department or other Administrative Departments.	Chief Controller of Accounts
2.	Correspondences involving policy matters with other Departments/Offices.	CCA/DAT/DLFA (as the case may be).
3.	Correspondences relating to individual case requiring clarifications etc. with other Offices.	JD/DD of concerned Section.
4.	Accord of Expenditure Sanction.	CCA/DLFA (as the nature and office relates).
5.	Signing of endorsement of Expenditure Sanction Order.	DAT/JD(Pen) (as the case and office relates).
6.	Approval of Work/Supply Order.	CCA/DLFA (as the nature and office relates).
7.	Signing of approved Supply/Work Order.	DAT/JD(P) (as the nature and office relates).
8.	Approval of internal Office Order/Circular.	CCA/DAT/DLFA (as the case may be).
9.	Signing of endorsement of approved internal Office Order/Circular.	DAT/DLFA/JD/DD (as the Section relates).
10.	Signing/sending Leave and GPF(NRW) forwarding letter to Administrative Department.	JD (Admn.)
11.	Signing/sending of correspondences with other Sections under A&T by U.O. (Under Official Note).	JD/DD of concerned Section.
12.	Recommendation of application of EL/CCL etc. (duly signed/initialled by concerned JD/DD at the top corner of the Application Form) of Gazetted Officer.	CCA
13.	Sanction/grant of EL/CCL of Non-Gazetted Staff	DAT
14.	Signing of PPO including revised PPO.	DD(P)/DD(NPS)
15.	Signing of Authority for Pension & ORB.	DD(P)/DD(NPS)

16.	Signing of GIS Authority in r/o NPS Subscribers.	DD(NPS)
17.	Signing of Passover Authority of Family Pension of NPS Subscriber.	DD(NPS)
18.	Signing of GIS Authority.	AD(P)
19.	Signing of Passover Authority.	AD(P)
20.	PPAN allotment Order.	DD(NPS)
21.	Approval of Pension, Family Pension, Passover of Pension cases.	CCA/DLFA/JP(P)/DD(P) (as the case may be)
22.	Approval of Pension, Family Pension, Passover of Pension cases in respect of NPS subscribers.	CCA/DLFA/JP(NPS)/DD(NPS) (as the case may be)
23.	Detailment of Audit Team.	CCA/DLFA (as the case may be)
24.	Approval of Inspection Report.	CCA/DLFA (as the case may be)
25.	Dropping of Audit Paras.	CCA/DLFA (as the case may be)
26.	Approval of fixation, stepping up of pay of Non Gazetted Officers.	DLFA/JD(LFA)/DD(LFA)
27.	Approval of Audit of NGO Accounts/Audited Statement.	DLFA/JD(LFA)/DD(LFA) (as the case may be)
28.	Signing of approved NGO Accounts/Audited Statement.	A&AO (of the Section)
29.	Approval of fixation of pay of Gazetted Officers.	CCA/DAT
30.	Signing of payslip.	DD(E)
31.	Approval of stepping up of pay of Gazetted Officers.	CCA
32.	Approval for increment payslip.	DD(E)
33.	Approval of payslip on transfer of Gazetted Officer.	DD(E)
34.	Signing of Pay Regulation Statement	DD(E)
35.	Signing of record of S/C & S/S.	DD(E)
36.	Signing of record of L/A.	A&AO (of the Section)
37.	Approval & signing of IPS on Pay Commission	DAT
38.	Approval and allotment of Loan Code.	JD(L&M)/DD(L&M)
39.	Approval for issuance of No Demand Certificate in r/o HBA/MCA/SA/CA.	DD(L&M) (in absence A&AO i/c L&M)
40.	Approval for issuance of Demand Certificate in r/o HBA/MCA/SA/CA upto Rs. 50,000	DD(L&M)
41.	Approval for issuance of Demand Certificate in r/o HBA/MCA/SA/CA upto Rs. 1,00,000	JD(L&M)
42.	Approval for issuance of Demand Certificate in r/o HBA/MCA/SA/CA upto Rs. 5,00,000	DAT
43.	Approval for issuance of Demand Certificate in r/o HBA/MCA/SA/CA above Rs. 5,00,000	CCA
44.	Signing of approved DC/NDC	DD(L&M) (in absence A&AO i/c L&M)

45.	Allotment of GPF A/C No.	CCA
46.	Approval of GPF Nomination.	JD(F)/DD(F)
47.	Approval of Final payment of GPF/DLI upto Rs. 30,00,000	DD(F)
48.	Approval of Final payment of GPF/DLI upto Rs. 40,00,000	JD(F)
49.	Approval of Final payment of GPF/DLI upto Rs. 50,00,000	DAT
50.	Approval of Final payment of GPF/DLI above Rs. 50,00,000	CCA
51.	Signing of GPF/DLI Authority.	DD(F)
52.	Signing of Annual Statement of GPF.	DD(F)
53.	Approval & signing of Cheque/DD/Challan in r/o GPF/GIS/ NPS subscription/contribution from Mizoram Houses etc.	DAT

Sd/- H. VANLALHUMA
Chief Controller of Accounts
Accounts & Treasuries
Mizoram : Aizawl

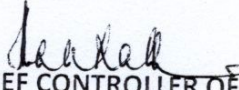
31 AUG 2022

Memo No. A.11017/5/2015-CCA(EST)

Dated Aizawl,

Copy to:

1. All Officers & Staff, Accounts & Treasuries for information and necessary action.
2. Office Order Book/Guard File.


CHIEF CONTROLLER OF ACCOUNTS