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No. A. 60011/58/2007-CAD  
GOVERNMENT OF MIZORAM  
GENERAL ADMINISTRATION DEPARTMENT

Dated Aizawl, the 23<sup>rd</sup> September, 2011

To

- 1) Deputy Commissioners, Aizawl/ Lunglei/ Saiha/  
Lawngtlai/ Serchhip/ Champhai/ Kolasib/ Mamit
- 2) Jt. Resident Commissioner, New Delhi
- 3) Sr. Liaison Officer, Kolkata
- 4) Liaison Officers, Guwahati/ Shillong/ Silchar/ Mumbai/  
Bangalore
- 5) Principal Consultant, Aviation Wing
- 6) Protocol Officer, Protocol & Hospitality Wing


Subject: *Submission of Charge Report*

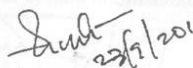
Sir,

I am directed to send herewith a copy of letter No.G.27033/4/08-CCA(ENT)/105 dt.19/9/2011 received from Chief Controller of Accounts, Accounts & Treasuries for favour of your information and compliance.

Encl: As above

Yours faithfully,

SBD  


  
23/9/2011  
(LALHMUNSAंगा HNAME)  
Under Secretary to the Govt. of Mizoram  
General Administration Department  
23/9

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GOVERNMENT OF MIZORAM  
DIRECTORATE OF ACCOUNTS & TREASURIES  
MIZORAM : AIZAWL

No.G. 27033/4/08-CCA(ENT)/105  
Dated Aizawl, the 19<sup>th</sup> September,2011

To  
1.All Administrative Head of Department.  
 2.All Head of Department.

Sub : Submission of Charge Reports.

Sir,

In inviting a reference to the subject indicated above, I have the honour to state that all Gazetted Officers who have been granted various kinds of leave excepting Casual leave should submit their charge reports for handing over and taking over of charge before and after availing himself/herself of the said leave in a prescribed form (CFR- 33) as required under Rule 78 of General Financial Rules. This is required for authorising Leave Salary from this end and for updating Leave Account maintained by this Office correctly which are highly essential for furnishing Leave Admissibility Report for further leave correctly and also for correct computation of Leave Encashment at the time of retirement from service as well as quitting service. At the same time, there are some officers who do not submit the said charge reports as required. This Department do not intend to issue further payslips to such officers until and unless the requisite charge reports are received from them.

You are, therefore, requested kindly to bring the above-mentioned guidelines to the notice of all Gazetted Officers under your kind jurisdiction and to instruct them to do the needful certainly.

Yours faithfully,

*[Signature]*  
(LALROPARA)  
Chief Controller of Accounts,  
Accounts & Treasuries.

*[Handwritten notes]*  
225  
21/9/11  
21/9/11

Memo No.G.27033/4/08-CCA(A&T)/105 Dated Aizawl, the 19<sup>th</sup> September, 2011  
Copy to :

1.The Finance Secretary, Government of Mizoram for favour of kind information.

*[Signature]*  
(LALROPARA)  
Chief Controller of Accounts,  
Accounts & Treasuries.

*[Handwritten notes]*  
22/9  
21/9

F.R. of Secretary  
G.A.D.  
Receipt No. 1766  
Date 21/9/11

G. : \_\_\_\_\_  
Rec: 2768  
Date: 22-9-2011