



EXCISE & NARCOTICS DEPARTMENT  
GOVERNMENT OF MIZORAM

E-BOOK  
OF  
EXCISE & NARCOTICS DEPARTMENT  
MIZORAM.

ISSUED IN FEBRUARY, 2017

**Introduction:** The Excise Department was declared full-fledged department with bifurcation of Excise & Taxation department vide Govt. Notification No.A.46011/1/2004-GAD/30 dt.24.08.2006 and renamed as **Excise & Narcotics Department** vide No. A.46011/1/2004-GAD/Pt Dt.16.10.2006 and allocated the following business as per the Govt. of Mizoram (Allocation of Business) Rules, 2014:

- (a) Policies on Excise & Narcotics;
- (b) The Mizoram Excise Act;
- (c) Matters relating to NDPS Act, 1985;
- (d) All matters connected with licensing, distribution, control and regulation of Liquor;
- (e) MLPC Act and Rules thereunder;
- (f) Co-operation and Coordination with NGO's on Excise & Narcotics policy

The Assam Excise Act, 1910 was not extended to erstwhile Mizo District of Assam State since it was not adapted by the then Mizo District Council. As the Mizo District became a Union Territory of Mizoram on 21<sup>st</sup> January, 1972 its first Legislative Assembly passed the Mizoram Excise Bill in 1973. This Bill was assented to by the President of India on 17<sup>th</sup> April, 1974. After 10 years of this enactment, the Mizoram Excise Rules, 1983 came into existence. Both the Mizoram Excise Act, 1973 and the Mizoram Excise Rules, 1983 have come into force on 10<sup>th</sup> October, 1984.

Mizoram attained statehood on 20<sup>th</sup> February, 1987. Government felt necessary to take stringent measures to deal with the situation by enacting new Excise Law which may repeal the Mizoram Excise Act, 1973. The Mizoram Legislative Assembly, therefore, passed the Mizoram Excise Bill, 1992 which received the assent of Governor of Mizoram on 18<sup>th</sup> November, 1992.

There was a crying need to fight against alcoholism. In spite of heavy financial loss to be sustained, Government was committed to impose Prohibition Law. Therefore, instead of enforcing the Mizoram Excise Act, 1992 a new enactment, 'The Mizoram Liquor Total Prohibition Act, 1995' came into existence and was enforced till 2014 and later replaced by the existing " The Mizoram Liquor (Prohibition & Control) Act" which was enforced with effect from the 15<sup>th</sup> January, 2015.

The Mizoram Excise is a uniformed cadre which performed duty for 24 hours a day in combating drug menace and crimes connected thereto and offenders of Excise and Prohibition laws. The Department is, therefore, equipped with Arms, Wireless Radios, etc.

The Excise & Narcotics department has ***Mizoram Excise Manual, 2005*** which come into force with effect from 13<sup>th</sup> Sept, 2006 vide Govt. Notification No. J. 23014/1/2004- EXC dated 14<sup>th</sup> Sept, 2006.

**1. Structure and Organization:** The department has a separate Commissionerate at Aizawl under the Commissioner of Excise & Narcotics, Mizoram. There are seven district offices at Aizawl, Lunglei, Saiha, Kolasib, Champhai, Serchhip and Mamit each under Superintendent of Excise & Narcotics. All district offices have one Excise & Narcotics Station each while Kolasib district has two stations at Kolasib and Vairengte. There are Excise & Narcotics Prosecution branches in all the District Courts within Mizoram with Aizawl Prosecution branch as the main branch which is under one Superintendent of Excise & Narcotics.

**2. Enforcement of the NDPS Act and MLTP Act, MLPC Act etc.:**

**(a)** Government of Mizoram declared Excise & Narcotics Department as a Nodal Department for the purpose and administration of Narcotic Drugs and Psychotropic Substances Act, 1985 vide Notification No. C.31017/1/88 – HMP dated 22<sup>nd</sup> June, 1992. As a nodal department, the Excise & Narcotics Department have made all out efforts by having vigil over the city, towns and interior places even along the Indo-Myanmar border to prevent entry of narcotics from across the border.

The most common drug of abuse in Mizoram is ***dextropropoxyphene*** under the name of Proxyvon or Parvon Spas which is a pharmaceutical drug. This is a killer drug in Mizoram. It is abused in such a way that, in spite of its being oral consumption, the powder in the capsule is dissolved with any available water and then inject to veins which is very harmful and deadly. Government of Mizoram notified that any formulation containing more than 45 mg of ***dextropropoxyphene*** as a drug to which Assam Drugs (Control) Act, 1950 shall apply. Since Government delegated powers under AD(C) Act are delegated to Inspector and above, seizures of drug which does not fall under NDPS Act are made and prosecuted under the AD(C) Act by the Excise & Narcotics Department.

To regulate possession, transport, purchase, sale, etc. of manufactured drugs including ***morphine*** the Government of Mizoram made the ***Mizoram Narcotic Drugs and Psychotropic Substances Rules, 2004*** which have been enforced by Excise & Narcotics Department with effect from 1<sup>st</sup> February, 2006. Under these Rules permits for import of ***morphine*** are given to Hospitals and firms.

**(b)** The menace of drinking has also become unabated and for which utmost attempt had been made by the government to wean away the people from the evil effect of alcoholic beverages. To have clean and healthy society the Mizoram Liquor Total Prohibition Act, 1995 and the Mizoram Liquor Total Prohibition Rules, 1996 are enforced with effect from 20<sup>th</sup> February, 1997 in spite of heavy loss sustained by the Government. The existing MLPC Act replaced the MLTP Act, 1995 on 15.01.2015. As a result of the sincere and untiring efforts made by the Excise & Narcotics Department a good number of persons were arrested for contravention of the above said Drug Law and the Prohibition Law.

**(b)** Grapes have been cultivated successfully in the eastern part of Mizoram. Since the grapes of this variety is not used as table fruit the farmers have no option other than converting their produce to wine which has a better market. However, the wine making procedure adopted by them is extremely primitive. Under this circumstance, Government felt it necessary to regulate manufacture, sale, export, possession and consumption of wine in Mizoram. The ***Mizoram Excise & Narcotics (Wine) Rules, 2008*** was, therefore, made under section 70 of MLTP Act, 1995. These Rules came into force with effect from 9<sup>th</sup> April, 2008. Under the Mizoram Excise & Narcotics (Wine) Rules, 2(two) Winery Licences were given to Grapes Grower Society at Champhai and Hnahlan. These two wineries have started manufacturing wine under the name 'Zawlaidi' in 2010.

**ANNUAL ACHIEVEMENT MADE BY MIZORAM EXCISE & NARCOTICS DEPARTMENT**  
DURING THE FINANCIAL YEAR 2015 - 2016 (1<sup>st</sup> April, 2015 to 31st March, 2016)

website: <https://excise.mizoram.gov.in>

<b>1</b>	<b>REVENUE COLLECTION UNDER - 0039 - STATE EXCISE</b>		<b>Target:</b> Rs. 3567.82 Lakhs
	105 - Foreign Liquor & Spirit	=	Rs. 5727,67,278.00
	150 - Fines & Confiscation	=	Rs. 25,73,113.00
	800 - Other receipt	=	Rs. 299,97,347.00
	<b>TOTAL</b>	=	Rs. 6053,37,738.00
<b>2</b>	<b>Liquor Seized:</b>		
a)	Zu/Country Liquor	(in litre.)	29526.910
b)	Zu bilhlai/Fermented Rice	(in tin)	54223 1/2
c)	Dawidim/Yeast	(in kilogram)	37.021
d)	IMFL:		
	750 ml.	(in bottle)	15917 & 17 loose bots
	375 ml.	(in bottle)	423
	180 ml.	(in bottle)	29
(e)	Beer 650 ml	(in bottle)	409
(f)	Beer 500 ml	(in can)	1350
(g)	Foreign (imported)Liquor	(in bottle)	4
(h)	Foreign (imported) Beer	(in bottle)	17
(i)	Foreign (imported) Canned Beer	(in can)	4462
<b>3</b>	<b>Utensil</b>		
a)	Pot	(in number)	313
<b>4</b>	<b>Vehicles seized</b>		
a)	Two Wheeler	(in number)	14
b)	Three Wheeler	(in number)	6
c)	L.M.V.	(in number)	43
<b>5</b>	<b>DRUGS SEIZED</b>		
a)	Heroin	(in kilogram)	4.248
b)	Opium	(in kilogram)	3.000
c)	Ganja	(in kilogram)	132.420
d)	Ganja plant	(in number)	1343
e)	Methamphetamine	(tablet)	54400
f)	Nitrazepam	(in tablet)	602
g)	Alprazolam	(in tablet)	1328
h)	Cough Syrup	(in phial)	336
i)	Tramadol	(in tablet)	2473
j)	Dextropropoxyphene	(in capsule)	8734
k)	Pseudoephedrine	(in tablet)	489736
<b>6</b>	<b>No. of persons arrested under NDPS Act. '85</b>		<b>430</b>
<b>7</b>	<b>No. of cases registered under NDPS Act. '85</b>		<b>349</b>
<b>8</b>	<b>No. of persons arrested under MLPC Act, 2014/ME Act '73</b>		<b>1881</b>
<b>9</b>	<b>No. of case registered under MLPC Act, 2014/ME Act '73</b>		<b>2021</b>
<b>10*</b>	<b>No. of persons arrested under ME Act, '73</b>		<b>280</b>
<b>11**</b>	<b>No. of Case registered under ME Act, '73</b>		<b>278</b>
<b>12</b>	<b>No. of foreigner arrested</b>		<b>31</b>

\* Added in Sl. No. 8 \*\* Added in Sl. No. 9

website: <https://excise.mizoram.gov.in>

NDPS Act = Narcotics Drugs & Psychotropics Substances Act, 1985

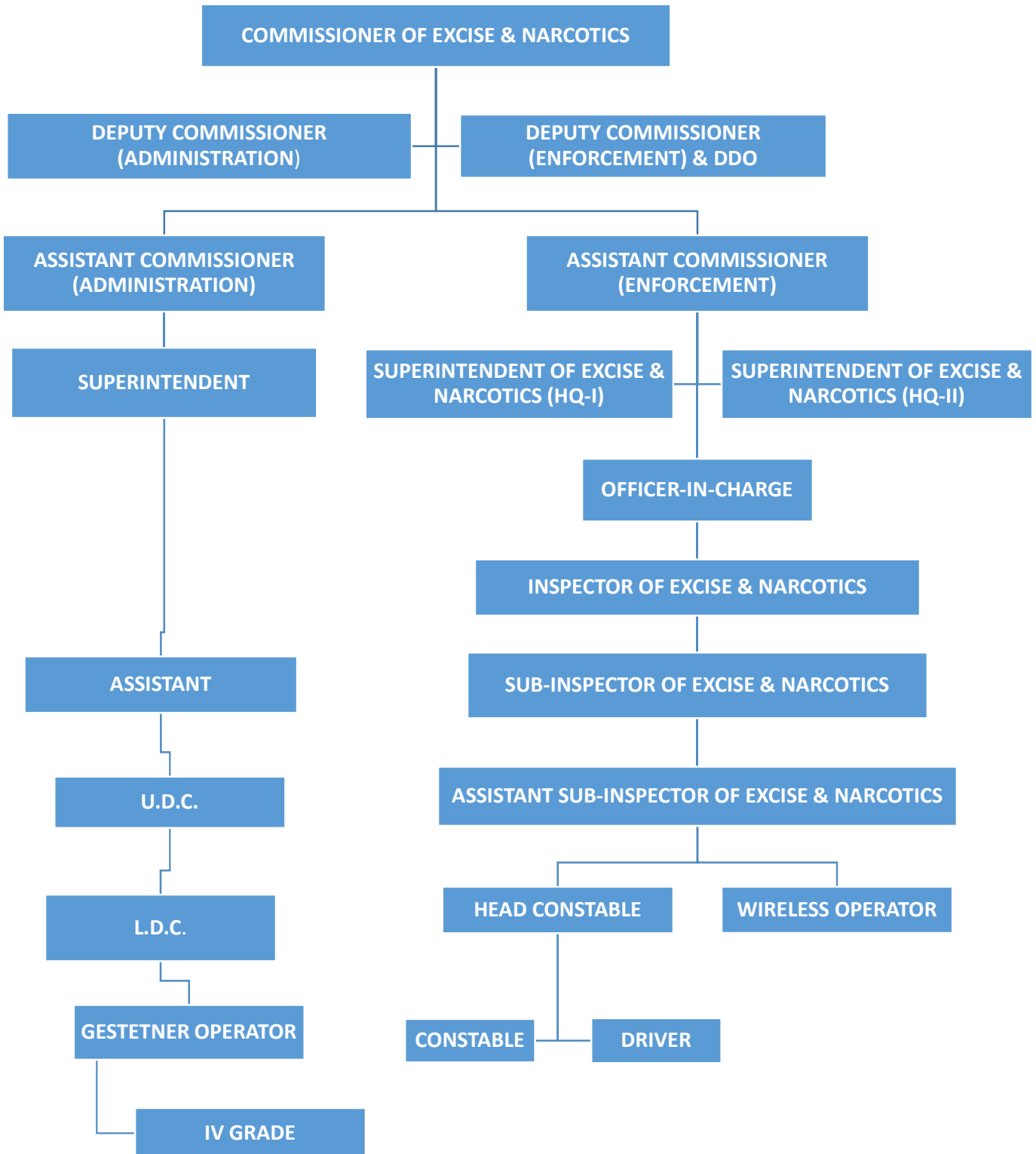
AD(C) Act = Assam Drugs (Control) Act, 1950

MLPC Act = Mizoram Liquor (Prohibition & Control) Act, 2014

MLTP Act = Mizoram Liquor Total Prohibition Act, 1995

ME Act = Mizoram Excise Act, 1973 (For Autonomous District Council area only)

# HIERACHY CHART OF EXCISE & NARCOTICS DEPARTMENT



**The particulars of its organisation, functions and duties  
(Section 4(1) (b) (i) of RTI Act, 2005)**

**Organization and Functions**

Commissionerate of Excise & Narcotics functions under the overall direction and control of the Commissioner of Excise & Narcotics. It exercises control in respect of matters relating to all policies on Excise & Narcotics. Matters relating to the levy and collection of all Excise Duties under the state of Mizoram . Government of Mizoram, general Administration department allocated the following business to the Excise & Narcotics Department as per the Govt. of Mizoram (Allocation of Business) Rules, 2014:

- (a) Policies on Excise & Narcotics;
- (b) The Mizoram Excise Act;
- (c) Matters relating to NDPS Act, 1985;
- (d) All matters connected with licensing, distribution, control and regulation of Liquor;
- (e) MLPC Act and Rules thereunder;
- (f) Co-operation and Coordination with NGO's on Excise & Narcotics policy

**The Department looks after the matters relating to the  
above mentioned subjects through the following  
Subordinate / District Offices:**

1. Superintendent of Excise & Narcotics, Aizawl District
2. Superintendent of Excise & Narcotics, Lunglei District
3. Superintendent of Excise & Narcotics, Saiha District
4. Superintendent of Excise & Narcotics, Champhai District
5. Superintendent of Excise & Narcotics, Kolasib District
6. Superintendent of Excise & Narcotics, Serchhip District
7. Superintendent of Excise & Narcotics, Mamit District
8. Superintendent of Excise & Narcotics, Prosecution, Aizawl
9. Anti Narcotics Squad, Aizawl
10. Excise & Narcotics station & Check gate, Vairengte

(Contd. Next page...2/-)





**The powers and duties of officers and employees:  
(Section 4(1)(b)(ii) of RTI Act, 2005)**

1. **Commissioner of Excise and Narcotics:** The post of Commissioner of Excise and Narcotics is created by the Governor of Mizoram under the provision of Article 309 of the Constitution of India. The post is filled up by promotion from Deputy Commissioner of Excise and Narcotics who had a qualifying service as required by Recruitment Rule. He is appointed by the Governor of Mizoram. He shall occupy the position of Adviser to the State Government in all matters relating to Excise and Narcotics policy and the department. He is the head of Excise and Narcotics department and responsible for every branch of the Excise and Narcotics administration and exercises general control over the department. He is the appointing and disciplinary authority for all non-gazetted officers and other ranks in the department.

**General power and duties :**

(1) The Commissioner shall inspect all Excise and Narcotics establishments once in every alternate year to give him clear first hand knowledge of such establishment to enable him to give advice, instruction and remedies on all matter of administration. He should ensure uniformity of procedure, practice, efficiency and discipline in all Excise and Narcotics establishments.

(2) The Commissioner shall control, instruct and advise Superintendents of Excise and Narcotics in the districts while being careful not to supersede and overbear in their proper functions or relations with their subordinates.

(3) The Commissioner shall be the reporting officer for all Deputy Commissioner and Assistant Commissioner, reviewing officer for Superintendent of Excise and Narcotics and accepting officer for subordinate officers of the department in their Annual Confidential Reports subject to the orders of the Government from time to time.

(4) The Commissioner is the Budget Controlling Officer for the Excise and Narcotics department. He exercises such financial power as delegated to him by the Government in accordance with the Delegation of Financial Powers Rules, 1978 as amended from time to time.

(5) He is the granting authority on rewards permissible under Excise and Drug Laws and rules and to those who render exceptional good

service to the state under Excise and Narcotics Department by standing orders.

(6) He shall delegate his administrative powers whenever necessary for the smooth administration of the department.

(7) The Commissioner is responsible for the procurement of all uniform items. He shall ensure that only good quality items are supplied to the department.

(8) The Commissioner shall have free access to information from other departments and agencies.

(9) The Commissioner may transfer any subordinate officer or other ranks in the interest of public service and make proposal to Government for transfer of Gazetted officers.

2. **Deputy Commissioner of Excise and Narcotics:** The post of Deputy Commissioner of Excise and Narcotics is created by the Governor of Mizoram under the provision of Article 309 of the Constitution of India. The post is filled up from Assistant Commissioner who had a qualifying service as required in Recruitment Rule. He shall assist the Commissioner and exercises powers and functions as delegated by the Commissioner from time to time. He shall take charge of the Commissioner when Commissioner is on leave or out of station unless otherwise decided by the Government unless otherwise decided by the Government.

(1) The Deputy Commissioner shall inspect District and other establishments every alternate year and submit his report thereof to the Commissioner. The report should be all encompassing and true assessment of such establishment, which is essential for future administration and guidance.

(2) As for the Annual Confidential Report the Deputy Commissioner is the reporting officer for Superintendent of Excise and Narcotics, reviewing officer for subordinate officers and accepting authority for other ranks subject to the orders of Government.

**3. Assistant Commissioner of Excise and Narcotics:** The post of Assistant Commissioner is created by the Governor of Mizoram under provision of Article 309 of the Constitution of India. The post is filled up by promotion from Superintendent of Excise and Narcotics who had a qualifying service as per Recruitment Rule. He will exercise the powers and functions as delegated by the Commissioner of Excise and Narcotics.

(1) He should inspect District and other establishments every alternate year and submit his report thereof to the Commissioner of Excise and Narcotics. The report should be all encompassing and true assessment of such establishment which shall be important for future administration and guidance.

(2) As for the Annual Confidential Report he is the reporting and reviewing authority in respect of subordinate officers and other ranks respectively.

**4. Superintendent of Excise and Narcotics :** The post of Superintendent of Excise and Narcotics is filled up by promotion from Inspector of Excise and Narcotics who had a qualifying service as required in the Recruitment Rules.

(1) The main duty of the Superintendent of Excise and Narcotics in the Commissionerate/Headquarters is to maintain discipline and control of subordinate officers and other ranks. He shall acquaint himself with all Acts and Rules relating to the Department. He should spend a considerable portion of his time for guiding his subordinates and for supervision of their day to day works.

(2) Superintendent of Excise and Narcotics (Prosecution) is responsible for Excise and Narcotics Prosecution Branch. He must be knowledgeable of all laws and rules concerning the department. He must have a good knowledge of court procedures and keep himself up to date of relevant court rulings of higher courts. He must be able to guide his subordinates and co-ordinate well with Public Prosecutors. He must closely monitor all important cases and give advice when necessary to his subordinates. He must also give advice to his superiors when appeals are to be preferred. As for the Annual Confidential Report he is the reporting and reviewing officer for subordinates and other ranks respectively.

(3) Superintendent of Excise and Narcotics posted in the District is the Head of Excise and Narcotics Administration in a district. He is responsible for every branch of the District Excise and Narcotics administration. He must be efficient and well-conversant with office procedure and practice, laws and rules concerning the department. He is responsible for the discipline of his subordinates. He should be able to guide his subordinates in all matters relating to detection, investigation

and prosecution of Excise and Narcotics offenders. He should have a thorough knowledge of his jurisdiction, of his district and vulnerable areas and routes of smuggling of drugs or illicit liquor. He must keep himself informed of what is going on in his district.

As for the Annual Confidential Report the Superintendent of Excise and Narcotics in the District is the reporting and reviewing officer in respect of subordinate officers and other ranks respectively.

He is the Drawing and Disbursing Officer for the District Excise and Narcotics and enjoys financial power as may be delegated to him by the Government.

He has the power to grant leave of his subordinates which may not exceed the upper limit prescribed by the Commissioner from time to time.

He should submit periodical reports and any incident which might be worthy of the knowledge to the Commissioner.

He should inspect his subordinate and establishment every three months and submit his report to the Commissioner.

The Superintendent of Excise and Narcotics shall make reward proposals to the Commissioner in the event of significant success in detection of crimes/criminals, prosecution of cases, or other valuable contribution to the department citing justifications on the same.

**5. Inspector of Excise and Narcotics:** The power and duties of Inspector of Excise and Narcotics as empowered by the Government in respect of Excise and Narcotics laws are defined in relevant chapter of such laws. An officer should have thorough knowledge of his powers and duties and abide by them

(a) Duties and functions of an Inspecting officer may vary depending on place of posting and tasks entrusted to them. He is directly responsible to his Controlling Officer. In general, apart from detection, investigation and prosecution of Excise and Narcotics offences, the officer is responsible for maintaining discipline and for the proper performance of duties by his subordinates.

(b) He will not ordinary conduct investigations, but generally will supervise investigations of his subordinates, taking up cases only for very special reasons, such as mismanagement by investigating officer or the unusual importance or intricacy of the case. He will see that each case is fully and properly investigated and all possible steps are taken for maximum detection.

(c) As an Inspector is directly responsible to his Controlling Officer/Superintendent he must share information on all matters connected with the working of the department without reserve to him. He must maintain a clean image and gain respect and confidence of his subordinates. He must encourage his subordinates and guide them, especially junior and inexperienced officers. He should correct petty misconducts of his subordinates without bringing them to the notice of his superiors.

**6. Sub-Inspector of Excise and Narcotics/Asst. Sub-Inspector of Excise and Narcotics:** The general duty of Sub-Inspector of Excise and Narcotics/Asst. Sub-Inspector of Excise and Narcotics is detection and investigation of Excise and Narcotic offences. His function is of field work. While leading men on raid or on tour he must maintain strict discipline among them. As a leader of such party he is responsible for any misconduct and breach of rule by his men. He must strictly follow correct procedures and practice while performing duties. He must give full report on his detection, investigation and performance of duties to Officer-in-charge. He has to obey instruction from his superior and give feed back on action so taken.

**(7) Wireless Operator:** Wireless operators are under the general control of Asst. Commissioner of Excise and Narcotics (Enforcement) in headquarters and Superintendent of Excise and Narcotics in districts, they are under the direct control of Officer-in-Charge in Excise and Narcotics Station, whereas in the Headquarters, Excise and Narcotics Radio Officer-in-charge will maintain discipline and supervise the works of Wireless Operators. Wireless Operators are expected to give intimation to their Controlling Officer/Officer-in-Charge on any irregularities for immediate remedy.

The general duty of Wireless Operator is to operate Radio Wireless Communication system.. Wireless operators must maintain ins and outs register of every communication made during their duty and copy of each in-coming and out-going message should be kept in file properly.

**(8) Head Excise and Narcotics Constable:** Head Excise and Narcotics Constables are under the general control of Superintendent of Excise and Narcotics and under the direct control of Officer-in-charge of an Excise and Narcotics Station or outpost. Head Constables are responsible for every official works of Excise and Narcotics Constables of Excise and Narcotics station.

Conducting roll call parade, making detailment of duty and maintaining ins and outs register of Excise and Narcotics Constables are some of the responsibilities of Head Excise and Narcotics Constables. Maintenance of cleanliness is one of their responsibilities. The main duty of Head Excise and Narcotics Constables is to maintain/keeping high graded integrity and discipline among their subordinates. Any irregularities noticed by them should be intimated to Officer-in-charge immediately.

**(9) Excise and Narcotics Constable:** They are generally employed for patrolling and raid for prevention and detection of Excise and Narcotic Crimes and in other official duties assigned to them by their superiors. They normally shall act on the order of their superiors. They may be deputed to collect discreet information regarding illegal trafficking of drugs and liquor and illegal breweries etc. Again, Excise and Narcotics Constables are employed in the execution of warrants, as runner, for escort and guard of prisoners. Even if especially not deputed it is the duty of every Excise and Narcotics Constable to report information connected with Excise and Narcotics works.

**(10) Driver:** Drivers who are posted in a District are under the general control of the Superintendent of Excise and Narcotics, and under the Officer-in-Charge of an Excise and Narcotics Station or Outpost as the case may be. In case of those drivers posted in the Excise and Narcotics Headquarters, they shall be placed under the control of an officer duly authorised by the Commissioner of Excise and Narcotics. They should wear a prescribed uniform while on duty unless they are permitted not to wear. They shall maintain vehicles assigned to them properly. They shall act on the order of their superiors. They shall maintain Car Diary properly in which necessary entries shall be made in every column. When any vehicle becomes defective/damaged the concerned driver should submit defect report through proper channel to the Controlling Officer. The responsibility on defect/damage of the vehicle due to the carelessness or negligence of the driver concerned shall lie on him. Driver to whom vehicle is assigned is directly responsible for the proper use and safety of the vehicle. They should possess valid Driving licence all the time while functioning as Driver.

## **11. Section Officer/Superintendent—**

### **A. General Duties**

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff ;
- (iii) Management and coordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential addresses and contact phone numbers of the Staff.

### **B. Responsibilities relating to Dak—**

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the section diary once a week to ensure that it is being properly maintained;

### **C. Responsibilities relating to issue of draft —**

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking.
- (vi) to indicate mode of despatch;
- (vii) to see that the telephone number, fax number and e-mail address of the signing authority have been indicated below the signature.

### **D. Responsibility of efficient and expeditious disposal of work and checks on delays—**

- (i) to keep note of important receipts with a view to watching the progress of action;
- (ii) to ensure timely submission of arrear and other returns;11
- (iii) to undertake inspection of dealing hands' table to ensure that no paper or file has been overlooked;
- (iv) to ensure that cases are not held up at any stage;
- (v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

#### **E. Independent disposal of cases —**

He should take action independently on the following—

- (i) issuing acknowledgements, reminders and other routine communications;
- (ii) obtaining or supplying factual/statistical information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.

#### **F. Duties in respect of recording and indexing—**

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded files before weeding;
- (iii) to order and supervise periodic weeding of unwanted spare copies;
- (iv) ensuring proper maintenance of registers required to be maintained in the section;
- (v) ensuring proper maintenance of reference books, folders of office-orders etc. and keep them up-to-date;
- (vi) ensuring neatness and tidiness in the Section;
- (vii) dealing with important and complicated cases himself;
- (viii) ensuring strict compliance with Departmental Security Instructions.

(12) **Assistants & Upper Division Clerks**—They are two separate categories of dealing hands, which work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases, he will put up a note keeping in view the following points:—

- (i) to see whether all facts open to check, have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up Guard file, etc., if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the questions under consideration and suggest a course of action wherever possible



(13) **Personal Staff Members of Officers (PSMs) - Stenographers**— He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below:—

- (i) taking dictation in shorthand and its transcription in the best possible manner.
- (ii) fixing up appointments and if necessary cancelling them;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) maintaining, in proper order, the papers required to be retained by the officer;
- (vi) keeping a note of the movement of all incoming & outgoing papers, files, etc.
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) carrying out corrections to the Officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. During the office hours they can take the assistance of the source where the draft has been typed.
- (ix) generally assisting the officer in such a manner as he may direct.

(14) **Lower Division Clerks**—Lower Division Clerks are ordinarily entrusted with work of routine nature, e.g. registration of Dak, maintenance of Section Diary, File Register, File Movement Register, indexing & recording, typing, comparing, photocopying, faxing, e-mailing, etc., despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts, etc.

### **3. Procedure followed in decision-making process including channels of supervision and accountability:**

#### **Section 4(1)(b)(iii) of the RTI Act, 2005**

The Department of Revenues follows the procedure indicated in Manual of Office Procedure (MOP) for decision-making. The Section Officer also known as the Superintendent proposes Action with the help of staff (Assistant, UDC and LDC) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Section Officer/Superintendent normally submits the file to Assistant Commissioner of Excise & Narcotics (Administration/Enforcement) who in turn submits the file to the Deputy Commissioner of Excise & Narcotics (Administration/Enforcement) who then submits the file to the Commissioner of Excise & Narcotics for final decision. Level of submission depends on the delegation of power in administrative and financial issues. Each officer in the channel is accountable with respect to submission of true facts, but the ultimate accountability lies with the highest level approving a proposal or taking decision.

Matters relating to the Government are forwarded to the Secretary to the Government of Mizoram Excise & Narcotics by the Commissioner of Excise & Narcotics through the Under Secretary to the Government of Excise & Narcotics.

### **4. The norms set by it for the discharge of its functions:**

#### **(Section 4(1)(b)(iv) of RTI Act, 2005)**

The Department follows the norms set out for all Government of Mizoram offices by the Department of Personnel & Administrative Reforms Reforms from time to time.

**5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

**(Section 4(1)(b)(v) of RTI Act, 2005)**

The rules and regulations, instructions and manuals etc. are as prescribed and published by the Ministry of Personnel, Pension and Public Grievances including AR Wing like FR/SR and other service/establishment manuals and instructions and financial rules like GFR and Delegation of Financial Power Rules issued by Department of Expenditure from time to time adapted by the Government of Mizoram through Office memorandum/Notifications etc.

Excise & Narcotics Manual, 2005 framed by this Department and notified by the Government of Mizoram is enforced by the Department for the smooth functioning and administration of the Department.

**6. A statement of the categories of documents that are held by it or under its control.**

**(Section 4(1)(b)(vi) of RTI Act, 2005)**

Sections of the department hold different categories of documents relating to work allocated to them.

**7. Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

**(Section 4(1)(b)(vii) of RTI Act, 2005)**

The Mizoram Liquor (prohibition & Control) Act, 2014 and The Mizoram Liquor(prohibition & Control) Rules, 2014 has been enforced by the Excise & Narcotics Department as allocated to by the Government of Mizoram. A committee under the Chairmanship of the Hon'ble Excise & Narcotics minister has been constituted as Review & Evaluation Committee under MLPC Act consisting of 27 members from Government and representation from the general public. The Committee shall make recommendations for the continued enforcement of the Act.

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

**(Section 4(1)(b)(viii) of RTI Act, 2005)**

No such body exists in the Excise & Narcotics Department which give advice on the enforcement activities of the Excise & Narcotics Department.

**12. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

**(Section 4(1)(b)(xii) of RTI Act, 2005)**

The Department of Excise & Narcotics does not execute any subsidy programme.

**13. Particulars of recipients of concessions, permits or authorizations granted by it.**

**(Section 4(1)(b)(xiii) of RTI Act, 2005)**

Not Applicable

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

**(Section 4(1)(b)(xv) of RTI Act, 2005)**

The Department of Excise & Narcotics has a Facilitation Centre for public on the ground floor at the main entrance of the Commissionerate of Excise & Narcotics building, Khatla, Aizawl with an attendant/ personnel on Duty. The centre also provides assistance to the public seeking information.

**17. Such other information as may be prescribed.**

**(Section 4(1)(b)(xvii) of RTI Act, 2005)**

This Department has appointed Pu Peter Zohmingthanga, Inspector of Excise & Narcotics as Public Relation Officer/ transparency officer. All District/Subordinate offices have been requested to appoint Public Relation Officer/transparency officers for their respective offices.

### **3. Procedure followed in decision-making process including channels of supervision and accountability:**

#### **Section 4(1)(b)(iii) of the RTI Act, 2005**

The Department of Revenues follows the procedure indicated in Manual of Office Procedure (MOP) for decision-making. The Section Officer also known as the Superintendent proposes Action with the help of staff (Assistant, UDC and LDC) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Section Officer/Superintendent normally submits the file to Assistant Commissioner of Excise & Narcotics (Administration/Enforcement) who in turn submits the file to the Deputy Commissioner of Excise & Narcotics (Administration/Enforcement) who then submits the file to the Commissioner of Excise & Narcotics for final decision. Level of submission depends on the delegation of power in administrative and financial issues. Each officer in the channel is accountable with respect to submission of true facts, but the ultimate accountability lies with the highest level approving a proposal or taking decision.

Matters relating to the Government are forwarded to the Secretary to the Government of Mizoram Excise & Narcotics by the Commissioner of Excise & Narcotics through the Under Secretary to the Government of Excise & Narcotics.

### **4. The norms set by it for the discharge of its functions:**

#### **(Section 4(1)(b)(iv) of RTI Act, 2005)**

The Department follows the norms set out for all Government of Mizoram offices by the Department of Personnel & Administrative Reforms Reforms from time to time.

**5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

**(Section 4(1)(b)(v) of RTI Act, 2005)**

The rules and regulations, instructions and manuals etc. are as prescribed and published by the Ministry of Personnel, Pension and Public Grievances including AR Wing like FR/SR and other service/establishment manuals and instructions and financial rules like GFR and Delegation of Financial Power Rules issued by Department of Expenditure from time to time adapted by the Government of Mizoram through Office memorandum/Notifications etc.

Excise & Narcotics Manual, 2005 framed by this Department and notified by the Government of Mizoram is enforced by the Department for the smooth functioning and administration of the Department.

**6. A statement of the categories of documents that are held by it or under its control.**

**(Section 4(1)(b)(vi) of RTI Act, 2005)**

Sections of the department hold different categories of documents relating to work allocated to them.

**7. Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

**(Section 4(1)(b)(vii) of RTI Act, 2005)**

The Mizoram Liquor (prohibition & Control) Act, 2014 and The Mizoram Liquor(prohibition & Control) Rules, 2014 has been enforced by the Excise & Narcotics Department as allocated to by the Government of Mizoram. A committee under the Chairmanship of the Hon'ble Excise & Narcotics minister has been constituted as Review & Evaluation Committee under MLPC Act consisting of 27 members from Government and representation from the general public. The Committee shall make recommendations for the continued enforcement of the Act.

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

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**17. Such other information as may be prescribed.**

**(Section 4(1)(b)(xvii) of RTI Act, 2005)**

This Department has appointed Pu Peter Zohmingthanga, Inspector of Excise & Narcotics as Public Relation Officer/ transparency officer. All District/Subordinate offices have been requested to appoint Public Relation Officer/transparency officers for their respective offices.

## Directory of its officers and employees

(Section 4(1) (b) (ix) of RTI Act, 2005)

SI	Name	Rank	Present Address	Contact Number
1	LALHMUNSANGA	Commissioner of Excise & Narcotics	Chawnpui Veng, Aizawl, Mizoram	O: 2323282 Fax: 0389-2326061 R: 2340503 / M: 9436140467
2	NGURCHUNGNUNGA SAILO	Deputy Commissioner of Excise & Narcotics	Chaltlang, Aizawl.	O: 2310495 M: 9862315063
3	R. LIANHLUNA	Deputy Commissioner of Excise & Narcotics	Mission Vengthlang, Aizawl.	O: 2326229 M: 9856582679 R: 2320657
4	F. LALHMINGA	Assistant Commissioner of Excise & Narcotics	Upper Republic, Aizawl	O: 2323788 M: 9436151651 R: 2325119
5	R. LALRINLIANA	Assistant Commissioner of Excise & Narcotics	Republic Veng, Aizawl	O: 2320337 M: 9856737193 R: 2329447
6	RONGURA	Superintendent of Excise & Narcotics	Serchhip	9436149312
7	H. LALTHIANGHLIMA	Superintendent of Excise & Narcotics	Hmunsam, Mamit	9436143684
8	VANLALMALSAWMDAWNGLIANA	Superintendent of Excise & Narcotics	House No. M/48, Luangmual, Aizawl	0389-2330819 9436145036 (M)
9	R. VANLALTHLANA	Superintendent of Excise & Narcotics	Venghnuai, Aizawl. VH - B/79	R: 2326085 O: 2300175 M: 9436197455
10	LALHMINGLIANA FANAI	Superintendent of Excise & Narcotics	Bawngkawn, Aizawl	223011 (O) / 9436143913
11	RODALA	Superintendent of Excise & Narcotics	Ramhlun Venglai PWD Tlang, Aizawl	R: 0389-2348221 M: 9862577571

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
12	Z. LALHMANGAIHA	Superintendent of Excise & Narcotics	Khuangpuilam, Kolasib	03837-221005, 9436198143
13	LALHMINGTHANGA	Superintendent of Excise & Narcotics	Lunglei	8014008741/8974001260
14	B. ZOLIANA	Superintendent of Excise & Narcotics	Kahrawt Veng, Champhai	9612570751
15	R. LALDINSANGA	Superintendent of Excise & Narcotics	Chaltlang, Aizawl	9862108970 (M) /2323146 (O)
16	H. DARHMINGTHANGA	Inspector of Excise & Narcotics	Thuampui, Aizawl.	9862577906 / 03892350707
17	C. CHAWNGHUNA	Inspector of Excise & Narcotics	Mission Vengthlang, Aizawl	9612163041
18	C. BIAKRINGA	Inspector of Excise & Narcotics	College Veng, Aizawl.	9862379190
19	V.L. RENGLIANA	Inspector of Excise & Narcotics	Chaltlang Ruam Veng, Aizawl.	9436153582 / 8794717591
20	PETER ZOHMINGTHANGA	Inspector of Excise & Narcotics	D-13(A), Chanmari, Aizawl.	9436151468
21	T. LALRAMZAUA	Inspector of Excise & Narcotics	New Capital Complex, Aizawl.	9436199066
22	R. V.L. SANGA	Inspector of Excise & Narcotics	Kulikawn, Aizawl.	8794717578 / 8974773648
23	H. LALCHHUANAWMA	Inspector of Excise & Narcotics	Kolasib	9862577848, 0389-2341574
24	M. LIANCHHINGPUJI	Inspector of Excise & Narcotics	Khatla, Aizawl.	9862716202
25	B. NGURCHHUANA	Inspector of Excise & Narcotics	Serchhip	9612513700
26	P.C. LALCHHANHIMA	Inspector of Excise & Narcotics	Venglai, Lunglei	9862328604/2224426
27	J. VANINMAWIA	Inspector of Excise & Narcotics	Serchhip	9612522105
28	J. LALHMANGAIHA	Inspector of Excise & Narcotics	Lunglei Venglai	9436370769
29	VANLALVURA RALTE	Inspector of Excise & Narcotics	Kolasib	9862579083
30	LALCHANSANGA SAILO	Inspector of Excise & Narcotics	Venglai, Vairengte	0389- 2316647, 9612019281
31	LALTHLAMUANA	Inspector of Excise & Narcotics	Ramhlun Venglai, Aizawl.	9612832214
32	MALSAWMKIMA	Inspector of Excise & Narcotics	Vairengte	Mobile: 9774585425 Landline: 03892322339
33	RAMDINSANGA	Inspector of Excise & Narcotics	Chaltlang, Aizawl	9612299778
34	NGURTHANZAMA SAILO	Inspector of Excise & Narcotics	Kahrawt Veng, Champhai	9862584091
35	DARHMINGTHANGA	Inspector of Excise & Narcotics	Serchhip	9862977807
36	V.L. DINTLUANGI RALTE	Sub-Inspector of Excise & Narcotics	Republic Mual Veng Chung, Aizawl	9862157326
37	DAVID LALMAWIA	Sub-Inspector of Excise & Narcotics	Dinthar - I, Aizawl.	9862579086

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
38	LALSANGZUALA RALTE	Sub-Inspector of Excise & Narcotics	New Secretariat Complex, Aizawl	2336640 / 9436196702
39	V.L.MUANA ROKHUM	Sub-Inspector of Excise & Narcotics	Venglai, Kolasib	8575671105
40	C. THANGCHUANGA	Sub-Inspector of Excise & Narcotics	Kulikawn, Aizawl	9436192692
41	LALMALSAWMA	Sub-Inspector of Excise & Narcotics	Nursery, Aizawl	9615347617
42	C. LALREMSIAMA	Sub-Inspector of Excise & Narcotics	Bazar Veng, Mamit	8794398485
43	R. KHAWPUIRIMAWIA	Sub-Inspector of Excise & Narcotics	H.No. 907, C.P. Road, Tlangnuam, Aizawl.	9436151818
44	LALRENGPUIA	Sub-Inspector of Excise & Narcotics	Meisatla, Saiha.	9436148263 (M)
45	C/584 ZARZOLIANA	Excise & Narcotics Constable	Salem Veng, Aizawl	9856418595
46	R. LALSANGZUALA	Sub-Inspector of Excise & Narcotics	Meisatla, Saiha District, Saiha	2323061
47	LALRINNUNGA	Sub-Inspector of Excise & Narcotics	Venghnuai, Aizawl	9862306234
48	JOSEPH LIANMAWIA	Sub-Inspector of Excise & Narcotics	Serchhip	9436371964
49	T.C. LALROPUIA	Sub-Inspector of Excise & Narcotics	High Sikul veng, Mamit	9612217073
50	LALNGHAHMAWII	Sub-Inspector of Excise & Narcotics	Bungkawn Vengthar, Aizawl, Mizoram.	8794717584
51	JOSEPH C. LALHMANGAIHZUALA	Sub-Inspector of Excise & Narcotics	Lungsir, Mamit	9436143694
52	ZOTHUAMLIANA	Sub-Inspector of Excise & Narcotics	Excise Quarter, Venglai, Lunglei	8014225957
53	F. LALRAMDIKI	Sub-Inspector of Excise & Narcotics	Meisatla, Saiha District, Saiha	9862132113
54	LALSANGZUALA PACHUAU	Sub-Inspector of Excise & Narcotics	Dawrpui Vengthar, H.No. E-12	9862584179
55	J. LALDUHAWMI	Sub-Inspector of Excise & Narcotics	Venghnuai, Aizawl	9436143594
56	F. LALLIANNGURA	Sub-Inspector of Excise & Narcotics	Vengthlang, Champhai	9862601488

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
57	ZONUNTHARA	Sub-Inspector of Excise & Narcotics	Khatla, Peter Street, Aizawl.	8974589859
58	ZOHMINGLIANA	Sub-Inspector of Excise & Narcotics	Venglai, Vairengte	8131959445
59	LIANHLUNA PACHUAU	Sub-Inspector of Excise & Narcotics	Diakkawn, Kolasib	9774992988, 9612216381
60	RORELKIMA	Sub-Inspector of Excise & Narcotics	Venglai, Vairengte	9862579089
61	LALLAWMTHANGA	Sub-Inspector of Excise & Narcotics	H/No-C-37/1, Electric Veng, Aizawl	9862584087
62	LALREMSANGA	Sub-Inspector of Excise & Narcotics	Venglai, Kolasib	9862371293
63	LALENGMAWIA	Sub-Inspector of Excise & Narcotics	Vengsang, Champhai	8014480159
64	LALLIANZUALA	Sub-Inspector of Excise & Narcotics	Bungkawn H/S Veng, Aizawl, Mizoram	9862958085
65	ZOTHANTLUANGI CHENHRANG	Sub-Inspector of Excise & Narcotics	Serchhip Vengchung, Mizoram.	9612215858
66	C. LALBIAKTLUANGA	Sub-Inspector of Excise & Narcotics	Lungsir veng, Mamit	9436158406
67	C. LIANCHUNGNUNGA	Sub-Inspector of Excise & Narcotics	Kolasib Venglai	9436149738
68	H. LALDAWNGLIANA	Sub-Inspector of Excise & Narcotics	P & E Veng, Serchhip	9436376318
69	JERRY LALREMMAWIA	Sub-Inspector of Excise & Narcotics	Serchhip	9863158849
70	ZARZOLIANI	Sub-Inspector of Excise & Narcotics	Khuangpuilam, Kolasib	9436321433
71	R. LALRINSANGA	Sub-Inspector of Excise & Narcotics	Ramhlun Venglai, Aizawl	9862430616
72	LALRINTHANGA	Sub-Inspector of Excise & Narcotics	Vairengte, Kolasib Dist., Mizoram.	261369
73	R. LALRUATLIANA	Sub-Inspector of Excise & Narcotics	Venglai, Lunglei	8014770299
74	H.C. LALRAMTHARA	Sub-Inspector of Excise & Narcotics	Venglai, Lunglei	9436192601

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
75	ZORAMMUANI	Sub-Inspector of Excise & Narcotics	Venglai, Lunglei	9856821441
76	JASON LALRINCHHANA	Sub-Inspector of Excise & Narcotics	Kawn Veng, Tlangnuam, Aizawl	9862952799
77	J. LALTLANMAWIA	Sub-Inspector of Excise & Narcotics	Vengthlang N, Champhai	8014528471
78	T. VANLALFINGA	Sub-Inspector of Excise & Narcotics	Electric Veng, Lunglei	9089900174
79	F. ZOTHANZUALA	Sub-Inspector of Excise & Narcotics	Zotlang, Aizawl.	9612366301
80	CLINTON VANZARZOLIANA CHHAKCHHUAK	Sub-Inspector of Excise & Narcotics	Dintha-I, K Section, Aizawl.	9774395198
81	B. LALENGMAWIA	Sub-Inspector of Excise & Narcotics	Vengthlang, Champhai	8014527997
82	BENJAMIN LALRUATTLUANGA	Sub-Inspector of Excise & Narcotics	Kulikawn, HS/No 2/49 C	8575462130
83	LALDUHZUALA NGENTE	Sub-Inspector of Excise & Narcotics	Diakkawn, Kolasib	9862375160
84	F. LALNUNTLUANGA	Sub-Inspector of Excise & Narcotics	Republic Veng, Aizawl. J-21/3	9862501614
85	C. ZODINPUUI	Sub-Inspector of Excise & Narcotics	V-33, Bazar Road, Bethlehem Veng, Aizawl.	9862466533 / 8794717574
86	K. LALNITHANGA	Sub-Inspector of Excise & Narcotics	Venglai, Vairengte	9862377076
87	LALNUNFELA	Sub-Inspector of Excise & Narcotics	Kolasib, Khuangpuilam	8258843037
88	C. VANLALRUATI	Assistant Sub-Inspector of Excise & Narcotics	Ramhlun Venglai, Aizawl.	9856727106
89	ROHMINGTHANGA	Assistant Sub-Inspector of Excise & Narcotics	Ramhlun South, Aizawl, H.No. A/10	8575884661
90	J. LALHMINGZAUVA	Assistant Sub-Inspector of Excise & Narcotics	Lungsir veng, Mamit	8259030768
91	J. VANLALSAWMA	Assistant Sub-Inspector of Excise & Narcotics	Venglai, Lunglei	9863769331
92	VANLALDIKI HNAMTE	Assistant Sub-Inspector of Excise & Narcotics	P&E Veng Serchhip	9862906619

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
93	LAWMSANGA KHIANGTE	Assistant Sub-Inspector of Excise & Narcotics	Chaltlang Lily Veng, Aizawl	9862726357
94	F. LALRONGHAKA	Assistant Sub-Inspector of Excise & Narcotics	Electric Veng, Aizawl	9612113420
95	RUTH LALRUATPUII	Assistant Sub-Inspector of Excise & Narcotics	Chawnpui Vengthlang, H/No-J-1/2b	9862800151
96	C. LALTHIANGHLIMA	Assistant Sub-Inspector of Excise & Narcotics	Chanmari, Aizawl	9862228236
97	P.C. LALNUNSANGA	Assistant Sub-Inspector of Excise & Narcotics	Serchhip Dinthar	9612387947
98	F. AITHUAMA	Assistant Sub-Inspector of Excise & Narcotics	Zobawk, Venglai	9863323365
99	LALKIMA	Assistant Sub-Inspector of Excise & Narcotics	Champhai Vengsang	8575710300
100	R.V.L. RAMNUNMAWIA	Assistant Sub-Inspector of Excise & Narcotics	Champhai Vengsang	9862792147
101	LALBIAKHLUNA RALTE	Assistant Sub-Inspector of Excise & Narcotics (downgraded to Wireless Operator upto 31.3.2017)	Serchhip	9774394483
102	HC/102 VULTHANGA	Head Constable	Vengsang, Champhai	9862853562
103	HC/103 LALTHARA	Head Constable	Bethlehem	9612715336
104	HC/107 K. LALTANPUIA	Head Constable	Chanmari - III, Lunglei	2322028
105	HC/108 LALZARA CHAWHTE	Head Constable	Lunglei, Bazar Veng	9862905549
106	HC/109 LALRAMLIANA	Head Constable	Republic Vengthlang, Aizawl, Mizoram	9862354281
107	HC/116 LALPUILIANA SAILO	Head Constable	Kawngthar, Vairengte	9436198706
108	HC/117 CHALVELA	Head Constable	Venglai, Vairengte	89748123370
109	HC/120 K. ZORAMTHANGA	Head Constable	Armed Veng, Aizawl, Mizoram	9862399717
110	HC/121 LALKIMA RALTE	Head Constable	Salem Veng, Aizawl	9862732410
111	HC/122 KAPHRANGA	Head Constable	Vaivakawn, 7th day tlang, Aizawl	9862577570
112	HC/123 LALKHUMA	Head Constable	P & E Veng, Serchhip	8730920752
113	HC/124 DARCHHUNGA	Head Constable	Pukpui, Lunglei	9436957987
114	HC/126 C. LALLURA	Head Constable	Ramthar, Aizawl.	8014039541
115	HC/127 LALCHHUANAWMA	Head Constable	Tuikual South, Aizawl	9612460890
116	HC/128 C. LALTHIANGHLIMA	Head Constable	Venghlun, Lunglei	9436958905

SI	Name	Rank	Present Address	Contact Number
117	HC/129 V. LALTANPUIA	Head Constable	Meisatla, Saiha	9436379852
118	HC/130 BIAKTLUANGA	Head Constable	Kolasib Vengthar	9862382214
119	HC/131 LALSANGVUNGA SAILO	Head Constable	Serchhip	9862119642
120	HC/132 LALNGHINGLOVA	Head Constable	Edenthlar Veng, Aizawl	9862725319
121	HC/133 C. LALTLANTHANGA	Head Constable	Venghlui, Aizawl	9862614467
122	HC/135 R. LALTHAKIMA	Head Constable	Serchhip	9862066852
123	HC/136 LALTLANTHANGA	Head Constable	Hall veng, Vairengte	9862843742
124	HC/138 LALBIAA	Head Constable	Bethlehem, Aizawl.	9436393077
125	HC/141 LALNGAIHAWMA	Head Constable	Vengsang, Champhai	8414147159
126	HC/142 ZONUNDANGA	Head Constable	Tuikual North, Aizawl, Mizoram.	8974670214
127	HC/143 H. LALRINAWMA	Head Constable	Hunthar Veng, Aizawl.	9862587385
128	HC/144 LALROZUALA	Head Constable	Khuangpuilam, Kolasib	9774194660, 9862914809
129	HC/154 B. CHHAWNKIMA	Head Constable	Field Veng, Mamit	8974232145
130	HC/146 M. LALRAMHLUNA	Head Constable	Khatla Chawnga Road, Aizawl	9862334296
131	HC/147 RANGKHUMA SAILO	Head Constable	Saiha Vengpui - III, Mizoram	9402588393
132	HC/148 LALRUMA	Head Constable	Vengsang, Champhai	9862365155
133	HC/149 VANLALHUALA	Head Constable	Aizawl Tuikual 'A'	81328118596
134	HC/151 P.C. LALZAMLIANA	Head Constable	Maubawk, Aizawl	9862537942
135	HC/152 P.C. RAMDINTHARA	Head Constable	Tuikual North, Aizawl	9862354271
136	HC/153 LALHUTA	Head Constable	Lungsir veng, Mamit	9862408792
137	HC/154 L. THIANGHLIMA	Head Constable	New Saiha	9862306612
138	ZOHMINGLIANA	Wireless Operator	Tiangnuam, Aizawl	9863226715
139	C. LALNEIHTHANGI	Wireless Operator	Venglai, Lunglei	9436157203
140	F.VL. THLAMUANPUIA	Wireless Operator	I.T.I., Aizawl.	9862579091
141	K. LALRUATKIMA	Wireless Operator	Vengthlang, Champhai	8119869774
142	LALHMUNMAWIA KHIANGTE	Wireless Operator	Khuangpuilam, Kolasib	9863393699
143	VANLALNGHAKA	Wireless Operator	Venglai, Lunglei	8575305615/9774210949
144	J. LALREMRUATI	Wireless Operator	Chanmari, Lunglei	9615340863
145	P.C. LALTHIANGHLIMA	Wireless Operator	Serchhip	9612770224
146	ZOTHANMAWIA	Wireless Operator	Field Veng, Serchhip	9862329715
147	BABY LALLIANMAWII	Wireless Operator	Tuithiang Veng, Aizawl	9862354245
148	LALPANLIANA	Wireless Operator	Maubawk, Aizawl	9862769420
149	RAMENGMAWIA	Wireless Operator	Ramhlun North, Aizawl	9612435604



<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
150	MELODY VANLALHMANGAIHI	Wireless Operator	Vengthar Kolasib	8415883634
151	C. LALSANGPUII	Wireless Operator	Chanmari, Lunglei	9862515620
152	RAMTHARNGHAKA	Wireless Operator	Ruantlang, Muaveng, Champhai	9862601298
153	F. LALCHHANHIMI	Wireless Operator	Hmar Veng, Kolasib	9862932558
154	VANLALRINGA	Wireless Operator	I.T.I. Veng, Aizawl	9862366366
155	LALRAMSANGA	Wireless Operator	Vairengte Hall veng	9862325431
156	K. CHHUAHMO	Wireless Operator	N. Colony, Saiha	9436141692
157	VANHMINGLIANA	Wireless Operator	Lungsir, Mamit	8014158488
158	DENNY ZONUNMAWIA	Wireless Operator	Lungsir, Mamit	9612565050
159	C. LALROKIMA	Wireless Operator	Venglai, Vairengte	9863221485
160	LALHMANGAIHTHANGA	Wireless Operator	Zonuam, Aizawl	9862355642
161	C. LALZUILIANA	Driver Special Grade	Bungkaw, Aizawl.	8014535943
162	C. LALRAMENGA	Driver Special Grade	Bawngkaw, Lunglei Road	9862578983
163	LALREMMAWIA	Driver Special Grade	Venglai, Champhai	9612194822
164	R. LALRINLIANA	Driver Special Grade	Zotlang, Lunglei	8014652214
165	B. LIANKIMA	Driver Special Grade	Vengthar, Kolasib	9862520157
166	THANGKHUMA	Driver Special Grade	Meisatla, Saiha	9436967363
167	LALNUNMAWIA	Driver Special Grade	Meisatla, Saiha	9436967363
168	J. LALHMINGMAWIA	Driver Grade-I	Zotlang, Lunglei	9862611809
169	JOHNSON LALTHLAMUANA	Driver Grade-I	Mission Veng, Aizawl.	9862579096
170	THANGLUAIA	Driver Grade-I	Upper Republic, Aizawl.	8014228893
171	R.C. TLANGTHANMAWIA	Driver Grade-I	Lungsir, Mamit	9862357980
172	VANLALNGHAKA	Driver Grade-I	Ramhlun South, Aizawl, Mizoram.	9862372698
173	ZOHMINGLIANA	Driver Grade-I	Mission Veng, Aizawl, Mizoram	9862577847
174	H. ROLIANA	Driver Grade-I	Luangmual, Aizawl.	9862354324
175	LALROPUJA	Driver Grade-I	Bawngkaw 'S', Aizawl	8974483808
176	LALDANGLOVA	Driver Grade-I	Venghlui, Aizawl.	8118995862
177	H. THANTHUAMA	Driver Grade-I	Republic Veng, Aizawl.	9612164235
178	K. LALBIAKMAWIA	Driver Grade-I	Serchhip	8415065036
179	V. LALZUILIANA	Driver Grade-I	Bawngkaw, Aizawl	9862031717
180	THANGLURA	Driver Grade-I	Chawnpui, Aizawl	9612938060
181	C. ZODINLIANA - not fully updated	Driver Grade-II	I.T.I., Aizawl	222076
182	K. ZORAMMUANA	Driver Grade-III	Bazar Veng Mamit	9862905530

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
183	HC/155 K. LALZAWMLIANA	Head Constable	Venglai, Lunglei	8974637235
184	C/186 V. LALTHIANGHLIMA	Excise & Narcotics Constable	Venghlui, Aizawl	9862546413
185	C/192 R. ZOHMINGLIANA	Excise & Narcotics Constable	Zobawk	8014583204
186	C/196 K. LALRAMSANGA	Excise & Narcotics Constable	Ramthar Veng, Lunglei	9862767159
187	C/203 H. LALRAMMAWIA	Excise & Narcotics Constable	Venglai Lunglei	9402184603
188	C/204 K. LALRINKIMA	Excise & Narcotics Constable	Electric Veng, Lunglei	8014137225
189	C/209 K. LALBIAKDIKA	Excise & Narcotics Constable	Vairengte, Venghlun	9862385057
190	C/213 H. LALSANGA	Excise & Narcotics Constable	Kolasib, Hmarveng	9862382104
191	C/216 J. VANINMAWIA	Excise & Narcotics Constable	Venglai, Lunglei	8014583620
192	C/230 VANLALSAWTA	Excise & Narcotics Constable	Vengthar, Kolasib	8131934119
193	C/232 P.C. LALPEKSANGA	Excise & Narcotics Constable	Lungsir, Mamit	8014217002
194	C/234 K. VANLALRUATA	Excise & Narcotics Constable	Maubawk, Aizawl	9862022201
195	C/238 ZOLIANMAWIA	Excise & Narcotics Constable	Serchhip Vengchung	9612585292
196	C/240 LAWMKIMA	Excise & Narcotics Constable	Armed Veng South, Aizawl	9862577574
197	C/241 LALSAWMA	Excise & Narcotics Constable	Vengsang, Champhai	8014782767
198	C/245 VANLALHRUAIA	Excise & Narcotics Constable	Kawngthar Veng, Vairengte	9612228964
199	C/246 R. RAWLRIMAWIA	Excise & Narcotics Constable	Zalen veng, Vairengte	9774186199
200	C/252 LALKUNGA	Excise & Narcotics Constable	Tuikual South, Aizawl	9862579095
201	C/253 LALNILIANA	Excise & Narcotics Constable	Lunglei	234630
202	C/254 LALTHANGMAWIA	Excise & Narcotics Constable	Lungsir, Mamit	9615535041
203	C/255 R. LALTHLAMUANA	Excise & Narcotics Constable	Tanhril, Aizawl	9615887646
204	C/256 LALMUANPUIA	Excise & Narcotics Constable	Chaltlang, Aizawl	8974168099
205	C/257 ZOHMANGAIHA	Excise & Narcotics Constable	Thuampui, Aizawl.	9612819941
206	C/259 Nk. LALHRUAIA	Excise & Narcotics Constable	Vengsang, Champhai	9862601210
207	C/260 LALBIAKNUNGA	Excise & Narcotics Constable	Hmunsam, Mamit	9862712440
208	C/262 R. VANLALZIKA	Excise & Narcotics Constable	Meisatla, Saiha	9774680124
209	C/263 LALTHLANAWMA	Excise & Narcotics Constable	Field Veng, Mamit	8974193281
210	C/265 ZOHMINGLIANA	Excise & Narcotics Constable	Lungsir, Mamit	9856852820
211	C/267 LALTHANTLUANGA	Excise & Narcotics Constable	Edenthar, Aizawl	8014024917
212	C/269 LALENGZUALA	Excise & Narcotics Constable	P & E Veng, Serchhip	8794309507
213	C/270 ZOCHHUANMAWIA	Excise & Narcotics Constable	Kolasib Venglai	8974142748
214	C/272 LALRINAWMA	Excise & Narcotics Constable	Ramthar North, Aizawl	9862229769
215	C/278 LALLIANTLUANGA	Excise & Narcotics Constable	Vengthar, Kolasib	03837-220632

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
216	C/280 ZOTHANSANGA	Excise & Narcotics Constable	Chaltlang	8118992942
217	C/282 C. SANGLUAIA	Excise & Narcotics Constable	Ramhlun Vengthar	9862577549
218	C/285 SANGHMINGTHANGA	Excise & Narcotics Constable	Khuangpuilam, Kolasib	9774050238
219	C/286 LALTHANTHUAMA	Excise & Narcotics Constable	Lungsir veng, Mamit	9615482654
220	C/290 VANLALLIANA	Excise & Narcotics Constable	Venglai, Champhai	9615522562
221	C/292 R. MUANZOVA	Excise & Narcotics Constable	Hlimen, Aizawl.	9612842421
222	C/293 CHHUANVAWRA	Excise & Narcotics Constable	Ramhlun Venglai	9612560570
223	C/294 C. THANGLURA	Excise & Narcotics Constable	Vengthlang, Champhai	9862770913
224	C/223 C. THANHNUNA	Excise & Narcotics Constable	Saiha, Meisatla	9436764150 / 8731874819
225	C/485 LALNEIHPUII	Excise & Narcotics Constable	Armed Veng, Aizawl, Mizoram.	9862563453
226	C/297 RAMDINTHARA SAILO	Excise & Narcotics Constable	Govt. Complex, Aizawl	9436365726
227	C/298 LALHLUNCHHUNGI	Excise & Narcotics Constable	H/No CB -III/22, Zemabawk 'N', Aizawl.	9436387031
228	C/299 TLANTHANGPUII	Excise & Narcotics Constable	Venghlui	9862304980
229	C/301 LALDUHKIMI	Excise & Narcotics Constable	P & E Veng, Serchhip	9774689057
230	C/302 C. RAMENGZAUVI	Excise & Narcotics Constable	College Veng, Kolasib, Mizoram	9612195538
231	C/303 JERRY KHAWTINKHUMA	Excise & Narcotics Constable	Venglai, Vairengte	9862732367
232	C/305 ZORAMCHHANA	Excise & Narcotics Constable	H.No. C-2/5, Chhinga Veng, Aizawl.	9436365870
233	C/306 DAVID LALRAMSIAMA	Excise & Narcotics Constable	Chawnpui, Aizawl.	9862517162
234	C/307 F. LALSANGZUALA	Excise & Narcotics Constable	Bawngkawn, Aizawl	9862317068
235	C/308 B. ZOTHANSANGA	Excise & Narcotics Constable	Bawngkawn, Aizawl	9612299770
236	C/309 H. LALZUIITHANGI	Excise & Narcotics Constable	Khuangpuilam, Kolasib	9862338015
237	C/310 C. LALMANTHANGA	Excise & Narcotics Constable	Zotlang, Champhai	9862384338
238	C/311 VANLALDAILOVA	Excise & Narcotics Constable	A.O.C. Veng, Serchhip	9863310187
239	C/312 LALMALSAWMA	Excise & Narcotics Constable	Rahsi Veng, Champhai	8014224828
240	C/313 ZOSANGLIANA	Excise & Narcotics Constable	Sakawtuichhun, Aizawl, Mizoram	8731009427
241	C/315 LALDUHKIMA	Excise & Narcotics Constable	Chaltlang Dingdi Veng, Aizawl	9862577871
242	C/316 P.C. LALDINGNGHETA	Excise & Narcotics Constable	Maubawk Veng, Aizawl	8414958757
243	C/317 J. ZAAWIA	Excise & Narcotics Constable	Ramhlun South, Aizawl	9862577837
244	C/318 C. LALMUANPUIA	Excise & Narcotics Constable	Khatla, Aizawl	9862598708
245	C/319 H. MANGKHUMA	Excise & Narcotics Constable	Ramthar Veng, Aizawl	9612874891
246	C/320 H. VANLALLIANA	Excise & Narcotics Constable	Bawngkawn, Aizawl	9862842117
247	C/322 LALHMINGTHANGA	Excise & Narcotics Constable	Bethlehem Vengthlang	8730972138

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
248	C/324 H. LALRAMLIANA	Excise & Narcotics Constable	Khuangpuilam	09863370210
249	C/325 VANHMINGLIANI	Excise & Narcotics Constable	Tuikual South, Aizawl.	8794717585 / 8416045424
250	C/326 LALRINTLAKA	Excise & Narcotics Constable	Kawngthar Veng, Vairengte, Kolasib Dist., Mizoram.	09436158685
251	C/327 SAKHAWTHANGA RALTE	Excise & Narcotics Constable	Sihphir Venghlun	9862364142
252	C/328 C.V. LALENGMAWIA	Excise & Narcotics Constable	Venglai, Vairengte	9863502425
253	C/329 LAWMZUALA	Excise & Narcotics Constable	Serchhip	8974740287
254	C/330 F. LALTHLAMUANI	Excise & Narcotics Constable	Ramhlun Venglai, Aizawl.	9436352289
255	C/331 LALCHHUANAWMI	Excise & Narcotics Constable	Sihphir	9862708037
256	C/332 H. ROPUIA	Excise & Narcotics Constable	Bawngkawn, Aizawl.	9612229728
257	C/333 LALKAWNGLIANA SAILO	Excise & Narcotics Constable	P & E Veng, Serchhip	9089320898
258	C/335 LALNGHAHCHHANA	Excise & Narcotics Constable	Saron Veng, Aizawl.	8014242771
259	C/336 LALMUANPUIA KHIANGTE	Excise & Narcotics Constable	Bawngkawn, Aizawl	9436361081
260	C/337 R.C. LALDINTHARI	Excise & Narcotics Constable	Vengsang, Champhai	8974118194
261	C/338 NGURTHANSANGA	Excise & Narcotics Constable	Upper Republic, Aizawl.	9862357005
262	C/340 H. LALZIRLIANA	Excise & Narcotics Constable	Zemabawk Galili Veng	9612512978
263	C/341 LALZAHAWMA	Excise & Narcotics Constable	Bangla veng, Vairengte	8974155901
264	C/342 J. LALREMSANGI	Excise & Narcotics Constable	Maubawk Dam Veng, Aizawl	R: 2334764 M: 9612163893
265	C/343 K. LALHMANGAIHI	Excise & Narcotics Constable	Venghnuai, Aizawl	9862394901
266	C/344 VANLALKOHVA KHIANGTE	Excise & Narcotics Constable	Bawngkawn, Lunglei Road, Aizawl.	9612842615
267	C/345 P.C. ZOTHANPUIA	Excise & Narcotics Constable	Vengsang, Champhai	9436384857
268	C/348 R. BIAKCHHINGPUII	Excise & Narcotics Constable	Bethel Veng, Champhai	9862137099
269	C/350 F. ZOTHANSANGA	Excise & Narcotics Constable	Bawngkawn, Aizawl.	8014355683
270	C/351 H. RAMPANLIANA	Excise & Narcotics Constable	Bethel Veng, Champhai	9615027227
271	C/353 RAMHMACHHUANA COLNEY	Excise & Narcotics Constable	Thingdawl, Kolasib District	8729961676
272	C/354 R.CVL. RUALA	Excise & Narcotics Constable	Vengthlang N, Champhai	8014754238
273	C/355 JESSY RAMSANGZUALA	Excise & Narcotics Constable	Zarkawt, Aizawl.	9862364141
274	C/356 VANLALRUATI	Excise & Narcotics Constable	Vengthlang, Champhai	8257914551
275	C/358 LALKHUMTIRI	Excise & Narcotics Constable	Bethlehem Vengthlang, Aizawl.	9862354293
276	C/359 ZONUNPARI	Excise & Narcotics Constable	Bethel Veng, Champhai	9615461366
277	C/360 LALDINSANGI VARTE	Excise & Narcotics Constable	Upper Republic, Aizawl.	9856090052
278	C/362 LIANDINGA	Excise & Narcotics Constable	P & E Veng, Serchhip	9862341980

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
279	C/364 C. LIANTHANGVUNGA	Excise & Narcotics Constable	Serchhip	9413059022
280	C/365 ZAITHANMAWII	Excise & Narcotics Constable	Khuangpuilam, Kolasib	9862354283
281	C/366 LALRINLIANI	Excise & Narcotics Constable	Upper Republic, Aizawl	9862051572
282	C/367 D. VANLALDUHA	Excise & Narcotics Constable	Kolasib Vengthar	8730099484
283	C/369 VANLALNGAII	Excise & Narcotics Constable	Upper Republic, Aizawl	9862577863
284	C/370 VANLALHMUNENGA	Excise & Narcotics Constable	Venghnuai, Aizawl	9862577928
285	C/372 HRANGHMINGLIANA	Excise & Narcotics Constable	Rahsi Veng, Champhai	9862725440
286	C/373 HRANGLIANCHHUNGA	Excise & Narcotics Constable	Govt. Complex, Aizawl	9862378204
287	C/374 P.C. LALCHHANHIMA	Excise & Narcotics Constable	P & E Veng, Serchhip	9779179686
288	C/375 BIAKTHANSANGA	Excise & Narcotics Constable	I.O.C. Veng, Vairengte	8974957853
289	C/376 P.C. RAMDINTHARA	Excise & Narcotics Constable	P & E Veng, Serchhip	9863408577
290	C/377 LALZIKPUII SAILO	Excise & Narcotics Constable	Bungkawn, Aizawl	8014681063
291	C/379 C. LALLAWTA	Excise & Narcotics Constable	Vengthlang, Champhai	9862397444
292	C/380 VANLALDIKA RENTHLEI	Excise & Narcotics Constable	Hmunsam, Mamit	9862825958
293	C/381 ROKUNGA	Excise & Narcotics Constable	Hmunsam veng , Mamit	9774912987
294	C/382 C. THANGHLIRA	Excise & Narcotics Constable	I.B Veng, Champhai	9615953300
295	C/383 LALTHLAMUANA	Excise & Narcotics Constable	Ramthar, Lunglei	9862067266
296	C/385 R. ROHLIRA	Excise & Narcotics Constable	P & E Veng, Serchhip	8014679493
297	C/386 LALROBULA ZADENG	Excise & Narcotics Constable	Vengthar, Kolasib.	9862870060
298	C/390 SANGHNUNA KHAWLHRING	Excise & Narcotics Constable	Venglai Lunglei	2322028
299	C/391 ZOHMINGTHANGA	Excise & Narcotics Constable	Chaltlang Lily Veng, Aizawl	9862577841
300	C/393 VANLALSANGA	Excise & Narcotics Constable	Kahrawt Veng, Champhai	9862577531
301	C/394 LALRAMTLUANGA	Excise & Narcotics Constable	Venglai, Champhai	9862732739
302	C/395 H. LALBIAKTHUAMI	Excise & Narcotics Constable	Mission Veng, Aizawl	9612248092
303	C/396 C. LALHMANGAIHZUALI	Excise & Narcotics Constable	Chhinga Veng, Aizawl.	9862569358
304	C/397 LALFAKAWMA	Excise & Narcotics Constable	Vengsang, Champhai	9862354369
305	C/399 R. LALTHANPARI	Excise & Narcotics Constable	Lunglawn, Lunglei	8794073613
306	C/400 R. LALNEIHZUALI	Excise & Narcotics Constable	Lungsir, Mamit	9862578801
307	C/401 K. LALTIAMKIMA	Excise & Narcotics Constable	Zohnuai, Lunglei	9436391717
308	C/402 ROSIE LALRAMTIAMI	Excise & Narcotics Constable	Chanmari West, Aizawl	R: 2349740 M: 9856737171
309	C/403 K. VANLALVENA	Excise & Narcotics Constable	Rahsi Veng, Lunglei	9862801366
310	C/404 F. LALNIENGA	Excise & Narcotics Constable	Venghlui, Aizawl	9862356465

SI	Name	Rank	Present Address	Contact Number
311	C/405 C.L. CHHANDAMA	Excise & Narcotics Constable	New Colony, Saiha	9436757251
312	C/407 F. LALHMANGAIHZUALA	Excise & Narcotics Constable	Lunglawn, Lunglei	8575693035
313	C/408 ZOSANGPUII	Excise & Narcotics Constable	Bazar Hnuai, Serchhip	8131985984
314	C/409 LALRINCHHANA PACHUAU	Excise & Narcotics Constable	Ramthar Veng, Aizawl	9862354360
315	C/412 R. LALFAKZUALA	Excise & Narcotics Constable	Vairengte, Kolasib District.	9862587383
316	C/414 B. LALROMUANA	Excise & Narcotics Constable	Venghlun, Lunglei	8014416369
317	C/415 ZOHMANGAIHI	Excise & Narcotics Constable	Vengthar, Kolasib.	9774163678
318	C/417 T. ZOTHANPUIA	Excise & Narcotics Constable	Chanmari West, Aizawl.	9862376996
319	C/419 H. ZAITLUANGI	Excise & Narcotics Constable	Thuampui, Aizawl.	9862374536
320	C/420 K. LALMUANPUII	Excise & Narcotics Constable	Chanmari, Lunglei	9436775076
321	C/421 LALSANGZUALI	Excise & Narcotics Constable	Diakkawn, Kolasib.	9862314497
322	C/422 LALMUANPUII	Excise & Narcotics Constable	Vengsang, Champhai	9862339777
323	C/423 LALRINSANGA	Excise & Narcotics Constable	Khuangpuilam, Kolasib	9612401308
324	C/424 N. NUNGO	Excise & Narcotics Constable	Saiha Tlangkawn	9436379758 / 9612243657
325	C/426 C.VL. CHAMREIA	Excise & Narcotics Constable	P & E veng, Serchhip	9862927405
326	C/427 B. LIANKHANZAM	Excise & Narcotics Constable	Vengthlang, Champhai	7308958697
327	C/428 H. LALDAWNGLIANI	Excise & Narcotics Constable	A.O.C Veng, Serchhip	9862906857
328	C/430 H. ROHMINGLIANA	Excise & Narcotics Constable	Serchhip	9863248463
329	C/431 LALENGMAWIA	Excise & Narcotics Constable	Khatla, Aizawl	9612146366
330	C/432 C. BIAKTHANSANGA	Excise & Narcotics Constable	Dinthar-I, Aizawl	9862364347
331	C/433 F. LALRUATKIMA	Excise & Narcotics Constable	Bethlehem Vengthlang, Aizawl	9089607790
332	C/434 T. VANLALRUATA	Excise & Narcotics Constable	Zobawk, Bazar, Lunglei	9862905607
333	C/436 H. LALDINGLIANI	Excise & Narcotics Constable	Chaltlang Lily Veng	9862614511
334	C/437 R. LALCHHANHIMA	Excise & Narcotics Constable	Ramthar Veng, Aizawl.	2320733
335	C/438 R. MALSAWMDAWNGLIANA	Excise & Narcotics Constable	Maubawk, Aizawl	8974981869
336	C/440 F. LALTHIANGHLIMA	Excise & Narcotics Constable	Meisatla, Saiha	9436970365
337	C/441 ZORAMLIANA	Excise & Narcotics Constable	Zonuam, Aizawl.	8014531445
338	C/444 R. LALHRUAITLUANGA	Excise & Narcotics Constable	Field Veng, Serchhip	8974305302
339	C/445 T. HMINGTHANSIAMA	Excise & Narcotics Constable	Chaltlang Lily Veng	9612100563
340	C/447 LALHRUAIA	Excise & Narcotics Constable	Vengthar, Kolasib.	9863432802
341	C/448 EX. V.L. THLAMUANA	Excise & Narcotics Constable	Vengthar, Kolasib.	9612401491
342	C/449 R. BIAKZUALA	Excise & Narcotics Constable	Council Veng, Saiha Dist. Saiha	
343	C/450 C. LALDINGLIANA	Excise & Narcotics Constable	Venglai Lunglei	9436346263

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
344	C/451 J.S. LALVUANSANGA	Excise & Narcotics Constable	Serchhip	8415842129
345	C/452 H. LALHMACHHUANI	Excise & Narcotics Constable	Lungsir veng , Mamit	9862430577
346	C/454 CHUAUHMINGTHANGA	Excise & Narcotics Constable	Upper Republic, Aizawl	9862354363
347	C/456 CHHAWNTHANGPUIA	Excise & Narcotics Constable	Kolasib, A.G. Veng.	8974668542
348	C/458 K. LALSANGPUII	Excise & Narcotics Constable	Dawrpui Vengthar	9862104617
349	C/461 LALREMKIMA	Excise & Narcotics Constable	Zemabawk 'N'	9862354364
350	C/462 R. LALTHANGLIANA	Excise & Narcotics Constable	Chanmari - I, Lunglei	8414091801
351	C/463 K. LALTANPUIA	Excise & Narcotics Constable	Ramhlun Vengthar, Aizawl	8794020278
352	C/464 R. LALDUHKIMA	Excise & Narcotics Constable	Champhai Vengsang	9862614925
353	C/465 LALLAWMAWMA	Excise & Narcotics Constable	Dinthar, Aizawl.	9612270931
354	C/466 LALTANPUII	Excise & Narcotics Constable	Dinthar, Aizawl	9774884061
355	C/468 LALRUATSANGI	Excise & Narcotics Constable	Vairengte, Kolasib District	8974585061
356	C/470 VANZIKI	Excise & Narcotics Constable	Zemabawk Field Veng	9862189970
357	C/471 LALNUNMAWIA	Excise & Narcotics Constable	Bawngkawn, Aizawl	9862577873
358	C/473 ZORAMCHHANA	Excise & Narcotics Constable	Venghlu, Aizawl	9862089625
359	C/474 ROLUAHPUII	Excise & Narcotics Constable	Ramhlun Sport Complex, Aizawl	
360	C/475 LALREMMAWII	Excise & Narcotics Constable	Rahsi Veng, Champhai	9612164132
361	C/476 LALRINAWMI	Excise & Narcotics Constable	Tuikual 'N', Aizawl.	9862668805
362	C/477 H. HRANGZOVA	Excise & Narcotics Constable	Bawngkawn, Aizawl	9862579941 / 9774786921
363	C/478 H. LALNUNMAWIA	Excise & Narcotics Constable	Vengsang, Champhai	9856792884
364	C/479 R. LALSANGLIANA	Excise & Narcotics Constable	Meisatla, Saiha	8974945898
365	C/480 R. ZAIREMMAWIA	Excise & Narcotics Constable	Maubawk, Aizawl	9436195850
366	C/486 C. LALNGAIHAWMA	Excise & Narcotics Constable	Meisatla, Saiha	9862845221
367	C/487 LALTLUANCHHUAKI	Excise & Narcotics Constable	Bawngkawn, Aizawl.	9862647085
368	C/489 ZORAMTHANGI	Excise & Narcotics Constable	Laiquitlang, Aizawl, Mizoram.	9862577881
369	C/490 R. DENGMAWIA	Excise & Narcotics Constable	Tuikual 'S', Aizawl	7085879282
370	C/491 THANGLENMAWII	Excise & Narcotics Constable	Meisatla, Saiha	9436764492
371	C/492 LALCHHANHIMI	Excise & Narcotics Constable	Serchhip	9862130072
372	C/493 MARY LALRAMMAWII	Excise & Narcotics Constable	Vengthar, Kolasib	9863972215
373	C/494 LINDA LALHMANGAIHSANGI	Excise & Narcotics Constable	Serchhip Vengchung	9863336143
374	C/496 BIAKTHIANGHLIMI	Excise & Narcotics Constable	P & E serchhip	9862906616
375	C/497 VANNEISANGA	Excise & Narcotics Constable	Khatla South	8974244992
376	C/498 LALRAMPARI	Excise & Narcotics Constable	Laiquitlang, Aizawl.	8014343578

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
377	C/499 ZOSANGLIANA	Excise & Narcotics Constable	Bazar Veng, Lunglei	8575303534
378	C/500 LALREMLIANA SAILO	Excise & Narcotics Constable	Chanmari, Lunglei	
379	C/501 K. LALMUANTLUANGA	Excise & Narcotics Constable	Charkawn, Mamit	8974586954
380	C/502 LALAWMPUII VARTE	Excise & Narcotics Constable	Venghlun, Vairengte	8256952415, 9774381371
381	C/503 ALBERT RAMHMINGMAWIA	Excise & Narcotics Constable	Luangmual, Aizawl	8014092440
382	C/504 LALCHHANHIMA	Excise & Narcotics Constable	Field Veng, Mamit	9862647356
383	C/505 C. VANLALROSANGA	Excise & Narcotics Constable	I.T.I, Aizawl.	8014075491
384	C/507 T. LALRINMAWIA	Excise & Narcotics Constable	Pukpui, Lunglei	9612026457
385	C/508 H. LALDINTHARA	Excise & Narcotics Constable	Muthi	9862789446
386	C/509 LALMALSAWMI	Excise & Narcotics Constable	Bawngkawn, Aizawl	9089727041
387	C/510 C. LALNUNMAWII	Excise & Narcotics Constable	H.No. B/15, Bungkawn Vengthar, Aizawl.	9612178511
388	C/511 J. LALHRUAITLUANGA	Excise & Narcotics Constable	Vengsang, Champhai	9615139261
389	C/512 BIAKTHANZAUVI HNAMTE	Excise & Narcotics Constable	Zemabawk, Aizawl	9862042416
390	C/513 LALCHAWIMAWIA	Excise & Narcotics Constable	Luangpawl, Mamit	9862037652
391	C/514 LALCHHUANAWMA	Excise & Narcotics Constable	Durtlang Ramthar	9612441455
392	C/515 LALDUHAWMA	Excise & Narcotics Constable	Ramhlun 'N', Aizawl	9862957363
393	C/516 LALNUNTIKIMI	Excise & Narcotics Constable	College Veng, Aizawl	9862584098
394	C/517 LALRINSANGA VARTE	Excise & Narcotics Constable	Sihphir	9436192209
395	C/519 B. VANLALTHLANA	Excise & Narcotics Constable	Chanmari-111, Lunglei	9862611282
396	C/520 LALHRIATKIMA	Excise & Narcotics Constable	Serchhip	9862866937
397	C/521 LALTANPUIA	Excise & Narcotics Constable	Bazar veng, Mamit	9612318925
398	C/522 LALDUHZUALI	Excise & Narcotics Constable	Hmunsam, Mamit	9862380567
399	C/523 LALRAMTHARA	Excise & Narcotics Constable	Durtlang Mel-5	9856838288
400	C/524 ZOSANGZELI	Excise & Narcotics Constable	Laiquitlang, Aizawl	9862725181
401	C/525 H. LALNUNSANGI	Excise & Narcotics Constable	Zemabawk	9862374015
402	C/526 LALMUANCHHUNGI	Excise & Narcotics Constable	College Veng, Aizawl	9862213150
403	C/527 LALTHASANGI	Excise & Narcotics Constable	Luangmual, Aizawl	9862358601
404	C/528 ROSY MALSAWMKIMI	Excise & Narcotics Constable	Melthum	9862873430
405	C/529 V.L. HMANGAIHTHANGI	Excise & Narcotics Constable	Venglai, Lunglei	9862420940
406	C/530 H. LALHRIATPUIA	Excise & Narcotics Constable	Zemabawk, Aizawl	8731057897
407	C/531 LALBIAKDIKA	Excise & Narcotics Constable	Chaltlang Lily Veng, Aizawl	9862356870
408	C/532 LALREMZUALI	Excise & Narcotics Constable	Tiangnuam, Aizawl.	9862376313
409	C/533 LALBEISEII	Excise & Narcotics Constable	Bawngkawn, Aizawl	9862366067



<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
410	C/534 VANLALREMRUATA	Excise & Narcotics Constable	Mamit	9612083015
411	C/535 S. LALRINSANGA	Excise & Narcotics Constable	Bethlehem Vengthlang, Aizawl	9612467162
412	C/536 CHAWNGCHHINGPUII	Excise & Narcotics Constable	Bawngkawn, Aizawl	8729919805
413	C/537 H. LALHMINGLIANA	Excise & Narcotics Constable	Chhing Veng, Aizawl	9862371451
414	C/538 LALRINFELA	Excise & Narcotics Constable	Durtlang Venglai	9862671398
415	C/540 VANLALHRUAIA FANAI	Excise & Narcotics Constable	Khuangpuilam, Kolasib	9863328703
416	C/541 LALENKAWLI	Excise & Narcotics Constable	Hall veng, Vairengte	9862332795
417	C/542 C. RAMTHANSIAMI	Excise & Narcotics Constable	Zonuam, Aizawl, H.No. D-30(1)	9862878671
418	C/544 K. VANLALCHAKA	Excise & Narcotics Constable	Venghlui	9862311761
419	C/545 LALMUANPUII	Excise & Narcotics Constable	Ramhlun Venglai	9862324460
420	C/546 LALSIAMKIMA	Excise & Narcotics Constable	Sihphir	9862846137
421	C/547 LALRINFELI TLAU	Excise & Narcotics Constable	Chanmari West, Aizawl	9612715549
422	C/548 C. LALSANGPUII	Excise & Narcotics Constable	Durtlang	857455873
423	C/549 LALREMRUATA	Excise & Narcotics Constable	Ramthar Veng, Aizawl	9612226986
424	C/550 RAMNUNTHARI HLONDO	Excise & Narcotics Constable	Vengthar, Kolasib	8119968375
425	C/551 BIAKREMSIAMI	Excise & Narcotics Constable	Lungsir, Mamit	8257904622
426	C/552 LALHMANGAIHA	Excise & Narcotics Constable	Chanmari, Aizawl	8974204426
427	C/553 LALFAMKIMA	Excise & Narcotics Constable	Lungsir veng, Mamit	9862868649
428	C/554 LALRINLIANA	Excise & Narcotics Constable	Serchhip	9862376557
429	C/555 LALNUNENGI	Excise & Narcotics Constable	Bethel Veng, Champhai	9615180441
430	C/556 LALRAMCHUANI	Excise & Narcotics Constable	Bawngkawn South	8575181014
431	C/557 F. ZONUNMAWIA	Excise & Narcotics Constable	Meisatla, Saiha	8974746516
432	C/558 VANRENGPUII	Excise & Narcotics Constable	Chawnpui	9862517130
433	C/559 SAIENGPUIII SAILO	Excise & Narcotics Constable	Armed Veng 'S', H.No. A-88	8575393693
434	C/560 LALRINMAWII	Excise & Narcotics Constable	Lungsir, Mamit	9612080747
435	C/565 T. THANGNEIHKIMI	Excise & Narcotics Constable	Durtlang Mel - 5	8794612051
436	C/566 B. LALMUANKIMI	Excise & Narcotics Constable	Khatla South, H-53	9862982398
437	C/567 LALZARMAWIA	Excise & Narcotics Constable	Venglai, Vairengte	9862132214
438	C/568 THELMA R. ZONUNMAWII	Excise & Narcotics Constable	Hlimen, H.No.A-33, Aizawl, Mizoram	9862790154
439	C/570 K. LALHMINGMAWIA	Excise & Narcotics Constable	Armed Veng, H/No. A-128/A	9862315753
440	C/571 AMOSA VANLALHRUAIA	Excise & Narcotics Constable	I.T.I. Veng, Aizawl	8258085881
441	C/572 LINDA LALCHUNGUNGI	Excise & Narcotics Constable	Armed Veng, Aizawl	9856858483
442	C/573 L. VAHSI HMAR	Excise & Narcotics Constable	Ramhlun Sports Complex	8575671205

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
443	C/574 RUALTHANKHUMI	Excise & Narcotics Constable	Tuikual South, Aizawl	9612027506
444	C/575 CH. LALLIANTHANGA	Excise & Narcotics Constable	Maubawk, Aizawl	8131933110
445	C/576 HUNTHARNGHAKI	Excise & Narcotics Constable	Khatla H/S Veng, Aizawl	9862183341
446	C/577 P.C. ZOHMINGTHANGA	Excise & Narcotics Constable	Selesih, Aizawl, Mizoram	9862365545
447	C/578 LALSANGKIMA	Excise & Narcotics Constable	Chaltlang Dingdi Veng, Aizawl	9862846560
448	C/579 ZOTHANMAWIA	Excise & Narcotics Constable	Chawnpui, Aizawl	8257909015
449	C/580 RAMREMPUIA	Excise & Narcotics Constable	Armed Veng, Aizawl	8730922855
450	C/581 R. LALNUNZIRA	Excise & Narcotics Constable	Thuampui, Aizawl	8415966316/8257886588
451	C/582 T.C. LALREMRUATI	Excise & Narcotics Constable	C/o, Lalrotlinga, H/No. 105 I.T.I. Medical Quarter, Aizawl.	8415060910
452	C/583 H. LALMUANPUII	Excise & Narcotics Constable	Ramhlun South, Aizawl	8014055292
453	C/585 ISRAELA	Excise & Narcotics Constable	Tuikual North, H/No. D-102, Aizawl	8413951097
454	C/586 SANGTHANZUALA ZONGTE	Excise & Narcotics Constable	L-80, Vankhama Mual, Chawnpui, Aizawl	9612532578
455	C/587 C. ZOMUANPUIA	Excise & Narcotics Constable	Bungkawn Venglai, H/No.N-63	9862355531
456	C/588 NGURTHANPUII	Excise & Narcotics Constable	ZA-23/II, Zotlang, Aizawl	9862770034/ 0389-2306717
457	C/589 JERRY LALRAMDINA	Excise & Narcotics Constable	Republic Vengthlang, Aizawl	9862360143
458	C/590 C. MALSAWMZUALA	Excise & Narcotics Constable	Venglai, Lengpui	9862676682
459	C/591 C. VANLALRUATI	Excise & Narcotics Constable	Tuikual North, Aizawl	8014645651
460	C/592 LALMUANPUIA	Excise & Narcotics Constable	Zonnam, Aizawl	9612651148
461	C/593 ESTHER LALAWMPUII	Excise & Narcotics Constable	I.T.I. Veng, Aizawl	8014361104 / 9862031460
462	LALSANGLIANA	Excise & Narcotics Constable	B-67/2, Upper Republic, Aizawl	
463	LALRINPUII	Superintendent (Office)	Dawrpui, Aizawl	9436365865
464	T. HNIARMENI	Head Assistant	Meisatla, Saiha Dist.	9612337418
465	REX L. ZATE	Assistant	V-29/A, Near P.C.I. Church, Ramhlun Sports complex, Aizawl.	9862572509
466	R. THANGBUANGI	Head Assistant	Serkawn, Lunglei	9436370193
467	LIANPARI	Head Assistant	Kulikawn, Aizawl, Mizoram	9862578806
468	DORIS NGURBIAKVELI	Assistant	H/No - A/69, Dawrpui Vengthar, Aizawl.	9436144191
469	LALTHLENGLIANA FANAI	Assistant	H/No-V-99, Saikhamakawn Vengsang, Aizawl.	9436150021
470	LALTLANTHANGI	Stenographer - II		
471	LALRINPUII DARKIM	Upper Division Clerk	Mission Veng, Aizawl	9862578797

SI	Name	Rank	Present Address	Contact Number
472	LALBIAKSANGI	Upper Division Clerk	Tumpui, Kolasib	9862127069
473	LALMALSAWMI	Upper Division Clerk	Tlanguam, Aizawl, Mizoram.	9862577876
474	C. RALTAWNA	Upper Division Clerk	New Saiha, Saiha Dist.	9436764647
475	K. LALREMRUATI	Upper Division Clerk	Chanmari-111, Lunglei	9436371859
476	F. LALRAMCHUANI	Upper Division Clerk	Zotlang, Lunglei	9436157005
477	MALSAWMI	Upper Division Clerk	Sikulpuikawn, Mission Veng, Aizawl, Mizoram.	9436360779
478	S. DUHPARI	Upper Division Clerk	Council Veng, Saiha Dist. Saiha	9436777392 /8415844770
479	SAINGURI CHENKUAL	Upper Division Clerk	Serchhip	9436147036
480	VANLALLAWMI	Upper Division Clerk	Tuikhuahtlang, T-11, Aizawl, Mizoram.	8731964858
481	H. LALZIKPUII	Lower Division Clerk	Rahsi Veng, Champhai	9612521883
482	LALLIANZUALI	Lower Division Clerk	P & E Veng, Serchhip	8974633925
483	SAICHHUNGI PACHUAU	Lower Division Clerk	Vengthar, Kolasib	9863362222
484	ZORAMHMANGAIHI RALTE	Lower Division Clerk	Saiha	8131935395
485	P.C. LIANTLUANGA	Lower Division Clerk	Kanan Veng, Aizawl	9863225123
486	RALLIANA	Lower Division Clerk	Khuangpuilam, Kolasib	9436353209
487	VANLALHLUNI	Lower Division Clerk	Ramhlun Venglai, Aizawl	9862304077
488	C. LALMALSAWMI	Lower Division Clerk	Armed Veng, Aizawl. H/No - A/44	9436158760
489	R. ZOTHANPARI	Lower Division Clerk	Sihphir Venghlun	9612842546
490	ZIRKUNGI	Lower Division Clerk	Dawrpui Vengthar	9436377206 9612317599
491	LALRAMHLUNI	Lower Division Clerk	Tanhril	9436144597
492	R.C. LALRINCHHANA	Lower Division Clerk	Kahrawt Veng, Champhai	9862577539
493	VANLALHUAPI	Lower Division Clerk	Kahrawt Veng, Champhai	9856603983
494	RINSANGKIMA	Lower Division Clerk	Mission Veng, Aizawl. H/No - B-59	8014500514
495	R. ZAKAMLOVA	Gestetner Operator	Bethlehem Vengthlang, Aizawl.	9862584093
496	LIANCHINA	IV Grade (Peon)	Electric Veng, Lunglei	8974761167
497	F.C. LALDUHAWMA	IV Grade (Chowkidar)	Meisatla, Saiha Dist. Saiha	9612790016
498	LALCHUAILOVA	IV Grade (Peon)	Venghlui, Aizawl, Mizoram.	9862386317
499	A. TIALHUPA	IV Grade	New Colony, Saiha Dist. Saiha	8413061398
500	VANLALLUTI	IV Grade (Peon)	Nursery Veng, Aizawl.	9436380137
501	LALHLIMPUIA	IV Grade (Chowkidar)	Rahsi Veng, Lunglei	8258866295
502	F. LALRAMZAUVA	IV Grade (Peon)	Zotlang, Lunglei	8014416090

<b>SI</b>	<b>Name</b>	<b>Rank</b>	<b>Present Address</b>	<b>Contact Number</b>
503	F. LALROTHUAMA	IV Grade	Meisatla, Saiha Dist. Saiha	9436355247
504	LALCHHANLIANA	IV Grade (Peon)	Venglai Parkkawn, Kolasib	9863136357
505	TLANGLAWMTHANGA	IV Grade (Chowkidar)	Khuangpuilam, Kolasib	9863398310
506	ZORAMTHANGA	IV Grade (Chowkidar)	Hall veng, Vairengte	261369
507	R. HMARTHANGA	IV Grade (Peon)	Kahrawt Veng, Champhai	9615163259
508	R. LALMALSAWMA	IV Grade (Chowkidar)	Venglai, Champhai	9862867092
509	VANLALTLANI	IV Grade (Peon)	Chaltlang Venglai, Aizawl	9862364038

**Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

**(Section 4(1) (b) (x) of RTI Act, 2005)**



FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
EXE(MZ) 006				280	120												400	122944
EXE(MZ) 016	18000	32448		280	120	4790											55638	37341
EXE(MZ) 455	3000	32877		280	120												36277	65553
EXE(MZ) 11	23000	29429		280	120												52829	39770
EXE(MZ) 490				280	120												400	97703

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A.10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
SUPERINTENDENT OF EXCISE & NARCOTICS/SUPERINTENDENT Rs.15600 - 39100 + 5400														

1	R.VANLALTHLANA Audit No.011(EXN)	29500	6100	35600		46992	1500	3560					208	87444
2	RODALA Audit No.013(EXN)	25760	6100	31860		42055	1500	3186					100	78501
3	LALHMINGLIANA FANAI Audit No. 012 (EXN)	27980	6100	34080		44986	1500	3408	450				100	84324
4	LALRINPUII Audit No.491(MSS)	24990	5400	30390		40115	1500	3039					2150	72894
	<b>Total</b>	<b>282960</b>	<b>60800</b>	<b>343760</b>	<b>0</b>	<b>453764</b>	<b>13500</b>	<b>34376</b>	<b>450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13832</b>	<b>832018</b>



FOR THE MONTH OF

**JANUARY**

**YEAR**

**2017**

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
EXE(MZ) 510	3000	27768		280	120												31168	56276
EXE(MZ) 494	10000	24851		280	120												35251	43250
EXE(MZ) 409	10000	26582		280	120												36982	47342
IPRT(MZ)0077	5000	23704		280	120										2160		31264	41630
0	72000	197659	0	2520	1080	4790	0	0	0	0	0	0	0	0	2160	0	280209	551809



FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
EXE(MZ) 319	10000	23790		210	90				4700						3024		41814	32331
EXE(MZ) 492	2000	24203		210	90												26503	50260
EXE(MZ) 497	2000	22121		210	90										2323		26744	43022
EXE(MZ) 35	2500	22534		210	90	3125									3024		31483	39453
EXE(MZ) 149	3000	22066		210	90	3000		3000							3024		34390	35442
EXE(MZ) 23	3000	22503		210	90			3000							3024		31827	39552
EXE(MZ) 286	3000	19438		210	90					600					3024		26362	35114
EXE(MZ) 43	2000	21302		210	90	2400											26002	39296
	27500	177957	0	1680	720	8525	0	6000	4700	600	0	0		0	17443		245125	314470

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/PPA	Ration Allowances	K.M Allances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
<b>ASSISTANT / STENO - II Rs. 9300-34800+ 4400(P.B -II)</b>														
1	REX.L.ZATE	14540	4400	18940		25001	1200	1894					630	46405
2	DORIS NGURBIAKVELI	21150	4600	25750		33990	1200	2575	400				3684	60231
3	LALTHLENGLIANA FANAI	21150	4600	25750	750	33990	1200	2575					3724	60541
4	LALTLANTHANGI	22390	4600	26990		35627	1200	2699	400				80	66836
<b>U.D.C. / STENO - III Rs. 9300-34800 + 4200(P.B - II)</b>														
1	LALMALSAWMI	17120	4400	21520		28406	1200	2152					4184	49094
2	MALSAWMI	16270	4400	20670		27284	1200	2067					1684	49537
<b>L.D.C. Rs. 5200 - 20200 + 2400 ( P.B - I )</b>														
1	P.C LIANTLUANGA	9820	2400	12220		16130	1200	1222					142	30630
2	C.LALMALSAWMI	9820	2400	12220		16130	1200	1222					1110	29662
<b>GESTETNER OPERATOR Rs. 5200-20200 + 2400( P.B -I)</b>														
1	R. ZAKAMLOVA	11340	2800	14140		18665	1200	1414				60	1642	33837
<b>Total</b>		<b>143600</b>	<b>34600</b>	<b>178200</b>	<b>750</b>	<b>235223</b>	<b>10800</b>	<b>17820</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>16880</b>	<b>426773</b>

FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
EXE(MZ) 592	2000	14773		210	90					600							17673	28732
EXE(MZ) 24	6000	20085		210	90		1150										27535	32696
EXE(MZ) 4	6000	20085		210	90												26385	34156
TPT(MZ) 638	2000	21052		210	90												23352	43484
EXE(MZ)26	4000	16786		210	90		850							694			22630	26464
EXE(MZ) 42	4000	16123		210	90		800										21223	28314
EXE(MZ) 589	1000	9532		140	60	1600											12332	18298
EXE(MZ) 591	5000	9532		140	60												14732	14930
EXE(MZ) 10	3000	11029		140	60												14229	19608
0	33000	138997	0	1680	720	1600	2800	0	0	600	0	0	0	694	0	0	180091	246682

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	<b>BF</b>	<b>143600</b>	<b>34600</b>	<b>178200</b>	<b>750</b>	<b>235223</b>	<b>10800</b>	<b>17820</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>16880</b>	<b>426773</b>
	S.I.E. Rs. 9300-34800 + 4400 (P.B - II)/ASIE RS.9300-34800+4200													
1	LALNGHAHMWII	20310	4600	24910		32881	1200	2491		550	160	60	2011	60241
2	LALRINNUNGA	20310	4600	24910		32881	1200	2491		550	160	60	3080	59172
3	J.LALDUHAWMI	20310	4600	24910		32881	1200	2491		550	160	60	2580	59672
4	RORELKIMA	20310	4600	24910		32881	1200	2491		550	160	60	455	61797
5	R.LALRINSANGA	14690	4400	19090		25199	1200	1909		550	160	60	80	48088
6	C.LALBIAKTLUANGA	19330	4600	23930		31588	1200	2393		550	160	60	80	59801
7	C.LIANCHUNGUNGA	19320	4600	23920		31574	1200	2392		550	160	60	80	59776
8	RUTH LALRUATPUII	13700	4200	17900		23628	1200	1790		550	160	60	3334	41954
9	F.LALRONGHAKA	12960	4200	17160		22651	1200	1716		550	160	60	2321	41176
10	ROHMINGTHANGA	15610	4400	20010		26413	1200	2001		550	160	60	134	50260
	<b>Total</b>	<b>176850</b>	<b>44800</b>	<b>221650</b>	<b>0</b>	<b>292577</b>	<b>12000</b>	<b>22165</b>	<b>0</b>	<b>5500</b>	<b>1600</b>	<b>600</b>	<b>14155</b>	<b>541937</b>
	<b>P.Total</b>	<b>320450</b>	<b>79400</b>	<b>399850</b>	<b>750</b>	<b>527800</b>	<b>22800</b>	<b>39985</b>	<b>800</b>	<b>5500</b>	<b>1600</b>	<b>660</b>	<b>31035</b>	<b>968710</b>

FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	33000	138997	0	1680	720	1600	2800	0	0	600	0	0	0	694	0	0	180091	246682
EXE(MZ)360	5000	19430		210	90												24730	35511
EXE(MZ) 436	3000	19430		210	90	2000											24730	34442
EXE(MZ) 438	4000	19430		210	90										3024		26754	32918
EXE(MZ) 082	2000	19430		210	90										3024		24754	37043
EXE(MZ) 524	2000	14890		210	90												17190	30898
EXE(MZ) 088	2000	18665		210	90									694			21659	38142
EXE(MZ) 380	2000	18658		210	90	833											21791	37985
EXE(MZ) 245	7000	13962		210	90										1659		22921	19033
EXE(MZ) 0421	3000	13385		210	90		480										17165	24011
EXE(MZ) 502	2000	15608		210	90												17908	32352
0	32000	172888	0	2100	900	2833	480	0	0	0	0	0	0	694	7707	0	219602	322335
0	65000	311885	0	3780	1620	4433	3280	0	0	600	0	0	0	1388	7707	0	399693	569017

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P.F.P.A	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	<b>BF</b>	<b>320450</b>	<b>79400</b>	<b>399850</b>	<b>750</b>	<b>527800</b>	<b>22800</b>	<b>39985</b>	<b>800</b>	<b>5500</b>	<b>1600</b>	<b>660</b>	<b>31035</b>	<b>968710</b>
	<b>H.C. Rs. 5200-20200 + 2400( P.B -I)</b>													
1	LALRAMLIANA	15110	4200	19310		25489	1200	1931		550	160	60	60	48640
2	KAPHRANGA	14720	4200	18920		24974	1200	1892	210	550	160	60	560	47406
						0								
3	LALKIMA RALTE	14720	4200	18920		24974	1200	1892		550	160	60	60	47696
4	C.LALLURA	12070	2800	14870		19628	1200	1487		550	160	60	560	37395
5	LALNGHINGLOVA	12070	2800	14870		19628	1200	1487		550	160	60	60	37895
6	C.LALTLANTHANGA	11810	2800	14610		19285	1200	1461		550	160	60	60	37266
7	ZONUNDANGA	11320	2400	13720		18110	1200	1372	210	550	160	60	1647	33735
8	PC LALZAMLIANA	11040	2400	13440		17741	1200	1344		550	160	60	860	33635
	<b>W.O. Rs. 5200-20200 + 2400( P.B -I)</b>													
1	ZOHMINGLIANA	13920	2800	16720		22070	1200	1672		550	160	60	714	41718
2	BABY LALLIANMAWII	13660	2800	16460		21727	1200	1646		550	160	60	3144	38659
3	VANHMINGLIANA	10720	2800	13520		17846	1200	1352		550	160	60	92	34596
4	RAMENGMAWIA	10770	2800	13570		17912	1200	1357		550	160	60	1460	33349
5	FVL THLAMUANPUIA	13920	2800	16720		22070	1200	1672		550	160	60	1314	41118
6	VANLALRINGA	10720	2800	13520		17846	1200	1352		550	160	60	1092	33596
	<b>Total</b>	<b>176570</b>	<b>42600</b>	<b>219170</b>	<b>0</b>	<b>289300</b>	<b>16800</b>	<b>21917</b>	<b>420</b>	<b>7700</b>	<b>2240</b>	<b>840</b>	<b>11683</b>	<b>546704</b>
	<b>Prog. Total</b>	<b>497020</b>	<b>122000</b>	<b>619020</b>	<b>750</b>	<b>817100</b>	<b>39600</b>	<b>61902</b>	<b>1220</b>	<b>13200</b>	<b>3840</b>	<b>1500</b>	<b>42718</b>	<b>1515414</b>



FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	65000	311885	0	3780	1620	4433	3280	0	0	600	0	0	0	1388	7707	0	399693	569017
EXE(MZ)0408	1500	15062		140	60												16762	31878
EXE(MZ)318	4000	14758		140	60		970							1136			22723	24683
															1659			
EXE(MZ)27	5000	14758		140	60		510								1509		21977	25719
EXE(MZ)15	1000	11599		140	60												12799	24596
EXE(MZ) 28	2000	11599		140	60		510										16037	21858
EXE(MZ) 20	1000	11396	2000	140	60								1296				15892	21374
EXE(MZ) 132	2500	10702		140	60		510			600							16240	17495
EXE(MZ) 0419	1000	10483		140	60												13010	20625
EXE(MZ) 83	1300	13042		140	60									555			15097	26621
EXE(MZ) 89	3000	12839		140	60									694			16733	21926
EXE(MZ) 58	2000	10546		140	60										1327		14073	20523
EXE(MZ) 158	1300	10585		140	60										1327		13412	19937
EXE(MZ) 454	3500	13042		140	60	2000											18742	22376
EXE(MZ) 0054	3000	10546	1000	140	60										1728		16474	17122
0	32100	170957	3000	1960	840	2000	2500	0	0	600	0	0	1296	2385	12333	0	229971	316733
0	97100	482842	3000	5740	2460	6433	5780	0	0	1200	0	0	1296	3773	20040	0	629664	885750

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/PPA	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	<b>BF</b>	497020	122000	619020	750	817100	39600	61902	1220	13200	3840	1500	42718	1515414
	DRIVER Rs. 5200-20200 + 2400( P.B -I)													
1	JOHNSON L.T MUANA	12600	4200	16800		22176	1200	1680		550	160	60	134	42492
2	THANGLUAIA	13030	4200	17230		22744	1200	1723		550	160	60	634	43033
3	VANLALNGHAKA	13030	4200	17230		22744	1200	1723		550	160	60	434	43233
4	ZOHMINGLIANA	13030	4200	17230		22744	1200	1723		550	160	60	80	43587
5	H.THANTHUAMA	12390	4200	16590		21899	1200	1659		550	160	60	684	41434
6	LALDANGLOVA	12390	4200	16590		21899	1200	1659		550	160	60	434	41684
7	H.ROLIANA	12390	4200	16590		21899	1200	1659		550	160	60	80	42038
8	VL.ZUILIANA	12390	4200	16590		21899	1200			550	160	60	480	39979
9	LALRAMENGA	16570	4400	20970		27680	1200	2097	210	550	160	60	3580	49347
10	C.ZODINLIANA	9470	2400	11870		15668	1200	1187		550	160	60	60	30635
	<b>Total</b>	<b>127290</b>	<b>40400</b>	<b>167690</b>	<b>0</b>	<b>221352</b>	<b>12000</b>	<b>15110</b>	<b>210</b>	<b>5500</b>	<b>1600</b>	<b>600</b>	<b>6600</b>	<b>417462</b>
	<b>Grand Total</b>	<b>624310</b>	<b>162400</b>	<b>786710</b>	<b>750</b>	<b>1038452</b>	<b>51600</b>	<b>77012</b>	<b>1430</b>	<b>18700</b>	<b>5440</b>	<b>2100</b>	<b>49318</b>	<b>1932876</b>

FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY														L/Fee	Total Deduction	Net Amount Payable	
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P				LIC(HBA) I
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	97100	482842	3000	5740	2460	6433	5780	0	0	1200	0	0	1296	3773	20040	0	629664	885750
EXE(MZ) 38	2000	13104		210	90									694			16098	26394
EXE(MZ) 114	2000	13439		210	90												15739	27294
EXE(MZ) 118	1500	13439		210	90									1136			16375	26858
EXE(MZ) 117	2500	13439		210	90	1600									1659		19498	24089
EXE(MZ) 119	5000	12940		210	90									1136			19376	22058
EXE(MZ) 63	2000	12940		210	90	2000											17240	24444
EXE(MZ) 94	3000	12940		210	90									1136			17376	24662
EXE(MZ) 309	1500	12940		210	90	2000										130	16870	23109
EXE(MZ) 137	1500	16357		210	90		820								1728		20705	28642
EXE(MZ) 206	1500	9259		210	90												11059	19576
0	22500	130797	0	2100	900	5600	820	0	0	0	0	0	0	4102	3387	130	170336	247126
0	119600	613639	3000	7840	3360	12033	6600	0	0	1200	0	0	1296	7875	23427	130	800000	1132876

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	CONSTABLE Rs. 5200 - 20200 + 1900(P.B-1)													
1	CHHUANVAWRA	9890	2400	12290		16223	1200	1229		550	160	60	60	31652
2	LALKUNGA	10600	2400	13000		17160	1200	1300		550	160	60	592	32838
3	K. VANLALRUATA	10600	2400	13000		17160	1200	1300		550	160	60	592	32838
4	RMS DAWNGLIANA	9630	2000	11630		15352	1200	1163		550	160	60	92	30023
5	DAVID LALRAMSIAMA	9280	1900	11180		14758	1200	1118		550	160	60	3092	25934
6	V.LALTHIANGHLIMA	10840	2400	13240		17477	1200	1324		550	160	60	260	33751
7	C.SANGLUAIA	10600	2400	13000		17160	1200	1300		550	160	60	60	33370
8	F.ZOTHANSANGA	9630	2000	11630		15352	1200	1163		550	160	60	60	30055
9	R.MUANZOVA	10410	2400	12810		16909	1200	1281		550	160	60	60	32910
10	LALNEIHPUII	9830	2000	11830		15616	1200	1183		550	160	60	1892	28707
11	LALDINSANGI VARTE	9630	2000	11630		15352	1200	1163		550	160	60	2560	27555
12	ZOHMINGLIANA	10600	2400	13000		17160	1200	1300		550	160	60	92	33338
	<b>Total</b>	<b>121540</b>	<b>26700</b>	<b>148240</b>	<b>0</b>	<b>195679</b>	<b>14400</b>	<b>14824</b>	<b>0</b>	<b>6600</b>	<b>1920</b>	<b>720</b>	<b>9412</b>	<b>372971</b>

FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY														L/Fee	Total Deduction	Net Amount Payable	
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P				LIC(HBA) I
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
EXE(MZ) 51	1000	9586		140	60										1325		12111	19541
EXE(MZ) 59	2000	10140		140	60									555			12895	19943
EXE(MZ) 62	2000	10140		140	60									555			12895	19943
EXE(MZ) 99	2000	9071		140	60												11271	18752
EXE(MZ) 105	1000	8720		140	60												9920	16014
EXE(MZ) 147	4000	10327		140	60									555			15082	18669
EXE(MZ) 161	1000	10140		140	60										1325		12665	20705
EXE(MZ)174	1000	9071		140	60									946			11217	18838
EXE(MZ) 241	3000	9992		140	60	1200									1325		15717	17193
EXE(MZ) 514	3000	9227		140	60												12427	16280
EXE(MZ) 336	4000	9071		140	60									555			13826	13729
EXE(MZ) 064	1000	10140		140	60									555			11895	21443
0	25000	115625	0	1680	720	1200	0	0	0	0	0	0	0	3721	3975	0	151921	221050

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	<b>BF</b>	<b>121540</b>	<b>26700</b>	<b>148240</b>	<b>0</b>	<b>195679</b>	<b>14400</b>	<b>14824</b>	<b>0</b>	<b>6600</b>	<b>1920</b>	<b>720</b>	<b>9412</b>	<b>372971</b>
	<b>CONSTABLE Rs. 5200 - 20200 + 1900(P.B-1)</b>													
1	ZORAMTHANGI	9190	2000	11190		14771	1200	1119		550	160	60	92	28958
2	LALDUHKIMA	9630	2000	11630		15352	1200	1163		550	160	60	560	29555
3	LALNGHAHCHHANA	9630	2000	11630		15352	1200	1163		550	160	60	292	29823
4	P.C. LALDINGNGHETA	9630	2000	11630		15352	1200	1163		550	160	60	492	29623
5	LALREMKIMA	9630	2000	11630		15352	1200	1163	210	550	160	60	92	30233
6	LALRINCHHANA PACHUAU	9630	2000	11630		15352	1200	1163	210	550	160	60	1992	28333
7	B. ZOTHANSANGA	9630	2000	11630		15352	1200			550	160	60	292	28660
8	LALNUNMAWIA	9630	2000	11630		15352	1200			550	160	60	392	28560
9	H. HRANGZOVA	9500	2000	11500		15180	1200			550	160	60	292	28358
10	R. DENGMAWIA	9010	2000	11010		14533	1200	1101		550	160	60	92	28522
11	J.LALREMSANGI	9630	2000	11630		15352	1200	1163		550	160	60	365	29750
12	VANLALHMUNENGA	9630	2000	11630		15352	1200	1163		550	160	60	160	29955
	<b>Total</b>	<b>114370</b>	<b>24000</b>	<b>138370</b>	<b>0</b>	<b>182652</b>	<b>14400</b>	<b>10361</b>	<b>420</b>	<b>6600</b>	<b>1920</b>	<b>720</b>	<b>5113</b>	<b>350330</b>
	<b>Prog. Total</b>	<b>235910</b>	<b>50700</b>	<b>286610</b>	<b>0</b>	<b>378331</b>	<b>28800</b>	<b>25185</b>	<b>420</b>	<b>13200</b>	<b>3840</b>	<b>1440</b>	<b>14525</b>	<b>723301</b>

FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	25000	115625	0	1680	720	1200	0	0	0	0	0	0	0	3721	3975	0	151921	221050
EXE(MZ) 516	1000	8728		140	60												9928	19030
EXE(MZ) 65	3000	9071		140	60										1327		13598	15957
EXE(MZ) 70	1000	9071		140	60	960											11231	18592
EXE(MZ) 84	1000	9071		140	60										1327		11598	18025
EXE(MZ) 103	2000	9071		140	60									946			12217	18016
EXE(MZ) 104	1000	9071		140	60	1000											11271	17062
EXE(MZ) 108	1000	9071		140	60	960										130	11361	17299
EXE(MZ) 109	1500	9071		140	60										1325	130	12226	16334
EXE(MZ) 110	1500	8970		140	60	1600								946		130	13346	15012
EXE(MZ) 121	1000	8588		140	60	960											10748	17774
EXE(MZ) 093	2000	9071		140	60									555			11826	17924
EXE(MZ) 165	1000	9071		140	60										1327		11598	18357
0	17000	107925	0	1680	720	5480	0	0	0	0	0	0	0	2447	5306	390	140948	209382
0	42000	223550	0	3360	1440	6680	0	0	0	0	0	0	0	6168	9281	390	292869	430432

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/PPA	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	<i>BF</i>	235910	50700	286610	0	378331	28800	25185	420	13200	3840	1440	14525	723301
	<a href="#">CONSTABLE Rs. 5200 - 20200 + 1900(P.B-1)</a>													
1	C.LALHMANGAIHZUALI	9630	2000	11630		15352	1200	1163		550	160	60	60	30055
2	H.VANLALLIANA					0	1200	1117		550	160	60	560	2527
3	CHUAUHMINGTHANGA	9630	2000	11630		15352	1200	1163		550	160	60	92	30023
4	LALLAWMAWMA	9630	2000	11630		15352	1200	1163		550	160	60	60	30055
5	NGURTHANSANGA	9630	2000	11630		15352	1200	1163		550	160	60	1560	28555
6	H.MANGKHUMA	9630	2000	11630		15352	1200	1163		550	160	60	60	30055
7	LALMUANPUIA KHIANGTE			0		0	1200			550	160	60		1970
8	ZOSANGLIANA	9630	2000	11630		15352	1200	1163		550	160	60	899	29216
9	VANHMINGLIANI	9630	2000	11630		15352	1200	1163		550	160	60	2992	27123
10	ZOHMINGTHANGA	9630	2000	11630		15352	1200	1163		550	160	60	537	29578
11	JESSY RAMSANGZUALA	9630	2000	11630		15352	1200	1163		550	160	60	992	29123
	<b>Total</b>	<b>86670</b>	<b>18000</b>	<b>104670</b>	<b>0</b>	<b>138168</b>	<b>13200</b>	<b>11584</b>	<b>0</b>	<b>6050</b>	<b>1760</b>	<b>660</b>	<b>7812</b>	<b>268280</b>
	<b>Prog. Total</b>	<b>322580</b>	<b>68700</b>	<b>391280</b>	<b>0</b>	<b>516499</b>	<b>42000</b>	<b>36769</b>	<b>420</b>	<b>19250</b>	<b>5600</b>	<b>2100</b>	<b>22337</b>	<b>991581</b>



FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY														LIC(HBA) P	LIC(HBA) I	L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P					
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35	
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
0	42000	223550	0	3360	1440	6680	0	0	0	0	0	0	0	6168	9281	390	292869	430432	
EXE(MZ) 193	2500	9071		140	60												11771	18284	
EXE(MZ) 166		0		140	60										1325		1525	1002	
EXE(MZ) 184	1000	9071		140	60												10271	19752	
EXE(MZ) 0181	2000	9071		140	60									946			12217	17838	
EXE(MZ) 446	2500	9071		140	60	2000									1327		15098	13457	
EXE(MZ) 186	2000	9071		140	60									946			12217	17838	
EXE(MZ) 0201		0		140	60	960								757			1917	53	
EXE(MZ) 66	1000	9071		140	60									946			11217	17999	
EXE(MZ) 67	3000	9071		140	60	1200											13471	13652	
EXE(MZ) 68	5000	9071		140	60												14271	15307	
EXE(MZ) 72	2000	9071		140	60										1327		12598	16525	
0	21000	81639	0	1540	660	4160	0	0	0	0	0	0	0	3595	3979	0	116573	151707	
0	63000	305189	0	4900	2100	10840	0	0	0	0	0	0	0	9763	13260	390	409442	582139	

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

Sl. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/PPA	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	<b>BF</b>	<b>322580</b>	<b>68700</b>	<b>391280</b>	<b>0</b>	<b>516499</b>	<b>42000</b>	<b>36769</b>	<b>420</b>	<b>19250</b>	<b>5600</b>	<b>2100</b>	<b>22337</b>	<b>991581</b>

CONSTABLE Rs. 5200 - 20200 + 1900(P.B - 1)

1	LALHLUNCHHUNGI	9630	2000	11630		15352	1200	1163		550	160	60	4060	26055
2	K. LALHMANGAIHI	9630	2000	11630		15352	1200	1163		550	160	60	1392	28723
3	LALENGMAWIA	9630	2000	11630		15352	1200	1163		550	160	60	92	30023
4	LALRINLIANI	9630	2000	11630		15352	1200	1163		550	160	60	1292	28823
5	ZORAMCHHANA - II	9630	2000	11630		15352	1200	1163		550	160	60	92	30023
6	C. BIAKTHANSANGA	9630	2000	11630		15352	1200	1163		550	160	60	492	29623
7	F. LALTHLAMUANI	9630	2000	11630		15352	1200	1163		550	160	60	292	29823
8	LALZIKPUJI SAILO	9630	2000	11630		15352	1200	1163		550	160	60	2092	28023
9	ROSIE LALRAMTIAMI	9630	2000	11630		15352	1200	1163		550	160	60	1110	29005
10	T. ZOTHANPUIA	9630	2000	11630		15352	1200	1163		550	160	60	2592	27523

	<b>Total</b>	<b>96300</b>	<b>20000</b>	<b>116300</b>	<b>0</b>	<b>153520</b>	<b>12000</b>	<b>11630</b>	<b>0</b>	<b>5500</b>	<b>1600</b>	<b>600</b>	<b>13506</b>	<b>287644</b>
	<b>Prog.Total</b>	<b>418880</b>	<b>88700</b>	<b>507580</b>	<b>0</b>	<b>670019</b>	<b>54000</b>	<b>48399</b>	<b>420</b>	<b>24750</b>	<b>7200</b>	<b>2700</b>	<b>35843</b>	<b>1279225</b>

FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	63000	305189	0	4900	2100	10840	0	0	0	0	0	0	0	9763	13260	390	409442	582139

EXE(MZ) 80	2000	9071		140	60												11271	14784
EXE(MZ) 85	5000	9071		140	60												14271	14452
EXE(MZ) 90	3000	9071		140	60	1250									1325		14846	15177
EXE(MZ) 91	2500	9071		140	60										1325		13096	15727
EXE(MZ) 92	2000	9071		140	60	1600									1325		14196	15827
EXE(MZ) 97	2000	9071		140	60	1200									1325		13796	15827
EXE(MZ) 98	1000	9071		140	60												10271	19552
EXE(MZ) 107	4000	9071		140	60												13271	14752
EXE(MZ) 111	1000	9071		140	60	1600									1325		13196	15809
EXE(MZ) 112	3000	9071		140	60										1325		13596	13927

0	25500	90710	0	1400	600	5650	0	0	0	0	0	0	0	0	7950	0	131810	155834
	88500	395899	0	6300	2700	16490		0	0	0	0	0	0	9763	21210	390	541252	737973

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

Sl. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A.10 %	P.P/FPA	Ration Allowances	K.M Allances	W.A.	CONTRIBUTION	TOTAL	
1	2	3	4	5	6	7	8	9	10	11	12	13		14	
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.	
		BF	418880	88700	507580	0	670019	54000	48399	420	24750	7200	2700	35843	1279225
	CONSTABLE Rs. 5200 - 20200 + 1900(P.B - 1)														
1	F.LALNIENGA	9630	2000	11630		15352	1200	1163		550	160	60	1560	28555	
2	C.VANLALROSANGA	7120	1900	9020		11906	1200	902		550	160	60	260	23538	
3	C.LALNUNMAWII	7120	1900	9020		11906	1200	902		550	160	60	2060	21738	
4	LALRINSANGA VARTE	7120	1900	9020		11906	1200	902		550	160	60	60	23738	
5	LALRAMTHARA	7120	1900	9020		11906	1200	902		550	160	60	3060	20738	
6	H.LALNUNSANGI	7120	1900	9020		11906	1200	902		550	160	60	560	23238	
7	ROSY MALSAWMKIMI	7120	1900	9020		11906	1200	902		550	160	60	2060	21738	
8	H.LALHMINGLIANA	7120	1900	9020		11906	1200	902		550	160	60	2060	21738	
9	ZOSANGZELI	7120	1900	9020		11906	1200	902		550	160	60	1460	22338	
	<b>Total</b>	66590	17200	83790	0	110600	10800	8379	0	4950	1440	540	13140	207359	
	<b>Prog.Total</b>	485470	105900	591370	0	780619	64800	56778	420	29700	8640	3240	48983	1486584	

FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY														L/Fee	Total Deduction	Net Amount Payable	
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P				LIC(HBA) I
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
	88500	395899	0	6300	2700	16490	0	0	0	0	0	0	0	9763	21210	390	541252	737973
EXE(MZ) 442	1000	9071		140	60									946			11217	17338
EXE(MZ) 531	1000	7036		140	60												8236	15302
EXE(MZ) 536	5000	7036		140	60	1500											13736	8002
EXE(MZ) 543	3000	7036		140	60												10236	13502
EXE(MZ) 549	2000	7036		140	60												9236	11502
EXE(MZ) 551	2000	7036		140	60												9236	14002
EXE(MZ) 554	1000	7036		140	60	960											9196	12542
EXE(MZ) 564	1500	7036		140	60	960											9696	12042
EXE(MZ) 550	2000	7036		140	60												9236	13102
0	18500	65359	0	1260	540	3420	0	0	0	0	0	0	0	946	0	0	90025	117334
0	107000	461258	0	7560	3240	19910	0	0	0	0	0	0	0	10709	21210	390	631277	855307

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

Sl. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A.10 %	P.P/FPA	Ration Allowances	K.M Allances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	<b>BF</b>	485470	105900	591370	0	780619	64800	56778	420	29700	8640	3240	48983	1486584
	<b>CONSTABLE Rs. 5200 - 20200 + 1900(P.B - 1)</b>													
1	C.RAMTHANSIAMI	7120	1900	9020		11906	1200	902		550	160	60	60	23738
2	K.VANLALCHAKA	7120	1900	9020		11906	1200	902		550	160	60	60	23738
3	LALMUANPUII	7120	1900	9020		11906	1200	902		550	160	60	560	23238
4	LALSIAMKIMA	7120	1900	9020		11906	1200	902		550	160	60	60	23738
5	LALRINFELA	7120	1900	9020		11906	1200	902		550	160	60	60	23738
6	H.LALHRIATPUIA	7120	1900	9020		11906	1200	902		550	160	60	60	23738
7	LALDUHZUALI	7120	1900	9020		11906	1200	902		550	160	60	60	23738
8	H.LALZIRLIANA	9630	2000	11630		15352	1200	1163		550	160	60	560	29555
9	LALDUHAWMA	7120	1900	9020		11906	1200	902		550	160	60	260	23538
10	LALRAMPARI	8590	1900	10490		13847	1200	1049		550	160	60	60	27296
11	BIAKTHANZAUVI HNAME	7120	1900	9020		11906	1200	902		550	160	60	1060	22738
12	SANGLIANA	8410	1900	10310		13609	1200	1031		550	160	60	60	26860
13	LD LIANA	8410	1900	10310		13609	1200	1031		550	160	60	60	26860
14	LALRINAWMI	9630	2000	11630		15352	1200	1163		550	160	60	3360	26755
	<b>Total</b>	<b>108750</b>	<b>26800</b>	<b>135550</b>	<b>0</b>	<b>178923</b>	<b>16800</b>	<b>13555</b>	<b>0</b>	<b>7700</b>	<b>2240</b>	<b>840</b>	<b>6340</b>	<b>349268</b>
	<b>Prog.Total</b>	<b>594220</b>	<b>132700</b>	<b>726920</b>	<b>0</b>	<b>959542</b>	<b>81600</b>	<b>70333</b>	<b>420</b>	<b>37400</b>	<b>10880</b>	<b>4080</b>	<b>55323</b>	<b>1835852</b>

FOR THE MONTH OF

JANUARY

YEAR

2017

A/C No.	RECOVERY														LIC(HBA) P	LIC(HBA) I	L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)						
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35	
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
0	107000	461258	0	7560	3240	19910	0	0	0	0	0	0	0	10709	21210	390	631277	855307	
EXE(MZ) 573	1000	7036		140	60												8236	15502	
EXE(MZ) 575	1500	7036		140	60												8736	15002	
EXE(MZ) 576	3000	7036		140	60												10236	13002	
EXE(MZ) 577	1500	7036		140	60	1250											9986	13752	
EXE(MZ) 565	1000	7036		140	60												8236	15502	
EXE(MZ) 556	2000	7036		140	60												9236	14502	
EXE(MZ) 548	3000	7036		140	60												10236	13502	
EXE(MZ) 0187	1000	9071		140	60										1327		11598	17957	
EXE(MZ) 541	3000	7036		140	60												10236	13302	
EXE(MZ) 518	1000	8182		140	60												9382	17914	
EXE(MZ) 538	2500	7036		140	60												9736	13002	
EXE(MZ) 582	700	8042		140	60												8942	17918	
EXE(MZ) 584	700	8042		140	60												8942	17918	
EXE(MZ) 198	3000	9071		140	60									757			13028	13727	
0	24900	105732	0	1960	840	1250	0	0	0	0	0	0	0	757	1327	0	136766	212502	
0	131900	566990	0	9520	4080	21160	0	0	0	0	0	0	0	11466	22537	390	768043	1067809	

**G.A.R. 13  
SEE RULE 66(1)  
PAY BILL**

SI. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13		14
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.

BF                    594220   132700   726920   0   959542   81600   70333   420   37400   10880   4080   55323   1835852

	PEON Rs. 4440 - 7440 + 1650( IS)/5200-20200 + 1800 (P.B - I)													
1	LALCHUAILOVA	10960	2000	12960		17107	1200	1296				60	1132	31491
2	VANLALLUTI	9560	1800	11360		14995	1200	1136				60	132	28619
	<b>Total</b>	<b>20520</b>	<b>3800</b>	<b>24320</b>	<b>0</b>	<b>32102</b>	<b>2400</b>	<b>2432</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>1264</b>	<b>60110</b>
	<b>Grand Total</b>	<b>614740</b>	<b>136500</b>	<b>751240</b>	<b>0</b>	<b>991644</b>	<b>84000</b>	<b>72765</b>	<b>420</b>	<b>37400</b>	<b>10880</b>	<b>4200</b>	<b>56587</b>	<b>1895962</b>



FOR THE MONTH OF

**JANUARY**

**YEAR**

**2017**

A/C No.	RECOVERY															L/Fee	Total Deduction	Net Amount Payable
	G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(I)	Hudco(I)	LIC(HBA) P	LIC(HBA) I			
15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31	33	34	35
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

0 131900 566990 0 9520 4080 21160 0 0 0 0 0 0 0 11466 22537 390 768043 1067809

EXE(MZ) 29	6000	3888		70	30										1728		11716	19775
EXE(MZ) 101	2000	3408		70	30	1041								555			7104	21515
0	8000	7296	0	140	60	1041	0	0	0	0	0	0	0	555	1728	0	18820	41290
0	139900	574286	0	9660	4140	22201	0	0	0	0	0	0	0	12021	24265	390	786863	1109099

G.A.R 13  
SEE RULE 66(1)  
PAY BILL

FOR THE MON

Sl.No.	Name of incumbents & Designation	Substantive pay	Grade Pay	TOTAL	D.A. 125 %	S.C.A.	H.R.A. 10 %	Ration Allowances	K.M Alliances	W.A.	CONTRIBUTION	TOTAL
1	2	3	4	5	6	7	8	9	10	11		12
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
	<b>L.D.C./W.OPERATOR Rs. 5200 - 20200 + 2400 ( P.B - I )</b>											
1	ZIRKUNGI	9110	2400	11510	14388	1200	1151				3610	24639
2	LALRAMHLUNI	9110	2400	11510	14388	1200	1151				4142	24107
3	RINSANGKIMA	8120	2400	10520	13150	1200	1052				1610	24312
4	LALCHHANHIMI	9460	2400	11860	14825	1200	1186	550	160	60	60	29781
	<b>CONSTABLE Rs. 5200 - 20200 + 1800(P.B - 1)</b>											
1	SAIENGPUII SAILO	6820	1900	8720	10900	1200	872	550	160	60	60	22402
2	T.THANGNEIHKIMI	6560	1900	8460	10575	1200	846	550	160	60	560	21291
3	B.LALMUANKIMI	6560	1900	8460	10575	1200	846	550	160	60	1060	20791
4	LALRAMCHUANI	7090	1900	8990	11238	1200	899	550	160	60	360	22737
	<b>S,I.E. Rs. 9300-34800 + 4400 (P.B - II)</b>											
1	F.ZOTHANZUALA	11440	4400	15840	19800	1200	1584	550	160	60	5303	33891
2	F.LALNUNTLUANGA	11440	4400	15840	19800	1200	1584	550	160	60	80	39114
3	BENJAMIN LALRUATTLUANGA	11440	4400	15840	19800	1200	1584	550	160	60	1580	37614
	<b>G.T.T.</b>	<b>97150</b>	<b>30400</b>	<b>127550</b>	<b>159439</b>	<b>13200</b>	<b>12755</b>	<b>4400</b>	<b>1280</b>	<b>480</b>	<b>18425</b>	<b>300679</b>

NTH OF DECEMBER 2016

PPAN NO.	Deduction			P.Tax	HBA	Total Deduction	NET Payable	Remarks
	IF	SF	NPS DEDUCT					
13	14	15	16	17	18	19	20	21
	Rs.	Rs.	Rs.	Rs.			Rs.	
` 2011110900100090	140	60	2590		1600	4390	20249	
` 2011110900100091	140	60	2590		1600	4390	19717	
` 2014110900100813	140	60	2367			2567	21745	
` 2010110900100043	140	60	2669			2869	26912	
` 2012110900100395	140	60	1962			2162	20240	
` 2013110900100145	140	60	1904			2104	19187	
` 2013110900100406	140	60	1904			2104	18687	
` 2010110900100046	140	60	2023			2223	20514	
` 2014110900100622	210	90	3564			3864	30027	
` 2014110900100625	210	90	3564			3864	35250	
` 2014110900100626	210	90	3564			3864	33750	
	1750	750	28701	0	3200	34401	266278	



GPF Subs.	GPF Imp. 78%	GPF (R)	I/F	S/F	HBA (P)	HBA (I)			Hudco (I)	LIC (P)	LIC (I)	Total Deduction	Net Amount	Remarks
							MCA (P)	MCA (I)						
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
7000	25249		280	120	960						3024	36633	40837	
7000	25249		280	120	960						3024	36633	40837	

(Rupees forty thousand eight hundred thirty seven) Only

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A 125%.	S.C.A	H.R.A 10%.	WA	KMA	RA	Montly Contrib ution	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<b>BILL NO. 124/2016-17 Dt 19.12.2016 Pay &amp; Allowances of Group B &amp; C for the month of December 2016 Memo No A.11016/1/91-EXC dt 29.1.2015</b>												
	<b>IE Rs 9300 -34800 + 4800</b>												
1	H.Darhmingthanga	28340	4800	33140		41425	1200	3314			550	80	79549
2	C.Chawngnuna	27240	4800	32040		40050	1200	3204			550	1580	75464
3	C.Biakringa	27220	5400	32620		40775	1500	3262			550	1656	77051
4	Lalsangzuala Ralte	22510	4800	27310		34138	1200		60	160	550	580	62838
5	C Thangchuanga	22510	4800	27310		34138	1200	2731	60	160	550	580	65569
6	Lalmalsawma	22440	4800	27240		34050	1200	2724	60	160	550	80	65904
	<b>SIE,HA &amp;UDC Rs 9300-34800+4600</b>												
7	Lianpari	21990	4600	26590		33238	1200	2659				548	63139
8	Lalrinpuii	21120	4600	25720		32150	1200	2572				1172	60470
9	Zohmingliana	20310	4600	24910		31138	1200	2491	60	160	550	80	60429
10	Lalsangzuala Pachuau	20310	4600	24910		31138	1200	2491	60	160	550	80	60429
11	Lallawmthanga	20310	4600	24910		31138	1200	2491	60	160	550	655	59854
12	R.Khawpuiromawia	20310	4600	24910		31138	1200	2491	60	160	550	855	59654
13	C.Lalremsiama	20270	4600	24870		31088	1200	2487	60	160	550	80	60335
14	Lallianzuala	19820	4600	24420		30525	1200	2442	60	160	550	80	59277

GPF Subs.	GPF Imp.78%	GPF (R)	I/F	S/F	HBA (P)	HBA (I)	Scoter (P)	Scoter (I)	COMPT(I)	LIC (P)	LIC (I)	L. Fee	Total Deduction	Net Amount	Remarks
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
5000	25849		210	90									31149	48400	
4000	24991		210	90									29291	46173	
5000	25444	2500	210	90						1728			34972	42079	
3000	21302		210	90	3125					3024	400		31151	31687	
2500	21302		210	90	3125					3024			30251	35318	
9000	21247		210	90						2323			32870	33034	
2000	20740	2000	210	90									25040	38099	
5000	20062	7000	210	90									32362	28108	
2000	19430		210	90	2000								23730	36699	
6000	19430		210	90									25730	34699	
3500	19430		210	90					767	694			24691	35163	
1500	19430	2500	210	90							2323		26053	33601	
9000	19399		210	90									28699	31636	
5000	19048		210	90									24348	34929	

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A 125%.	S.C.A	H.R.A 10%.	WA	KMA	RA	Montly Contrib ution	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<b>BILL NO. 124/2016-17 Dt 19.12.2016 Pay &amp; Allowances of Group B &amp; C for the month of December 2016 Memo No A.11016/1/91-EXC dt 29.1.2015</b>												
	<b>ASIE &amp; Driver SPL Rs 9300-34800+4400</b>												
15	Lalnithanga	11440	4400	15840		19800	1200	1584	60	160	550	80	39114
16	C.Lalthianghlima,ASIE	14870	4400	19270		24088	1200	1927	60	160	550	80	47175
17	C.Lalzuiiana,Driver SPL	16730	4400	21130		26413	1200	2113	60	160	550	5080	46546
18	C. Vanlalruati, ASIE &N	15510	4400	19910		24888	1200	1991	60	160	550	80	48679
	<b>Driver Grade I &amp; ASIE,UDC , HC Rs 9300 -34800+4200</b>												
19	Lawmsanga Khiangte,ASIE&N	13380	4200	17580		21975	1200	1758	60	160	550	780	42503
20	Thanglura, Dri G-I	12370	4200	16570		20713	1200	1657	60	160	550	80	40830
21	Vanlallawmi,UDC	15830	4200	20030		25038	1200	2003				280	47991
22	Lalropuia, Dri G-I	12390	4200	16590		20738	1200	1659	60	160	550	80	40877
	<b>Total CO</b>	<b>427220</b>	<b>100600</b>	<b>527820</b>		<b>659782</b>	<b>26700</b>	<b>50051</b>	<b>960</b>	<b>2560</b>	<b>10450</b>	<b>14646</b>	<b>1263677</b>
	<b>BF</b>	<b>427220</b>	<b>100600</b>	<b>527820</b>		<b>659782</b>	<b>26700</b>	<b>50051</b>	<b>960</b>	<b>2560</b>	<b>10450</b>	<b>14646</b>	<b>1263677</b>
	<b>H.C 3rd ACP Rs 5200-20200+4200</b>												
23	Vulthanga, HC	15450	4200	19650		24563	1200	1965	60	160	550	60	48088
	<b>H.C 1st ACP Rs 5200-20200+2800</b>												





Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A 125%.	S.C.A	H.R.A 10%.	WA	KMA	RA	Montly Contrib ution	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<b>BILL NO. 124/2016-17 Dt 19.12.2016 Pay &amp; Allowances of Group B &amp; C for the month of December 2016 Memo No A.11016/1/91-EXC dt 29.1.2015</b>												
24	Lalthara, HC	14500	2800	17300		21625	1200	1730	60	160	550	60	42565
25	K.Zoramthanga,HC	14730	4200	18930		23663	1200	1893	60	160	550	60	46396
	<b>LDC/H.C/ Rs 5200-20200+2400</b>												
26	Laltlanthanga, HC	11310	2400	13710		17138	1200	1371	60	160	550	60	34129
27	C.Lalvena, HC	11230	2400	13630	210	17038	1200	1363	60	160	550	60	34151
28	Vanlalhuala,HC	11220	2400	13620	210	17025	1200	1362	60	160	550	60	34127
29	PC Ramdinthara	11220	2400	13620	210	17025	1200	1362	60	160	550	360	33827
30	Lalbiaa, HC	11310	2400	13710		17138	1200	1371	60	160	550	560	33629
31	H.Lalrinawma,HC	11290	2400	13690	210	17113	1200	1369	60	160	550	60	34292
32	M. Lalramhluna, HC	11020	2400	13420		16775	1200	1342	60	160	550	60	33447
33	B.Chhawnkima, HC	10640	2400	13040		16300	1200	1304	60	160	550	60	32554
34	M.Lalhuta,HC	10840	2400	13240		16550	1200	1324	60	160	550	60	33024
35	Vanlalhluni, LDC	9820	2400	12220		15275	1200	1222				260	29657
	<b>G.Total</b>	<b>581800</b>	<b>135800</b>	<b>717600</b>	<b>840</b>	<b>897010</b>	<b>42300</b>	<b>69029</b>	<b>1680</b>	<b>4480</b>	<b>17050</b>	<b>16426</b>	<b>1733563</b>
													<b>(Rupees nine lakhs fi</b>

GPF Subs.	GPF Imp.78%	GPF (R)	I/F	S/F	HBA (P)	HBA (I)	Scoter (P)	Scoter (I)	COMPT(I)	LIC (P)	LIC (I)	L. Fee	Total Deduction	Net Amount	Remarks
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
5000	13494		140	60									18694	23871	
7000	14765		140	60		550							22515	23881	
1000	10694		140	60		530		530			1728		14682	19447	
			140	60							1327		1527	32624	
1000	10624		140	60						2160			13984	20143	
1000	10624		140	60						555			12379	21448	
2500	10694		140	60	2000						1687		17081	16548	
1500	10678		140	60		510					1728		14616	19676	
1000	10468		140	60							1327		12995	20452	
1000	10171		140	60							1728		13099	19455	
3000	10327		140	60							1728		15255	17769	
3000	9532		140	60									12732	16925	
<b>150000</b>	<b>549099</b>	<b>19000</b>	<b>6440</b>	<b>2760</b>	<b>12750</b>	<b>1590</b>		<b>1060</b>	<b>767</b>	<b>2385</b>	<b>28904</b>	<b>400</b>	<b>775155</b>	<b>958408</b>	
<b>fifty eight thousand four hundred and eight) only</b>															

Sl. No. of P	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A 125%.	S.C.A	H.R.A 10%.	WA	KMA	RA	Montly Contrib ution	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>BILL NO. /2016-17 dt 19.12.2016</b>													
<b>Pay &amp; Allowances of Group C for the month of December 2016</b>													
<b>memo No A.11016 /1/91-EXC dt 29.1.2015</b>													
<b>Constable 2nd ACP Rs 5200-20200+2400</b>													
1	C/240 Lawmkima	10600	2400	13000		16250	1200	1300	60	160	550	60	32460
2	C/247 Nk Herliana	10600	2400	13000		16250	1200	1300	60	160	550	60	32460
3	C/255 R.Lalthlamuana	10600	2400	13000	210	16250	1200		60	160	550	592	30838
4	C/256 Lalmuanpuia	10600	2400	13000		16250	1200	1300	60	160	550	60	32460
5	C/257 Zohmangaiha	10600	2400	13000		16250	1200	1300	60	160	550	592	31928
6	C/267 Lalthantluanga	9030	2400	11430		14288	1200	1143	60	160	550	60	28771
7	C/272 Lalrinawma	10600	2400	13000		16250	1200	1300	60	160	550	60	32460
8	C/280 Zothansanga	8970	2400	11370	210	14213	1200	1137	60	160	550	60	28840
<b>Constable 1st ACP Rs 5200-20200+2000</b>													
9	C/470 Vanziki	9840	2000	11840		14800	1200	1184	60	160	550	60	29734
10	C/259 Zonunpari	9180	2000	11180		13975	1200	1118	60	160	550	393	27850
11	C/297 Ramdinthara Sailo	9630	2000	11630		14538	1200	1163	60	160	550	560	28741
12	C/299 Tlanthangpuii	9630	2000	11630		14538	1200	1163	60	160	550	760	28541
13	C/305 Zoramchhana	9230	2000	11230		14038	1200	1123	60	160	550	60	28301
14	C/307 F.Lalsangzuala	9630	2000	11630		14538	1200	1163	60	160	550	60	29241
15	C/317 J.Zaawia	9290	2000	11290		14113	1200	1129	60	160	550	60	28442
16	C/322 Lalhmingthanga	9630	2000	11630		14538	1200	1163	60	160	550	60	29241
17	C/327 Sakhawthanga Rte	9630	2000	11630		14538	1200	1163	60	160	550	560	28741
18	C/331 Lalchhuanawmi, U/s	4645	1000	5645		7056	600	565	30	80	275	260	13991
19	C/332 H.Ropuia	9630	2000	11630		14538	1200	1163	60	160	550	1460	27841

GPF Subs.	GPF Imp.78 %	GPF (R)	I/F	S/F	HBA (P)	B A (I)	Scooter (P)	Scooter (I)	LIC (P)	LIC (I)	L.Fee	Total Deduction	Net Amount	Remarks
15	16	17	18	19	20	#	22		23	24	25	26	27	28
5000	10140	2000	140	60					555			17895	14565	
			140	60								200	32260	
3000	10140	2850	140	60						1210	130	17530	13308	
3000	10140		140	60					946			14286	18174	
1000	10140		140	60					946			12286	19642	
1000	8915	1000	140	60	960							12075	16696	
2000	10140	5000	140	60					946			18286	14174	
3000	8869		140	60								12069	16771	
1000	9235		140	60						1327		11762	17972	
2000	8720		140	60	960							11880	15970	
1000	9071		140	60					555			10826	17915	
3000	9071	2000	140	60					946			15217	13324	
5000	8759	2000	140	60						1327		17286	11015	
3000	9071		140	60								12271	16970	
4000	8806		140	60						1327		14333	14109	
1000	9071		140	60								10271	18970	
1500	9071		140	60					555			11326	17415	
2000	4403		140	60	960							7563	6428	
2000	9071		140	60								11271	16570	

Sl. No. of P	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A 125%.	S.C.A	H.R.A 10%.	WA	KMA	RA	Montly Contribution	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<b>BILL NO. /2016-17 dt 19.12.2016 Pay &amp; Allowances of Group C for the month of December 2016 memo No A.11016 /1/91-EXC dt 29.1.2015</b>												
20	C/344 Vanlalkohva Khiangte	9630	2000	11630		14538	1200	1163	60	160	550	592	28709
21	C/348 R.Biakchhingpuii	9630	2000	11630		14538	1200	1163	60	160	550	60	29241
22	C/356 Vanlalruati	9630	2000	11630		14538	1200	1163	60	160	550	60	29241
23	C/358 Lalkhumtiri	9470	2000	11470		14338	1200	1147	60	160	550	360	28565
24	C/364 C.Lianthangvunga	9630	2000	11630		14538	1200	1163	60	160	550	60	29241
25	C/369 Vanlalngaii	9630	2000	11630	210	14538	1200	1163	60	160	550	60	29451
26	C/373 Hranglianchungung	9630	2000	11630		14538	1200	1163	60	160	550	360	28941
27	C/380 Vanlaldika Renthlei	9630	2000	11630	210	14538	1200	1163	60	160	550	60	29451
28	C/395 Lalbiakthuami	9630	2000	11630		14538	1200	1163	60	160	550	260	29041
29	C/419 H.Zaitluangi	9630	2000	11630	210	14538	1200	1163	60	160	550	60	29451
	<b>ToTal Co</b>	<b>277705</b>	<b>60200</b>	<b>337905</b>	<b>1050</b>	<b>422391</b>	<b>34200</b>	<b>32491</b>	<b>1710</b>	<b>4560</b>	<b>15675</b>	<b>7769</b>	<b>842213</b>

<b>Constable 1st ACP Rs 5200-20200+2000</b>													
	<b>BF</b>	<b>277705</b>	<b>60200</b>	<b>337905</b>	<b>1050</b>	<b>422391</b>	<b>34200</b>	<b>32491</b>	<b>1710</b>	<b>4560</b>	<b>15675</b>	<b>7769</b>	<b>842213</b>
30	C/433 F.Lalruatkima	9630	2000	11630		14538	1200	1163	60	160	550	560	28741
31	C/436 H.Laldingliani	9630	2000	11630		14538	1200	1163	60	160	550	560	28741
32	C/441 Zoramliana	9630	2000	11630		14538	1200	1163	60	160	550	60	29241
33	C/443 J.Zaithanmawia	4038	840	4878		6098	503	488	26	67	230	200	12090

GPF Subs.	GPF Imp.78 %	GPF (R)	I/F	S/F	HBA (P)	B A (I)	Scooter (P)	Scooter (I)	LIC (P)	LIC (I)	L.Fee	Total Deduction	Net Amount	Remarks
15	16	17	18	19	20	#	22		23	24	25	26	27	28
1000	9071		140	60					555			10826	17883	
4000	9071		140	60						1327		14598	14643	
1000	9071	1500	140	60								11771	17470	
3000	8947		140	60								12147	16418	
2000	9071		140	60						1327		12598	16643	
1000	9071		140	60								10271	19180	
2000	9071	3000	140	60	960							15231	13710	
1000	9071		140	60				550				10821	18630	
2000	9071		140	60						1327		12598	16443	
3000	9071		140	60						1325		13596	15855	
<b>63500</b>	<b>253419</b>	<b>19350</b>	<b>4060</b>	<b>1740</b>	<b>3840</b>			<b>550</b>	<b>6004</b>	<b>10497</b>	<b>130</b>	<b>363090</b>	<b>479123</b>	

<b>63500</b>	<b>253419</b>	<b>19350</b>	<b>4060</b>	<b>1740</b>	<b>3840</b>			<b>550</b>	<b>6004</b>	<b>10497</b>	<b>130</b>	<b>363090</b>	<b>479123</b>	
1000	9071		140	60					757			11028	17713	
1000	9071		140	60								10271	18470	
1000	9071		140	60						1327		11598	17643	
			140	60				530		1327		2057	10033	

Sl. No. of P	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A 125%.	S.C.A	H.R.A 10%.	WA	KMA	RA	Montly Contrib ution	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<b>BILL NO. /2016-17 dt 19.12.2016 Pay &amp; Allowances of Group C for the month of December 2016 memo No A.11016 /1/91-EXC dt 29.1.2015</b>												
34	C/445 T.Hmingthansiamia	9630	2000	11630		14538	1200	1163	60	160	550	1560	27741
35	C/458 K.Lasangpuii	9630	2000	11630		14538	1200	1163	60	160	550	60	29241
36	C/463 K.Laltanpuia	9630	2000	11630		14538	1200	1163	60	160	550	60	29241
37	C/466 Laltanpuii	9630	2000	11630		14538	1122	1163	60	160	550	360	28863
38	C/474 Roluahpuii	9630	2000	11630		14538	1200	1163	60	160	550	260	29041
39	C/487 Laltluanchhuaki	9500	2000	11500		14375	1200	1083	60	160	550	60	28868
40	C/497 Vanneihswana	8720	2000	10720		13400	1200	1072	60	160	550	560	26602
	<b>Constable Rs 5200-20200+1900</b>												
41	C/503Albert Ramhmingmawia	7220	1900	9120		11400	1200	912	60	160	550	360	23042
42	C/508 H.Laldinthara	7220	1900	9120		11400	1200	912	60	160	550	560	22842
43	C/509 Lalmalsawmi	7220	1900	9120		11400	1200	912	60	160	550	60	23342
44	C/514 Lalchhuanawma	7220	1900	9120		11400	1200	912	60	160	550	60	23342
45	C/516 Lalnuntikimi	7220	1900	9120		11400	1200	912	60	160	550	260	23142
46	C/526 Lalmuanchhungi	7220	1900	9120		11400	1200	912	60	160	550	560	22842
47	C/527Lalthasangi	7220	1900	9120		11400	1200	912	60	160	550	360	23042
48	C/531 Lalbiakdika	7220	1900	9120		11400	1200	912	60	160	550	460	22942
49	C/532 Lalremzuali	7220	1900	9120		11400	1200	912	60	160	550	860	22542
50	C/533 Lalbeiseii	7220	1900	9120		11400	1200		60	160	550	60	22430
51	C/535 S.Lalrinsanga,	7220	1900	9120		11400	1122	912	60	160	550	260	23064
52	C/536 Chawngchhingpuii	7220	1900	9120		11400	1200		60	160	550	260	22230



GPF Subs.	GPF Imp.78 %	GPF (R)	I/F	S/F	HBA (P)	B A (I)	Scooter (P)	Scooter (I)	LIC (P)	LIC (I)	L.Fee	Total Deduction	Net Amount	Remarks
15	16	17	18	19	20	#	22		23	24	25	26	27	28
1500	9071		140	60						1327		12098	15643	
3000	9071		140	60						1327		13598	15643	
1000	9071	2000	140	60					946			13217	16024	
2000	9071		140	60								11271	17592	
1000	9071		140	60						1327		11598	17443	
2000	8970		140	60	1600							12770	16098	
1500	8362		140	60								10062	16540	
1000	7114	2000	140	60								10314	12728	
1000	7114	2000	140	60								10314	12528	
1000	7114	1500	140	60								9814	13528	
5000	7114		140	60								12314	11028	
3000	7114		140	60	1200							11514	11628	
2000	7114		140	60								9314	13528	
1000	7114		140	60								8314	14728	
4000	7114		140	60								11314	11628	
2000	7114		140	60	1600							10914	11628	
1000	7114	1500	140	60							130	9944	12486	
1000	7114	2000	140	60								10314	12750	
2000	7114		140	60							130	9444	12786	

Sl. No. of P	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A 125%.	S.C.A	H.R.A 10%.	WA	KMA	RA	Montly Contrib ution	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>BILL NO. /2016-17 dt 19.12.2016</b>													
<b>Pay &amp; Allowances of Group C for the month of December 2016</b>													
<b>memo No A.11016 /1/91-EXC dt 29.1.2015</b>													
53	C/547 Lalrinfeli Tlau	7220	1900	9120		11400	1200	912	60	160	550	260	23142
54	C/548 Lalsangpuii	7220	1900	9120		11400	1200	912	60	160	550	360	23042
55	C/549 Lalremruata	6590	1900	8490		10613	1200	849	60	160	550	1434	20488
56	C/ 552 Lalhmangaiha	6850	1900	8750		10938	774	875	60	160	550	560	21547
	<b>G.Total</b>	<b>491523</b>	<b>111440</b>	<b>602963</b>	<b>1050</b>	<b>753719</b>	<b>65321</b>	<b>57106</b>	<b>3296</b>	<b>8787</b>	<b>30205</b>	<b>18803</b>	<b>1503644</b>

**(Rupees Eight Lakhs**

55	C/437 R.Lalchhanhima	7180	1900	9080		10260	1200	908	60	160	550	60	22158
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19	C/331 Lalchhuanawm EOL	4645	1000	5645		6718	1200	565	30	80	275	1260	13253
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GPF Subs.	GPF Imp.78 %	GPF (R)	I/F	S/F	HBA (P)	B A (I)	Scooter (P)	Scooter (I)	LIC (P)	LIC (I)	L.Fee	Total Deduction	Net Amount	Remarks
15	16	17	18	19	20	#	22		23	24	25	26	27	28
2000	7114	2000	140	60	1600							12914	10228	
2000	7114		140	60								9314	13728	
1500	6622		140	60								8322	12166	
1500	6825	2000	140	60								10525	11022	
<b>109500</b>	<b>456362</b>	<b>34350</b>	<b>7840</b>	<b>3360</b>	<b>9840</b>			<b>1080</b>	<b>7707</b>	<b>17132</b>	<b>390</b>	<b>647561</b>	<b>856083</b>	

**fifty six thousand and eighty three) Only**

													22158	
2000	4064		140	60	960							7224	6029	

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A. 125%	S.C.A	H.R.A.	WA	KMA	RA	Monly Contribution	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	BILL NO. / 2016-17, Dt 19.12.2016 Pay & Allowances of Group B,C & D (NPS) for the month of December 2016 memo No A.11016/1/91-EXC dt 29.1.2015												
	LDC 5200-20200+2400												
1	R,Zorthanpari, LDC	9110	2400	11510	750	14388	1200	1151				2560	26439
	Constable 5200-20200 +1900												
2	C/558 Vanrengpuii	7090	1900	8990		11238	1200	899	60	160	550	60	23037
3	C/553 Lalfamkima	7090	1900	8990		11238	1200	899	60	160	550	60	23037
4	C/554 Lalrinliana	7090	1900	8990		11238	1200	899	60	160	550	60	23037
5	C/570 K.Lalhmingmawia	6070	1900	7970		9963	1200	797	60	160	550	60	20640
6	C/574 Rualthankhumi	6070	1900	7970		9963	1200	797	60	160	550	60	20640
7	C/589 Jerry Lalramdina	6070	1900	7970		9963	1200	797	60	160	550	60	20640
	Peon 4440-7440+1650												
8	Vanlaltlani	5550	1650	7200		9000	1200	720	60			360	17820
	G. Total	54140	15450	69590	750	86991	9600	6959	420	960	3300	3280	175290

( Rupee:

I/F	S/F	HBA (P)	HBA (I)	MCA (P)	MC A (I)	HUDCO (I)	LIC (HBA) (P)	LIC (HBA) (I)	NPS PAY+DA 10%	Others Deduction	Total Deduction	Net Amount	Remarks
15	16	17	18	19	20	22	23	24	25	26	27	28	29
140	60								2590		2790	23649	
140	60								2023		2223	20814	
140	60								2023		2223	20814	
140	60								2023		2223	20814	
140	60								1793		1993	18647	
140	60								1793		1993	18647	
140	60								1793		1993	18647	
70	30								1620		1720	16100	
<b>1050</b>	<b>450</b>								<b>15658</b>		<b>17158</b>	<b>158132</b>	

**s one Lakh fifty eight thousand one hundred thirty two) Only**

FOR THE MONTH OF JANUARY 20

S/No.	Name & Designation	Grade Pay	D.A 1.7.16-31.8.16	D.A 1.9.16-31.12.16	W.A	F.P.A	Ration money	Kit Maintenance	Total	G.P.F Account No.	G.P.F	G.P.F Recovery	D.A Impound	Total	H.B.A Recovery	SF	L.I.C Interest	License fee	(MCA) Motor Cycle Advance	MCA Interest	Total deduction	Net amount Payable	Signature		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	21	22	23	24	25	26	27	
1(One) H.A on Rs. 9300-34800+4600/- P.M																									
1	R.Thangbuangi	22390	4600	3778	7556				11334													11334	<i>Rthangi</i>		
6 (Six) SIEN on Rs 9300-34800+4600/- & 4400/- P.M																									
2	R.Lalsangzuala	20310	4600	3488	6976				10464													10464			
3	F.Lalramdiki	20310	4600	3488	6976				10464													10464	<i>F.Lalramdiki</i>		
4	Zothuamlia	20310	4600	3488	6976				10464													10464			
5	R.Lalruatlina	17970	4400	3132	6264				9396													9396			
3	HC.Lalramthara	16630	4400	2944	5888				8832													8832			
7	Zorammuani	18350	4400	3186	6372				9558													9558			
2(two) UDC & 1(one) ASIEN on 9300-34800+4600&4400/- P.M																									
8	K.Lalremruati	17530	4400	3070	6140				9210													9210	<i>K.Lalremruati</i>		
9	F.Lalramchuani	16710+750	4400	2956	5912				8868													8868			
10	J.Vanlalsawma	14570	4400	2656	5312				7968													7968			
2(Two) Driver on RS. 9300-34800+4400&4200/- P.M																									
11	R.Lalrinliana	14010	4400	2578	5156				7734													7734			
12	J.Lalhmingmawia	14690	4200	2644	5288				7932													7932			
4(four) W.O & 5(Five) H/C on 5200-20200 + 2800&2400/-P.M																									
13	C.Lalneithangi	13920	2800	2340	4680				7020													7020			
14	Vanlalnghaka	13920	2800	2340	4680				7020													7020			
15	J.Lalremruati	13920	2800	2340	4680				5286													5286			
16	C.Lalsangpuii	10190	2400	1762	3524				8130													8130			
17	K.Laltanpuia	15160	4200	2710	5420				8130													8130			
18	Lalzara Chawhte	15160	4200	2710	5420				6720													6720			
19	Darchhunga	13200	2800	2240	4480				6222													6222			
20	C.Lalthianghlina	12020	2800	2074	4148				5550													5550			
21	K.Lalzawmliana	10820	2400	1850	3700				5964													5964	<i>C.Lalzawmliana</i>		
1(One) Group-D on Rs. 5200-20200 Grade Pay 2000/- P.M																									
22	Lianchina	11800+75	2400	1988	3976				4632													4632	<i>Lianchina</i>		
2(Two) Group-D on Rs. 5200-20200 Grade Pay 1800/- P.M																									
			1800	1544	3088				4350													4350			
					2900																	18828			

(Sixty eight thousand two hundred sixty eight) only

Bill No & Date: 119 dt 20/1/17.

FOR THE MONTH OF JANUARY 2017

PAY ARREAR WEF: 1.7.2016-31.12.2016

Sl/No.	Name & Designation	Pay	Grade Pay	D.A		W.A	F.P.A	Ration money	Kit maintenance	Total	G.P.F Account No.	G.P.F	G.P.F Recovery	D.A Impound	Total	H.B.A Recovery	G.I.S		L.I.C	L.I.C Interest	MCA Interest	Total Deduction	Net Amount Payable	Signature	
				1.7.16-31.8.16	1.7.16-31.8.16												IF	SF							
4(Four) Constables On Rs. 5200-20200+2400/-P.M																									
1	K.Lalramsanga	11000	2400	1876	3752																				
2	R.Zohmingliana	10820	2400	1850	3700					5628													5628		
3	H.Lalrammawia	10820	2400	1850	3700					5550													5550		
4	K.Lalrinkima	10820	2400	1850	3700					5550													5550		
11(Eleven) Constables On Rs. 5200-20200+2400 & 2000/-P.M																									
5	Lalthlamuana	9630	2000	1628	3256					4884													4884		
6	Sanghnuna K.	9630	2000	1628	3256					4884													4884		
7	R.Lalthanpari	9630	2000	1628	3256					4884													4884		
8	K.Laltiamkima	9630	2000	1628	3256					4884													4884		
9	K.Vanlalvena	9630	2000	1628	3256					4884													4884		
10	B.Lairomuana	9630	2000	1628	3256					4884													4884		
11	K.Lalmuanpuii	9630	2000	1628	3256					4884													4884		
12	T.Vanlalruata	9630	2000	1628	3256					4884													4884		
13	C.Laldingliana	9630	2000	1628	3256					4884													4884		
14	R.Lalthangliana	9630	2000	1628	3256					4884													4884		
15	F.Lahmangaihzuala	8570	2000	1480	2960					4440													4440		
3(Three) Constables On Rs. 5200-20200+1900/-P.M																									
16	T.Lalrinmawia	3555	950	630	1260					1890													1890		
17	B.Vanlalhlana	7110	1900	1262	2524					3786													3786		
18	VL.Hmangaihthangi	7110	1900	1262	2524					3786													3786		
GRAND TOTAL		162550	36300	28972	57944					85020													86916	25020	

Rupees (eighty <sup>five</sup> thousand nine hundred sixteen ) only  
 twenty

*[Signature]*  
 Superintendent of Excise & Narcotics  
 Lunglei District  
 Lunglei

Sl. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 113 %	S.C.A.	H.R.A. 10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	TOTAL	A/C No.	RECOVERY												L/Fee	Total Deduction	Net Amount Payable	REMARKS Acquittance					
															G.P.F.	Imp. D.A 72%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(P)					PCA(I)	Hudco(I)	LIC(HBA) I	LIC(HBA)P	P.TAX
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	25.
<b>SUPERINTENDENT OF EXCISE &amp; NARCOTICS/SUPERINTENDENT ON 15600-39100-6400</b>																																			
1	R.LALDINSANGA	24670	5400	30070		37587	2600						70257	EXE(MZ)294	7000	23454		280	120														550	31404	38853
<b>1 (ONE) HEAD ASSISTANT &amp; OTHERS ON RS.9300 - 34800 + 4400</b>																																			
2	T.HNIARMENI	22160	4600	26760		33450	2000	2676					64886	Vety(MZ)498	1000	20872	3000	210	90															25172	39714
3	LALRENGPUIA	20310	4600	24910		31137	2000				710	60	58817	EXE(MZ)302	3000	19429		210	90												250	22979	35838		
4	JOSEPH LIANMAWIA	19520	4400	23920		29900	2000	2392			710	60	58982	EXE(MZ)262	3000	18657		210	90									2323				24280	34702		
<b>2(TWO) UDC AND OTHERS ON RS 9300-34800+4400</b>																																			
6	C.RAL TAWNA	17150	4400	21550	0+750	26937	2000	2155					53392	EXE(MZ)274	5000	16809		210	90		970												23079	30313	
7	S.DUHPARI	15480	4400	19880		24850	2000	1988	250				48968	EXE(MZ) 283	4000	15506	2500	210	90								1659					23965	25003		
8	THANGKHUMA	14940	4400	19340		24175	2000	400			710	60	46685	EXE(MZ)276	1000	15085		210	90											250	16635	30050			
9	LALNUNMAWIA	14530	4400	18930		23662	2000	1893			710	60	47255	EXE(MZ)284	5500	14765	2500	210	90	1600												24665	22590		
<b>1 (ONE) W/O &amp; OTHERS ON RS.5200 - 20200 + 2400</b>																																			
10	ZORAMHANGAIHI RALTE	10190	2400	12590		15737	2000	1259					31586	EXE(MZ) 567	1000	9820	2000	140	60	1600													14620	16966	
11	K.CHHUAHMO	10370	2800	13170		16462	2000	1317			710	60	33719	EXE(MZ) 288	1000	10272		140	60								1327					12799	20920		
12	RANGKHUMA SAILO	11030	2400	13430		16787	2000	1343			710	60	34330	EXE(MZ) 323	1000	10475		140	60								1728					13403	20927		
13	L.THIANGHLIMA	11220	2400	13620		17025	2000	1362			710	60	34777	EXE(MZ) 280	1100	10623		140	60								1327					13250	21527		
<b>Total</b>		<b>191570</b>	<b>46400</b>	<b>238920</b>	<b>0</b>	<b>297709</b>	<b>24600</b>	<b>16385</b>	<b>650</b>	<b>0</b>	<b>4970</b>	<b>420</b>	<b>583654</b>		<b>33600</b>	<b>185767</b>	<b>10000</b>	<b>2310</b>	<b>990</b>	<b>3200</b>	<b>970</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8364</b>		<b>1050</b>	<b>246251</b>	<b>337403</b>			
<b>GRAND TOTAL</b>		<b>191570</b>	<b>46400</b>	<b>238920</b>	<b>0</b>	<b>297709</b>	<b>24600</b>	<b>16385</b>	<b>650</b>	<b>0</b>	<b>4970</b>	<b>420</b>	<b>583654</b>		<b>33600</b>	<b>185767</b>	<b>10000</b>	<b>2310</b>	<b>990</b>	<b>3200</b>	<b>970</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>8364</b>		<b>1050</b>	<b>246251</b>	<b>337403</b>				

(Rupees three lakhs thirty seven thousand four hundred three ) only



Certified that I have satisfied myself that—

(a) the amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases;
(b) The claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted in the related service books.

(c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill
(d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.
(e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Station ..... Signature
Date..... Designation of Drawing and Disbursing Officer

(to be filled by PAO only)
1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account
PAO Suspense Transaction adjustable by other Accounts Offices
PAO CODE
MH Serial Rs.

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)
II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—

(i) cheque for self/as per details given in the bill

(ii) Demand Draft in favour of ..... at .....

III. Post check of Voucher received from Cheque Drawing DDOs
Admitted Rs. ....

Objected Rs. ....

(with brief reason)

Post check of Pre-checked voucher

JAO/AAO

AG/PAO

Instruction for Preparation of Pay Bill

- 1. A separate pay bill should be prepared for:—
(i) establishments whose charges are debitable to different heads of account,
(ii) group of personnel to whom salary is payable individually by cheque, and
(iii) Group 'D' employees;
But the same bill may include both permanent and temporary establishments.
2. A red line should be drawn right across the sheet after each section of the establishment and under it, the

totals of various columns shown in red ink.

- 3. The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the vacancies.
4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded
5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the not amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.
6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.
7. The deductions of surcharge should be made at the prescribed rate.
8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.B.A., M.C.A. advances for the purchase of other Motor conveyances other conveyances etc. etc.
(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts

Office concerned.
9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension, permanent transfer and first appointment which find no place in the increment certificates or absentee statement.

10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necessary.

11. The following abbreviations should be used in this and all other documents submitted with pay bills:

- Earned Leave E.L.
Half Pay Leave H.A.P.
Leave Salary L.S.
Conveyance Allowance C.A.
House Rent Allowance H.R.A.
Under Suspension S.P.
On Foreign Service F.S.
Vacant Vac.
Last Pay Certificate L.P.C.
Subsistence Grant S.G.
Transit Pay T.P.
Motor Car Advance M.C.A.
House Building Advance H.B.A.
Central Government Employees Insurance Scheme C.G.E.LS.
Central Government Employees Group Insurance Scheme C.G.E.G.I.S.
Postal Life Insurance P.L.I.
On other Duty O.D.
Central Government Health Scheme C.G.H.S.

G.A.R. 13

[See Rule 66(1)]

PAY BILL

Demand / Grant No. 007 Treasury Code 99906

Name of the Office ; Superintendent of Excise & Narcotics, Saiha District. Saiha

Period of Payment .....

Bill No. and date .....

Token No. and date.....

Category Classification of Expenditure
3 2 03900001020001 Rs

DDO code No. Bank Code
107004 5822

Major Head Grant No. 900
Abstract of the claim and other particulars

Deductions/recoveries adjustable in the books of Treasury/PAO

0021—Taxes on Income other than Corporation Tax.
Income Tax 0021100102000000

6216-Loan for housing
(1)-HUDCO 621602201000000

0028-Taxes
P. Tax 002800107000000

(2)-LIC 621602190010000

Grant No. 800 8009-SPF

0049—Interest Receipts
(i) Interest on HBA 004904800010100 970

GPF (subs.+imp.+rec.) 800901101000000 229367

(ii) Interest on MCA 004904800010200

8011- Isurance & pension Fund MSGESIS
IF 8011100107000100 2310

(iii) Interest on Sco.Adv 004904800010300

SF 8011100107000200 990

(iv) Interest on PCA 004904800010400

(v) Interest on LIC 004904800010600 8364

0071- C&R P&ORB
NPS 007100500000000

(vi) Interest on HUDCO 004904800010500

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

0216-Housing
Licence fee 021601106000000 1050
7610-Loan to Govt. servant

(i) HBA 761000201020000 3200

To be used only when the amount refunded relates to previous financial year(s)

(ii) Advance for purchase of motor car 761000202010000

(iii) Advance for purchase of Scooter 761000203010000

(iv) Advance for purchase of personal computer 761000204010000

Other Deduction

FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

II. PAY ORDER

Pay Rs. .... Rupees .....

.....

to ..... (DDO by

designation)vide details given in the

bill/Officers listed inside the bill (crossed A/C payee cheques cat 'A')

by .....

(Cheque/bank draft at .....

indicated after delivery.

T.A. / PAO

TREASURY OFFICER / P.A.O.

Table with 4 columns: Category, Cheque No., Date, Amount

Voucher Number Date

Table with 4 columns: Category, Cheque No., Date, Amount

Treasury Officer / PAO

G.A.R. 13  
SEE RULE 66(1)  
PAY BILL

FOR THE MONTH OF

January

YEAR

2017

Sl. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 113 %	S.C.A.	H.R.A. 10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	TOTAL	A/C No.	RECOVERY												L/Fee	Total Deduction	Net Amount Payable	REMARKS Acquittance										
															G.P.F.	Imp. D.A 72%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(P)					PCA(I)	Hudco(I)	LIC(HBA) I	LIC(HBA)P	P.TAX					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	25.					
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.						
<b>BILL NO OF</b>																																								
<b>11 (Eleven) CONSTABLES ON RS.5200 - 1900, 5200 - 2000, 2000 - 20200</b>																																								
1	J.VANINMAWIA	10410	2400	12810		16012	2000	1281			710	60	32873	EXE(MZ) 238	1000	9991		140	60															1327		12518	20355			
2	C.THANHNUNA	8970	2400	11370		14212	2000	1137			710	60	29489	EXE(MZ) 239	4000	8868	2000	140	60																	15068	14421			
3	R.VANLALZIKA	10600	2400	13000		16250	2000	1300			710	60	33320	EXE(MZ) 240	3000	10140		140	60														1327		14667	18653				
4	CL.CHHANDAMA	9980	2000	11980		14975	2000	1198			710	60	30923	EXE(MZ) 298	1000	9344		140	60									946							11490	19433				
5	N.NUNGO	9980	2000	11980	0+120	14975	2000	1198			710	60	31043	EXE(MZ) 295	3000	9344		140	60	1200															13744	17299				
6	F.LALTHIANGHLIMA	9980	2000	11980		14975	2000	1198			710	60	30923	EXE(MZ) 100	1500	9344		140	60														1327		12371	18552				
7	R.BIAKZUALA	9620	1900	11520		14400	2000	1152			710	60	29842	EXE(MZ) 297	1000	8985	1500	140	60																11685	18157				
8	R.LALSANGLIANA	9820	2000	11820		14775	2000				710	60	29365	EXE(MZ) 202	2000	9219		140	60									946				400	12765	16600						
9	C.LALNGAIHAWMA	9820	2000	11820		14775	2000				710	60	29365	EXE(MZ) 519	1500	9219		140	60													250	11169	18196						
10	THANGLNMAWII	9020	2000	11020		13775	2000	1102			710	60	28667	EXE(MZ) 314	1500	8595		140	60															10295	18372					
11	LALREMLIANA SAILO	7110	1900	9010		11268	2000	901			710	60	23949	EXE(MZ)521	2000	7027	2500	140	60															11727	12222					
<b>3(THREE) IV-GRADE ON RS.5200 - 20200 + 1800</b>																																								
10	DUHAWMA	10840	2000	12840		16050	2000	1284			60		32234	EXE(MZ) 277	2000	8089	2000	70	30																12189	20045				
11	A.TIALHUPA	10440	2000	12440		15550	2000	1244			60		31294	EXE(MZ) 285	1000	7837		70	30																8937	22357				
12	F.LALROTHUAMA	9230	1800	11030		13787	2000	1103			60		27980	EXE(MZ) 313	2000	6948		70	30																9048	18932				
<b>Total</b>		135820	28800	164740	0	205779	28000	14098	0	0	7810	840	421267	0	26500	122950	8000	1750	750	1200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1892	3981	650	167673	253594
<b>Grand Total</b>		135820	28800	164740	0	205779	28000	14098	0	0	7810	840	421267	0	26500	122950	8000	1750	750	1200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1892	3981	650	167673	253594	

( Rupees two lakhs Fifty three thousand five hundred ninety four ) only

Certified that I have satisfied myself that—

(a) the amounts claimed in the bill are actually due to the persons concerned and the conditions

attached to the payment of various allowances have been duly complied with in all cases;

(b) The claims have been made against sanctioned posts (Details of cases, if any, where claims

have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted

in the related service books.

(c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill

(d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.

(e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Station ..... Signature  
Date..... Designation of Drawing and Disbursing Officer

(to be filled by PAO only)

1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account

PAO Suspense Transaction adjustable by other Accounts Offices

PAO CODE

Grid for PAO CODE

MH Serial

Rs.

Grid for MH Serial

Rs. box

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)

II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—

(i) cheque for self/as per details given in the bill

(ii) Demand Draft in favour of ..... at .....

III. Post check of Voucher received from Cheque Drawing DDOs

Admitted Rs. ....

Objected Rs. ....

(with brief reason)

Post check of Pre-checked voucher

JAO/AO

AG/PAO

Instruction for Preparation of Pay Bill

1. A separate pay bill should be prepared for:—

(i) establishments whose charges are debitable to different heads of account,

(ii) group of personnel to whom salary is payable individually by cheque, and

(iii) Group 'D' employees;  
But the same bill may include both permanent and temporary establishments.

2. A red line should be drawn right across the sheet after each section of the establishment and under it, the

totals of various columns shown in red ink.

3. The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the vacancies.

4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded

5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the not amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.

6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.

7. The deductions of surcharge should be made at the prescribed rate.

8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.B.A., M.C.A. advances for the purchase of other Motor conveyances other conveyances etc. etc.

(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts Office concerned.

9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension, permanent transfer and first appointment which find no place in the increment certificates or absentee statement.

10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necessary.

11. The following abbreviations should be used in this and all other documents submitted with pay bills:

- Earned Leave E.L.
Half Pay Leave H.A.P.
Leave Salary L.S.
Conveyance Allowance C.A.
House Rent Allowance H.R.A.
Under Suspension S.P.
On Foreign Service F.S.
Vacant Vac.
Last Pay Certificate L.P.C.
Subsistence Grant S.G.
Transit Pay T.P.
Motor Car Advance M.C.A.
House Building Advance H.B.A.
Central Government Employees Insurance Scheme C.G.E.LS.
Central Government Employees Group Insurance Scheme C.G.E.G.I.S.
Postal Life Insurance P.L.I.
On other Duty O.D.
Central Government Health Scheme C.G.H.S.

G.A.R. 13

[See Rule 66(1)]

PAY BILL

Name of the office; Superintendent of Excise & Noarcotics, Saiha District. Saiha.

Period of Payment .....

Category

3

Classification of Expenditure

203900001020001 Rs

Major Head

Grant No. 900

Abstract of the claim and other particulars

Deductions/recoveries adjustable in the books of Treasury/PAO

0021—Taxes on Income other than Corporation Tax.

Income Tax

002100102000000

0028-Taxes

P. Tax

002800107000000

0049—Interest Receipts

(i) Interest on HBA

004904800010100

(ii) Interest on MCA

004904800010200

(iii) Interest on Sco.Adv

004904800010300

(iv) Interest on PCA

004904800010400

(v) Interest on LIC

004904800010600 3981

(vi) Interest on HUDCO

004904800010500

00216-Housing

Licence fee

021601106000000 650

7610-Loan to Govt. servant

(i) HBA

761000201020000 1200

(ii) Advance for purchase of motor car

761000202010000

(iii) Advance for purchase of Scooter

761000203010000

(iv) Advance for purchase of personal computer

761000204010000

Other Deduction

Grid for Other Deduction

Demand / Grant No. 007 Treasury Code 999106

Bill No. and date .....

Token No. and date.....

DDO code No.

107004

Bank Code

5822

6216-Loan for housing

(1)-HUDCO

621602201000000

(2)-LIC

621602190010000 1892

Grant No. 800 8009-SPF

GPF

(subs.+imp.+rec.)

800901101000000 157450

8011- Insurance & pension Fund

MSGESIS

IF

8011100107000100 1750

SF

8011100107000200 750

0071- C&R P&ORB

NPS

007100500000000

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

To be used only when the amount refunded relates to previous financial year(s)

Deduction/recoveries adjustable by other Accounts Officer

Grand Total Rs. 421267

Total Decuction 167673

Net payable Rs. 253594

FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

II. PAY ORDER

Pay Rs. .... Rupees .....

.....

to ..... (DDO by

designation)vide details given in the

bill/Officers listed inside the bill

(crossed A/C payee cheques cat 'A')

by .....

(Cheque/bank draft at .....

indicated after delivery.

T.A. / PAO

TREASURY OFFICER / P.A.O.

Category Cheque No. Date Amount

Grid for Cheque details

DETAILS OF CHEQUE CANCELLED

Category Cheque No. Date Amount

Grid for Cancelled Cheque details

Voucher Number

Grid for Voucher Number

Date

Grid for Date

Treasury Officer / PAO

Certified that I have satisfied myself that—

(a) the amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases;

(b) The claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted in the related service books.

(c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill

(d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.

(e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Station ..... Signature
Date..... Designation of Drawing and Disbursing Officer
PAO Suspense Transaction adjustable by other Accounts Offices
PAO CODE
MH Serial Rs.

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)
II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—

(i) cheque for self/as per details given in the bill

(ii) Demand Draft in favour of ..... at .....

III. Post check of Voucher received from Cheque Drawing DDOs
Admitted Rs. ....

Objected Rs. ....

(with brief reason)

Post check of Pre-checked voucher

JAO/AAO

AG/PAO

Instruction for Preparation of Pay Bill

1. A separate pay bill should be prepared for:—
(i) establishments whose charges are debitable to different heads of account,
(ii) group of personnel to whom salary is payable individually by cheque, and
(iii) Group 'D' employees;
But the same bill may include both permanent and temporary establishments.
2. A red line should be drawn right across the sheet after each section of the establishment and under it, the totals of various columns shown in red ink.

3. The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the vacancies.
4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded
5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the not amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.
6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.
7. The deductions of surcharge should be made at the prescribed rate.
8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.B.A., M.C.A. advances for the purchase of other Motor conveyances other conveyances etc. etc.
(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts Office concerned.

9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension, permanent transfer and first appointment which find no place in the increment certificates or absentee statement.

10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necessary.
11. The following abbreviations should be used in this and all other documents submitted with pay bills:
Earned Leave E.L.
Half Pay Leave H.A.P.
Leave Salary L.S.
Conveyance Allowance C.A.
House Rent Allowance H.R.A.
Under Suspension S.P.
On Foreign Service F.S.
Vacant Vac.
Last Pay Certificate L.P.C.
Subsistence Grant S.G.
Transit Pay T.P.

Motor Car Advance M.C.A.
House Building Advance H.B.A.
Central Government Employees Insurance Scheme C.G.E.LS.
Central Government Employees Group Insurance Scheme C.G.E.G.I.S.
Postal Life Insurance P.L.I.
On other Duty O.D.
Central Government Health Scheme C.G.H.S.

G.A.R. 13

[See Rule 66(1)]

PAY BILL

Name of the Office ; Superintendent of Excise & Narcotics, Saiha District. Saiha

Period of Payment .....

Category Classification of Expenditure
3 2 0 3 9 0 0 0 0 1 0 2 0 0 0 1 Rs

Major Head
Grant No. 900

Abstract of the claim and other particulars

0021—Taxes on Income other than Corporation Tax.
Income Tax 0 0 2 1 0 0 1 0 2 0 0 0 0 0 0

0028-Taxes
P. Tax 0 0 2 8 0 0 1 0 7 0 0 0 0 0 0

0049—Interest Receipts
(i) Interest on HBA 0 0 4 9 0 4 8 0 0 0 1 0 1 0 0

(ii) Interest on MCA 0 0 4 9 0 4 8 0 0 0 1 0 2 0 0

(iii) Interest on Sco.Adv 0 0 4 9 0 4 8 0 0 0 1 0 3 0 0

(iv) Interest on PCA 0 0 4 9 0 4 8 0 0 0 1 0 4 0 0

(v) Interest on LIC 0 0 4 9 0 4 8 0 0 0 1 0 6 0 0

(vi) Interest on HUDCO 0 0 4 9 0 4 8 0 0 0 1 0 5 0 0

0216-Housing
Licence fee 0 2 1 6 0 1 1 0 6 0 0 0 0 0 0 250

7610-Loan to Govt. servant
(i) HBA 7 6 1 0 0 0 2 0 1 0 2 0 0 0 0 1212

(ii) Advance for purchase of motor car 7 6 1 0 0 0 2 0 2 0 1 0 0 0 0

(iii) Advance for purchase of Scooter 7 6 1 0 0 0 2 0 3 0 1 0 0 0 0

(iv) Advance for purchase of personal computer 7 6 1 0 0 0 2 0 4 0 1 0 0 0 0

Other Deduction

Demand / Grant No. 007
Treasury Code 99906
Bill No. and date .....
Token No. and date.....

DDO code No. 1 0 7 0 0 4
Bank Code 5 8 2 2

Deductions/recoveries adjustable in the books of Treasury/PAO

6216-Loan for housing
(1)-HUDCO 6 2 1 6 0 2 2 0 1 0 0 0 0 0 0

(2)-LIC 6 2 1 6 0 2 1 9 0 0 1 0 0 0 0

Grant No. 800
8009-SPF

GPF (subs.+imp.+rec.) 8 0 0 9 0 1 1 0 1 0 0 0 0 0 0

8011- Insurance & pension Fund
MSGESIS

IF 8 0 1 1 0 0 1 0 7 0 0 0 1 0 0 490

SF 8 0 1 1 0 0 1 0 7 0 0 0 2 0 0 210

0071- C&R P&ORB
NPS 0 0 7 1 0 0 5 0 0 0 0 0 0 0 0 7379

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

To be used only when the amount refunded relates to previous financial year(s)

Deduction/recoveries adjustable by other Accounts Officer

Grand Total Rs. 83805

Total Decuction 9541

Net payable Rs. 74264

FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

II. PAY ORDER

Pay Rs. .... Rupees .....

to ..... (DDO by

designation)vide details given in the

bill/Officers listed inside the bill (crossed A/C payee cheques cat 'A') by .....

(Cheque/bank draft at .....

indicated after delivery.

T.A. / PAO

TREASURY OFFICER / P.A.O.

Table with 4 columns: Category, Cheque No., Date, Amount

DETAILS OF CHEQUE CANCELLED
Table with 4 columns: Category, Cheque No., Date, Amount

Voucher Number Date

Treasury Officer / PAO

Certified that I have satisfied myself that—  
 (a) the amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases;  
 (b) The claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted in the related service books.

(c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill  
 (d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.  
 (e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Station Champhai  
 Date.....  
 Signature  
 (to be filled by PAO only) **Designation of Drawing and Disbursing Officer**  
 1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account  
 PAO Suspense Transaction adjustable by other Accounts Offices  
 PAO CODE  
 MH Serial  
 Rs.

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)  
 II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—  
 (i) cheque for self/as per details given in the bill  
 (ii) Demand Draft in favour of ..... at .....

**Instruction for Preparation of Pay Bill**  
 1. A separate pay bill should be prepared for:—  
 (i) establishments whose charges are debitable to different heads of account,  
 (ii) group of personnel to whom salary is payable individually by cheque, and  
 (iii) Group 'D' employees;  
 But the same bill may include both permanent and temporary establishments.  
 2. A red line should be drawn right across the sheet after each section of the establishment and under it, the totals of various columns shown in red ink.

3. The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the vacancies.  
 4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded  
 5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the not amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.

6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.  
 7. The deductions of surcharge should be made at the prescribed rate.  
 8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.B.A., M.C.A. advances for the purchase of other Motor conveyances other conveyances etc. etc.  
 (ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts Office concerned.

9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension, permanent transfer and first appointment which find no place in the increment certificates or absentee statement.  
 10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necessary.  
 11. The following abbreviations should be used in this and all other documents submitted with pay bills:

Earned Leave  
 Half Pay Leave  
 Leave Salary  
 Conveyance Allowance  
 House Rent Allowance  
 Under Suspension  
 On Foreign Service  
 Vacant  
 Last Pay Certificate  
 Subsistence Grant  
 Transit Pay

Motor Car Advance  
 House Building Advance  
 Central Government Employees Insurance Scheme  
 Central Government Employees Group Insurance Scheme  
 Postal Life Insurance  
 On other Duty  
 Central Government Health Scheme

**III. Post check of Voucher received from Cheque Drawing DDOs**  
 Admitted Rs. ....  
 Objected Rs. ....  
 (with brief reason)  
 Post check of Pre-checked voucher

JAO/AAO AG/PAO

**EXCISE**

**G.A.R. 13**  
**[See Rule 66(1)]**  
**PAY BILL**  
**Name of the Office Superintendent of Excise & Narcotics, Champhai**  
**Period of Payment : 01.12.2016 - 31.12.2016**

**Bill No. 103 of dtd. 16.12.2016**  
 Token No. and date.....

**Demand /**  
**Grant No.007**  
**Treasury Code :999104**  
**SASEXC**

**State Excise (01-NP)**  
 Category Classification of Expenditure Amount  
 Major Head **3** **203900001020001** **142714** DDO code No. **107005** Bank Code **002** Short Code **SASEXC**

Abstract of the claim and other particulars **Deductions/recoveries adjustable in the books of Treasury/PAO**

**0021—Taxes on Income other than Corporation Tax.**  
**Income Tax** **002100102000000**

**0028-Taxes**

**P. Tax** **002800107000000**

**0049—Interest Receipts**  
**(i) Interest on HBA** **004904800010100**

**(ii) Interest on MCA** **004904800010200**

**(iii) Interest on Sco.Adv** **004904800010300**

**(iv) Interest on PCA** **004904800010400** **740**

**(v) Interest on LIC** **004904800010600** **2160**

**(vi) Interest on HUDCO** **004904800010500**

**0216-Housing**  
**Licence fee** **021601106000000**  
**7610-Loan to Govt. servant**

**(i) HBA** **761000201020000**

**(ii) Advance for purchase of Scooter** **761000202010000**

**(iii) Advance for purchase of other conveyance** **761000203010000**

**(iv) Advance for purchase of personal computer** **761000204010000**

**Net Amount** **83669**  
**(Rupees Eighty three thousand six hundred sixty nine)Only**

**6216-Loan for housing**  
**(1)-HUDCO** **621602201000000**

**(2)-LIC** **621602190010000** **972**

**Grant No. 800**  
**8009-SPF**

**GPF** **800901101000000** **54473**  
 (subs.+imp.+rec.)

**8011- Insurance & pension Fund**  
**MSGESIS**  
**IF** **801100107000100** **490**

**SF** **801100107000200** **210**

**0071- C&R P&ORB**  
**NPS** **007100500000000**

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

To be used only when the amount refunded relates to previous financial year(s)

Deduction/recoveries adjustable by other Accounts Officer

**Total Deductions** **59045**  
**Net payable** **83669**  
**Grant Total** **142714**

**Under(Rupees Eighty three thousand six hundred seventy) Only**

E.L.  
 H.A.P.  
 L.S.  
 C.A.  
 H.R.A.  
 S.P.  
 F.S.  
 Vac.  
 L.P.C.  
 S.G.  
 T.P.

M.C.A.  
 H.B.A.  
 C.G.E.L.S.  
 C.G.E.G.I.S.  
 P.L.I.  
 O.D.  
 C.G.H.S.

**FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE**

**II. PAY ORDER**  
**Pay Rs. .... Rupees .....**  
 O.D.  
 C.G.H.S.

(DDO by designation)vide details given in the bill/Officers listed inside the bill  
 (crossed A/C payee cheques cat 'A')  
 by .....  
 (Cheque/bank draft at .....)  
 indicated after delivery.

**T.A. / PAO**  
**Voucher Number**  
**Date**

Superintendent of Excise & Narcotics  
 Champhai District : Champhai

**DETAILS OF CHEQUE CANCELLED**  
 Category Cheque No. Date Amount

**TREASURY OFFICER / P.A.O.**

**Treasury Officer / PAO**



Bill No. 103 of dtd. 16.12.2016

**State Excise (01-NP)** SUPERINTENDENT OF EXCISE & NARCOTICS DEPTT. OFFICER PAY BILL FOR THE MONTH OF DECEMBER, 2016

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay/FPA	D.A. 125%	S.C.A	H.R.A.	Ration Money	KMA	W/A	Grant Total	GP Subs.	GPF Imp.78%	GPF(R)	I/F	S/F	HBA (P)	HBA (I)	SCA (P)	SCA (I)	HUDCO (P)	HUDCO (I)	LIC (HBA)(P)	LIC (HBA)(I)	PCA(I)	Total Deduction	Net Amount	Remarks	
1	B. ZOLIANA, SE&N	26170	6100	32270		###	1500	3227				77335	5000	25171		280	120							177	972	9	740	32283	45052	
2	NGURTHANZAMA SAILO, IE&N	22510	4800	27310		###	1200	2731				65379	3000	21302		210	90								15	2160		26762	38617	
	<b>TOTAL</b>	<b>48680</b>	<b>10900</b>	<b>59580</b>		<b>74476</b>	<b>2700</b>	<b>5958</b>				<b>142714</b>	<b>8000</b>	<b>46473</b>		<b>490</b>	<b>210</b>							<b>972</b>	<b>2160</b>	<b>740</b>	<b>59045</b>	<b>83669</b>		

(In Word)(Rupees Eighty three thousand six hundred sixty nine)Only

Superintendent of Excise & Narcotics  
Champhai,Mizoram

Certified that I have satisfied myself that—

(a) the amounts claimed in the bill are actually due to the persons concerned and the conditions

attached to the payment of various allowances have been duly complied with in all cases;

(b) The claims have been made against sanctioned posts (Details of cases, if any, where claims

have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted

in the related service books.

(c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill

(d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.

(e) all persons whose names are omitted from, but whose pay has been drawn in this bill have

actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Station Champhai

Date.....

Signature

(to be filled by PAO only) **Designation of Drawing and Disbursing Officer**

1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account

PAO Suspense Transaction adjustable by other Accounts Offices

PAO CODE

MH Serial

Rs.

Instruction for Preparation of Pay Bill

1. A separate pay bill should be prepared for:—

(i) establishments whose charges are debitable to different heads of account,

(ii) group of personnel to whom salary is payable individually by cheque, and

(iii) Group 'D' employees; But the same bill may include both permanent and temporary establishments.

2. A red line should be drawn right across the sheet after each section of the establishment and under it, the

totals of various columns shown in red ink.

3. The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the vacancies.

4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded

5. Where amounts due to undischarged pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the not amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.

6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.

7. The deductions of surcharge should be made at the prescribed rate.

8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and

G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.B.A., M.C.A. advances for the purchase of other Motor conveyances other conveyances etc. etc.

(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts Office concerned.

9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension, permanent transfer and first appointment which find no place in the increment certificates or absentee statement.

10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necessary.

11. The following abbreviations should be used in this and all other documents submitted with pay bills:

Earned Leave

Half Pay Leave

Leave Salary

Conveyance Allowance

House Rent Allowance

Under Suspension

On Foreign Service

Vacant

Last Pay Certificate

Subsistence Grant

Transit Pay

Motor Car Advance

House Building Advance

Central Government Employees Insurance Scheme

Central Government Employees Group Insurance Scheme

Postal Life Insurance

On other Duty

Central Government Health Scheme

III—Net amount (I minus II) required for payment by—

(i) cheque for self/as per details given in the bill

(ii) Demand Draft in favour of ..... at .....

III. Post check of Voucher received from Cheque Drawing DDOs

Admitted Rs. ....

Objected Rs. ....

(with brief reason)

Post check of Pre-checked voucher

JAO/AO

AG/PAO

**EXCISE**

G.A.R. 13

[See Rule 66(1)]

PAY BILL

Name of the Office : Superintendent of Excise & Narcotics, Champhai

Bill No. 105 of dtd . 16.12.2016

Period of Payment : 01.12.2016 - 31.12.2016

Token No. and date.....

State Excise (01-NP)

Category Classification of Expenditure Amount ^ DDO code No. Bank Code Short Code

Major Head 3 203900001020001 562825 107005 002 SASEXC

Abstract of the claim and other particulars

Deductions/recoveries adjustable in the books of Treasury/PAO

0021—Taxes on Income other than Corporation Tax.

Income Tax 002100102000000 621602201000000

0028-Taxes

P. Tax 002800107000000 (2)-LIC 621602190010000 5223

0049—Interest Receipts

(i) Interest on HBA 004904800010100 1280

(ii) Interest on MCA

(iii) Interest on Sco.Adv 004904800010300 550

(iv) Interest on PCA

(v) Interest on LIC 004904800010600 7984

(vi) Interest on HUDCO

0216-Housing Licence fee 021601106000000

7610-Loan to Govt. servant

(i) HBA 761000201020000 4500

(ii) Advance for purchase of Scooter

(iii) Advance for purchase of other conveyance 761000203010000

(iv) Advance for purchase of personal computer

761000204010000

Net Amount

301747

(Rupees Three lakh one thousand seven hundred forty seven )Only

6216-Loan for housing

(1)-HUDCO 621602201000000

(2)-LIC

621602190010000 5223

Grant No. 800 8009-SPF

GPF

800901101000000 237741 (subs.+imp.+rec.)

8011- Isurance & pension Fund

MSGESIS

IF 801100107000100 2240

SF

801100107000200 960

0071- C&R P&ORB

NPS 007100500000000

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

To be used only when the amount refunded relates to previous financial year(s)

Deduction/recoveries adjustable by other Accounts Officer

Total Deductions ^ 261078

Net payable ^ 301747

Grant Total ^ 562825

T.P. Please Pay to R.C.Lalrinchhana Whose Speciment signature is attested

Superintendent of Excise & Narcotics Champhai District : Champhai.

M.C

H.B.A.

C.G II. PAY ORDER

C.G.E.G.I.S.

P.L.

O.D

C.G

W

(DDU by designation)vide details given in the

DDU/Officers listed inside the bill

(crossed A/C payee cheques cat 'A')

by .....

(Cheque/bank draft at .....) indicated after delivery.

T.A. / PAO

Voucher Number

.....

Date

.....

DETAILS OF CHEQUE CANCELLED

Category Cheque No. Date Amount

.....

TREASURY OFFICER / P.A.O.

Treasury Officer / PAO

(Under Three lakh one thousand seven hundred forty eight)Only



Bill No. 105 of dtd . 16.12.2016

State Excise (01-NP)

SUPERINTENDENT OF EXCISE & NARCOTICS DEPARTMENT STAFF PAY BILL FOR THE MONTH OF DECEMBER, 2016

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay/FPA	D.A. 125%	S.C.A	H.R.A.	Ration Money	KMA	W/A	Grant Total	GP Subs.	GPF Imp. 78%	GPF(R)	I/F	S/F	HBA (P)	HBA (I)	SCA (P)	SCA (I)	HUDCO (I)	Licence Fee	LIC (HBA)(P)	LIC (HBA)(P)	LIC (HBA)(I)	Total Deduction	Net Amount	Remarks		
1	2	3	4	6	7	8	9	10		12	13	14	15	16	17	18	19	20	21	22	23	#####		26		27	28	29	30		
1	F. LALLIANGURA, SIE	20310	4600	24910		###	1200	2491	550	160	60	60509	5000	19430			210	90	60	2500					177	972			28202	32307	
2	LALENGMAWIA, SIE	19820	4600	24420		###	1200	2442	550	160	60	59357	3000	19048			210	90	33	2000									24348	35009	
3	LALKIMA,ASI	10730	4200	14930		###	1200	1493	550	160	60	37056	1000	11645			210	90							176	555			13500	23556	
4	RVL. RAMNUNMAWIA	10720	4200	14920		###	1200	1492	550	160	60	37032	3000	11638	17	2000	210	90							175	555			17493	19539	
5	REMMAWIA, DRIVER	15930	4400	20330		###	1200	2033	550	160	60	49746	3000	15857	5	3000	140	60									39	1210	23267	26479	
6	H. LALZIKPUII LDC	15630	4200	19830		###	1200	1983				47801	1000	15467			140	60		22	740						2	1659	19066	28735	
7	LALNGAIHAWMA H/C	11300	2400	13700	210	###	1200	1370	550	160	60	34375	2000	10686	1	1500	140	60		34	540				122	946	23	1728	17600	16775	
8	LALRUMA H/C	11410	2400	13810		###	1200	1381	550	160	60	34424	3000	10772			140	60									15	1728	15700	18724	
9	K LALRUATKIMA, W/O	13920	2800	16720		###	1200	1672	550	160	60	41262	1000	13042	11	2400	140	60				9	550		177	694			17886	23376	
10	RTC.RAMTHARNGHAKA W/O	10190	2400	12590		###	1200	1259	550	160	60	31557	2000	9820	3	1000	140	60											13020	18537	
11	LALSAWMA Constable	10610	2400	13010		###	1200	1301	550	160	60	32544	5000	10148			140	60							174	555			15903	16641	
12	VANLALLIANA, Constable	10610	2400	13010		###	1200	1301	550	160	60	32544	4000	10148			140	60							122	946			15294	17250	
13	NK. LALHRUAIA,Constable	10610	2400	13010		###	1200	1301	550	160	60	32544	14000	10148			140	60											24348	8196	
14	LALNILIANA	10410	2400	12810		###	1200	1281	550	160	60	32074	3000	9992			140	60			48	600					27	1659	15451	16623	
	<b>TOTAL</b>	<b>182200</b>	<b>45800</b>	<b>228000</b>	<b>210</b>	<b>285005</b>	<b>16800</b>	<b>22800</b>	<b>7150</b>	<b>2080</b>	<b>780</b>	<b>562825</b>	<b>50000</b>	<b>177841</b>			<b>9900</b>	<b>2240</b>	<b>960</b>	<b>4500</b>	<b>1280</b>	<b>600</b>	<b>550</b>		<b>5223</b>		<b>7984</b>	<b>261078</b>	<b>301747</b>		

(In Word)(Rupees Three lakh one thousand seven hundred forty seven) only

Superintendent of Excise & Narcotics  
Champhai District : Champhai

Certified that I have satisfied myself that—

(a) the amounts claimed in the bill are actually due to the persons concerned and the condition

attached to the payment of various allowances have been duly complied with in all cases;

(b) The claims have been made against sanctioned posts (Details of cases, if any, where claim

have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, cross in efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly

in the related service books.

(c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill

(d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that

their acquittances have been taken and filed in my office with receipt stamps duly cancelled every amount in excess of Rs 20.

(e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for the working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Station Champhai  
Date, .....

Signature  
(to be filled by) **Designation of Drawing and Disbursing Officer**

1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account

PAO CODE  
MH Serial  
Rs.

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)

II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—  
(i) cheque for self/as per details given in the bill  
(ii) Demand Draft in favour of ..... at .....

III. Post check of Voucher received from Cheque Drawing DDOs  
Admitted Rs. ....  
Objected Rs. ....  
(with brief reason)  
Post check of Pre-checked voucher

Instruction for Preparation of Pay Bill

1. A separate pay bill should be prepared for:—

(i) establishments whose charges are debitale to different heads of account,

(ii) group of personnel to whom salary is payable individually by cheque, a

(iii) Group 'D' employees;  
But the same bill may include both permanent and temporary establishments.

2. A red line should be drawn right across the sheet after each section of the establishment and under totals of various columns shown in red ink.

3. The names of persons holding posts substantively should be entered in order of seniority (as meas substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the

vacancies.  
4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government

servant officiates and transit pay should be recorded in the same section as that in which the duty Government servant after transfer is recorded

5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the r columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the not amount required for payment would then be worked out. The bill No. and date in which the amo refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.

6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should prepared for claiming arrears.

7. The deductions of surcharge should be made at the prescribed rate.

8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The sc G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete de recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loan advances deductions should show separately, the deductions on account of H.B.A., M.C.A. advances for the purchase of other Motor conveyances other conveyances etc. etc.

(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts Office concerned.

9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspens permanent transfer and first appointment which find no place in the increment certificates or absent statement.

10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where neces:

11. The following abbreviations should be used in this and all other documents submitted with pay bills:

- E.L. Earned Leave
H.A.P. Half Pay Leave
L.S. Leave Salary
C.A. Conveyance Allowance
H.R.A. House Rent Allowance
S.P. Under Suspension
F.S. On Foreign Service
Vac. Vacant
L.P.C. Last Pay Certificate
S.G. Subsistence Grant

Transit Pay

- M.C.A. Motor Car Advance
H.B.A. House Building Advance
C.G.E.L.S. Central Government Employees Insurance Scheme
C.G.E.G.I.S. Central Government Employees Group Insurance Scheme
P.L.I. Postal Life Insurance
O.D. On other Duty
C.G.H.S. Central Government Health Scheme

EXCISE

G.A.R. 13

[See Rule 66(1)]

PAY BILL

Name of the Office Superintendent of Excise & Narcotics, Champhai

Period of Payment : 01.12.2016 - 31.12.2016

Bill No. 106 of dtd . 16.12.2016

Token No. and date.....

Demand / Grant No.007 Treasury Code :999104 SASEXC

State Excise (01-NP)

Table with Major Head 3 and Classification of Expenditure 203900001020001

Abstract of the claim and other particulars

0021—Taxes on Income other than Corporation Tax. Income Tax 002100102000000

0028-Taxes P. Tax 002800107000000

0049—Interest Receipts (i) Interest on HBA 004904800010100

(ii) Interest on MCA 004904800010200

(iii) Interest on Sco.Adv 004904800010300

(iv) Interest on PCA 004904800010400

(v) Interest on LIC 004904800010600

(vi) Interest on HUDCO 004904800010500

0216-Housing Licence fee 021601106000000

7610-Loan to Govt. servant (i) HBA 761000201020000

(ii) Advance for purchase of Scooter 761000202010000

(iii) Advance for purchase of other conveyance 761000203010000

(iv) Advance for purchase of personal computer 761000204010000

Net Amount 378910

(Rupees Three lakh seventy eight thousand nine hundred ten)Only

Please Pay to R.C.Lalrinchhana Whose Specimen signature is attested

Superintendent of Excise & Narcotics Champhai : Mizoram

FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

II. PAY ORDER

Pay Rs. .... Rupees .....

(DDO by designation)vide details given in the

bill/Officers listed inside the bill (crossed A/C payee cheques cat 'A') by ..... (Cheque/bank dratt at ..... indicated after delivery.

T.A. / PAO

Voucher Number Date

Table with Amount 646760, DDO code No. 107005, Bank Code 002, Short Code SASEXC

Deductions/recoveries adjustable in the books of Treasury/PAO

6216-Loan for housing (1)-HUDCO 621602201000000

(2)-LIC 621602190010000 5449

Grant No. 800 8009-SPF

GPF 800901101000000 246472 (subs.+imp.+rec.)

8011- Isurance & pension Fund MSGESIS

IF 8011100107000100 3080

SF 8011100107000200 1320

0071- C&R P&ORB NPS 00711005000000000

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

To be used only when the amount refunded relates to previous financial year(s)

Deduction/recoveries adjustable by other Accounts Officer

Total Deductions 267850

Net payable 378910

Grant Total 646760

Table with Category, Cheque No., Date, Amount

TREASURY OFFICER / P.A.O.

DETAILS OF CHEQUE CANCELLED Table with Category, Cheque No., Date, Amount

Treasurer / PAO

Under (Rupees Three lakh seventy eight thousand nine hundred eleven)Only

□□□□□□□□

□□□□□□□□□□□□□□□□

State Excise (01-NP)

SUPERINTENDENT OF EXCISE & NARCOTICS DEPARTMENT STAFF PAY BILL FOR THE MONTH OF DECEMBER, 2016

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay/FPA	D.A. 125%	S.C.A	H.R.A.	Ration Money	KMA	W/A	Grant Total	GP Subs.	GPF Imp. 78%	GPF(R)	I/F	S/F	HBA (P)	HBA (I)	SCA (P)	SCA (I)	HUDCO (P)	L/FEE	LIC (HBA)(P)	LIC (HBA)(I)	Total Deduction	Net Amount	Remarks	
1	2	3	4	6	7	8	9	10		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	JERRY KHAWTINKHUMA, Constabl	9630	2000	11630		14538	1200	1163	550	160	60	29301	5000	9071		140	60								26	###	15596	13705	
2	C. LALMANTHANGA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	2000	9071		140	60							122	946		12217	17084	
3	LALMALSAWMA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1500	9071	4	2000	140	60									12771	16530	
4	C. LALMUANPUIA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	3000	9071		140	60				9	550			27	###	14148	15153	
5	R.C. LALDINTHARI, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071	5	3000	140	60						176	555		13826	15475	
6	PC. ZOTHANPUIA, Constable	9630	2000	11630		14538	1200		550	160	60	28138	3000	9071		140	60						130				12401	15737	
7	H. RAMPANLIANA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60							122	946		11217	18084	
8	RCVL. RUALA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60				9	550			27	###	12148	17153	
9	HRANGHMINGLIANA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1500	9071		140	60							122	946		11717	17584	
10	C.LALLAWTA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1500	9071		140	60							175	555		11326	17975	
11	C. THANGHLIRA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60				9	550			2	###	12148	17153	
12	VANLALSANGA, Constable	8960	2000	10960		13700	1200	1096	550	160	60	27726	1000	8549		140	60										9749	17977	
13	LALRAMTLUANGA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60							122	946		11217	18084	
14	LALFAKAWMA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1500	9071		140	60								2	###	12098	17203	
15	LALMUANPUII, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60								27	###	11930	17371	
16	B. LIANKHANZAMA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	2000	9071		140	60								27	###	12598	16703	
17	R. LALCHHANHIMA, Constable	7460	1900	9360		11700	1200	936	550	160	60	23966	5000	7301		140	60										12501	11465	
18	LALREMMAWII, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	5000	9071		140	60										14271	15030	
19	R. LALDUHKIMA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	2000	9071		140	60							175	555		11826	17475	
20	H. LALNUNMAWIA, Constable	9350	1900	11250		14063	1200		550	160	60	27283	1000	8775		140	60						130				10105	17178	
21	J. LALHRUAITLUANGA, Constable	7110	1900	9010		11263	1200	901	550	160	60	23144	1500	7028	4	2000	140	60									10728	12416	
22	R. HMARTHANGA, Peon	9040	1800	10840		13550	1200	1084			60	26734	2000	4011		70	30										6111	20623	
23	R. LALMALSAWMA, Peon	6730	1650	8380		10475	1200	838			60	20953	2000	3101		70	30										5201	15752	
<b>TOTAL</b>		<b>212360</b>	<b>45150</b>	<b>257510</b>		<b>321897</b>	<b>27600</b>	<b>23463</b>	<b>11550</b>	<b>3360</b>	<b>1380</b>	<b>646760</b>	<b>46500</b>	<b>192972</b>	<b>7000</b>	<b>3080</b>	<b>1320</b>					<b>1650</b>	<b>#</b>	<b>260</b>	<b>5449</b>	<b>9619</b>	<b>267850</b>	<b>378910</b>	

(In Word)(Rupees Three lakh seventy eight thousand nine hundred ten)Only



Sl. No. of Post

Certified that I have satisfied myself that—  
 (a) the amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases;  
 (b) The claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted in the related service books.

(c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill  
 (d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.  
 (e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Station Champhai  
 Date: .....

Signature  
 (to be filled by PAO only) **Designation of Drawing and Disbursing Officer**

1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account

PAO Suspense Transaction adjustable by other Accounts Offices

PAO CODE									
MH Serial									

Rs.

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)

II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—

(i) cheque for self/as per details given in the bill

(ii) Demand Draft in favour of ..... at .....

III. Post check of Voucher received from Cheque Drawing DDOs

Admitted Rs. ....

(with brief reason)  
 Post check of Pre-checked voucher

JAQ/AO AG/PAO

**Instruction for Preparation of Pay Bill**  
 1. A separate pay bill should be prepared for:—  
 (i) establishments whose charges are debitable to different heads of account,  
 (ii) group of personnel to whom salary is payable individually by cheque, and  
 (iii) Group 'D' employees;  
 But the same bill may include both permanent and temporary establishments.  
 2. A red line should be drawn right across the sheet after each section of the establishment and under it, the totals of various columns shown in red ink.

3. The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the vacancies.

4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded  
 5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the not amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.

6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.  
 7. The deductions of surcharge should be made at the prescribed rate.

8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.B.A., M.C.A. advances for the purchase of other Motor conveyances other conveyances etc. etc.

(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts Office concerned.

9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension, permanent transfer and first appointment which find no place in the increment certificates or absentee statement.

10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necessary.

11. The following abbreviations should be used in this and all other documents submitted with pay bills:

- Earned Leave
- Half Pay Leave
- Leave Salary
- Conveyance Allowance
- House Rent Allowance
- Under Suspension
- On Foreign Service
- Vacant
- Last Pay Certificate
- Subsistence Grant

Transit Pay

- Motor Car Advance
- House Building Advance
- Central Government Employees Insurance Scheme
- Central Government Employees Group Insurance Scheme
- Postal Life Insurance

- On other Duty
- Central Government Health Scheme

**EXCISE**

**G.A.R. 13**  
 [See Rule 66(1)]  
**PAY BILL**

**Name of the Office Superintendent of Excise & Narcotics, Champhai**  
**Period of Payment : 01.11.2016 - 30.11.2016**

**Bill No.104 of dtd . 16.12.2016**  
 Token No. and date.....

**Demand / Grant No.007**  
**Treasury Code :999104**

**SASEXC**

**State Excise (01-NP)**

Category	Classification of Expenditure	Amount	DDU code No.	Bank Code	Short Code
3	203900001020001	239327	107005	002	SASEXC

Abstract of the claim and other particulars Deductions/recoveries adjustable in the books of Treasury/PAO

<b>0021—Taxes on Income other than Corporation Tax.</b>			<b>6216-Loan for housing</b>	
<b>Income Tax</b>	002100102000000		(1)-HUDC	621602201000000
<b>0028-Taxes</b>			(2)-LIC	621602190010000
<b>P. Tax</b>	002800107000000		<b>Grant No. 800</b>	
			<b>8009-SPF</b>	
<b>0049—Interest Receipts</b>			<b>GPF</b>	800901101000000
<b>(i) Interest on HBA</b>	004904800010100		(subs.+imp.+rec.)	
<b>(ii) Interest on MCA</b>	004904800010200		<b>8011- Isurance &amp; pension Fund</b>	
<b>(iii) Interest on Sco.Adv</b>	004904800010300		<b>MSGESIS</b>	
<b>(iv) Interest on PCA</b>	004904800010400		<b>IF</b>	801100107000100 1330
<b>(v) Interest on LIC</b>	004904800010600		<b>SF</b>	801100107000200 570
<b>(vi) Interest on HUDCO</b>	004904800010500		<b>0071- C&amp;R P&amp;ORB</b>	
			<b>NPS</b>	007100500000000 21481
<b>0216-Housing</b>			Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.	
<b>Licence fee</b>	021601106000000	0		
<b>7610-Loan to Govt. servant</b>			To be used only when the amount refunded relates to previous financial year(s)	
<b>(i) HBA</b>	761000201020000	0		
<b>(ii) Advance for purchase of motor car</b>	761000202010000	0	Deduction/recoveries adjustable by other Accounts Officer	
<b>(iii) Advance for purchase of other conveyance</b>	761000203010000			
<b>(iv) Advance for purchase of personal computer</b>	761000204010000		<b>Total Deductions</b>	<b>23381</b>
<b>Net Amount</b>		<b>215946</b>	<b>Net payable</b>	<b>215946</b>
		<b>(Rupees Two lakh fiteen thousand nine hundred forty six )Only</b>	<b>Grant Total</b>	<b>239327</b>

- E.L.
- H.A.P.
- L.S.
- C.A.
- H.R.A.
- S.P.
- F.S.
- Vac.
- L.P.C.
- S.G.
- T.P.

Please Pay to R.C.Lalrinchhana  
 Whose Speciment signature is attested

Superintendent of Excise & Narcotics  
 Champhai : Mizoram

- M.C.A.
- H.B.A.
- C.G.E.L.
- C.G.E.G.I.S.
- P.L.I.
- O.D.
- C.G.H.S

**II. PAY ORDER**

**Pay Rs. .... Rupees .....**

**(DDO by designation)vide details given in the**

**bill/Officers listed inside the bill**  
 (crossed A/C payee cheques cat 'A')  
 by .....

indicated after delivery.

**T.A. / PAO**

<b>Voucher Number</b>	<b>Date</b>

Signature  
 Designation of Drawing and Disbursing Officer

**FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE**

**TREASURY OFFICER / P.A.O.**

**DETAILS OF CHEQUE CANCELLED**

Category	Cheque No.	Date	Amount

**Treasury Officer / PAO**

Under(Rupees Two lakh fiteen thousand nine hundred forty seven)Only

Bill No. 104 of dtd . 16.12.2016

State Excise (01-NP)

SUPERINTENDENT OF EXCISE & NARCOTICS DEPARTMENT STAFF PAY BILL FOR THE MONTH OF DECEMBER, 2016

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	NPA/ stgm. Inc.	Total	Spl. Pay	D.A.125%	TOTAL	S.C.A	H.R.A.	Ration Money	KMA	W.A	Grant Total	GPF Subs.	GPF Imp.	GPF (R)	I/F	S/F	HBA (P)	NPS	MC (P)	MCA (I)	Festival Advance	Licence fee	LIC(HBA)(P)	LIC(HBA)(I)	Total Deduction	Net Amount	Remarks	
1	R.C. LALRINCHHANA ,L.D.C	9110	2400		11510	750	14388	25898	1200	1151				28999							2590								2790	26209	
2	VANLALHUAPI , L.D.C	9110	2400		11510		14388	25898	1200	1151				28249							2590								2790	25459	
3	LALNUNENGI,Constable	7090	1900		8990		11238	20228	1200	899	550	160	60	23097							2023								2223	20874	
4	J. LALTLANMAWIA, SIE&N	11440	4400		15840		19800	35640	1200	1584	550	160	60	39194							3564								3864	35330	
5	B. LALENGMAWIA, SIE&N	11440	4400		15840		19800	35640	1200	1584	550	160	60	39194							3564								3864	35330	
6	C. ZODINPUII, SIE&N	11440	4400		15840		19800	35640	1200	1584	550	160	60	39194							3564								3864	35330	
6	AMOS VANLALHRUAIA	6070	1900		7970		9963	17933	1200	797	550	160	60	20700							1793								1993	18707	
7	R. LALNUNZIRA, Constable	6070	1900		7970		9963	17933	1200	797	550	160	60	20700							1793								1993	18707	
	<b>TOTAL</b>	<b>71770</b>	<b>23700</b>		<b>95470</b>	<b>750</b>	<b>119340</b>	<b>214810</b>	<b>9600</b>	<b>9547</b>	<b>3300</b>	<b>960</b>	<b>360</b>	<b>239327</b>							<b>21481</b>							<b>23381</b>	<b>215946</b>		

(In Word)(Rupees Two lakh fiteen thousand nine hundred forty six )Only

Superintendent of Excise & Narcotics  
Champhai,Mizoram





G.A.R 13  
SEE RULE 66(1)  
PAY BILL

FOR THE MONTH OF DECEMBER, 2016

Sl.No.	Name of incumbents & Designation	Substantive pay	Grade Pay	TOTAL	D.A. 125 %	S.C.A.	H.R.A. 10 %	Ration Allowances	K.M Allowances	W.A.	TOTAL	PPAN NO.	Deduction				Total Deduction	NET Payable	Remarks
													14	15	18	19			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	18	19	20	22	
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.	Rs.	Rs.	Rs.	Rs.		
	<b>SIE&amp;N</b>	<b>Rs.9300-34800+4400 (PB-II)</b>																	
1	LALDUHZUALA NGENTE	11,440	4400	15,840	19,800	1200	1584	550	160	60	39194	201411090010066'5	210	90	3564		3864	35330	
	<b>CONSTABLE</b>	<b>Rs.5200-20200+1900 (PB-I)</b>																	
2	C/567 LALZARMAWIA	6560	1900	8460	10575	1200	846	550	160	60	21851	2013110900100530	140	60	1904		2104	19747	
3	C/573 L.VAHSI HMAR	6070	1900	7970	9963	1200	797	550	160	60	20700	201511090010065'2	140	60	1793		1993	18707	
4	C/584 ZARZOLIANA	6070	1900	7970	9963	1200	797	550	160	60	20700	201511090010066'3	140	60	1793		1993	18707	
	<b>G.T.T.</b>	<b>30140</b>	<b>10100</b>	<b>40240</b>	<b>50301</b>	<b>4800</b>	<b>4024</b>	<b>2200</b>	<b>640</b>	<b>240</b>	<b>102445</b>		<b>630</b>	<b>270</b>	<b>9054</b>		<b>9954</b>	<b>92491</b>	



Certified that I have satisfied myself that—

- (a) the amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases.
- (b) the claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanction of competent authority has been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc. and that these events have been properly noted.

in the related service books.

- (c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those given in the bill.
- (d) all emoluments included in this bill drawn 1 month/2 months/3 months previous to this date with the exception of those detailed in the bill have been debited to the proper persons and that their equities have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.25.
- (e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn from them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the amounts drawn are according to the relevant rules and orders.

Station: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Designation of Drawing and Disturbing Officer

To be filed by PAO only

- 1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary.

PAO Superintendant

PAO Superintendant Transaction adjustable by other Accounts Officer

PAO CODE											
MH Serial											
											Rs

- (a) Deduct—Undisturbed arrears (Please see Instruction No. 5)
- (b) Top Deductions/recoveries

(c) Not allowed (minus) required for payment by—

(d) Cheque for withdrawal details given in the bill

(e) Demand Draft in favour of \_\_\_\_\_

B. Post check of Voucher received from Cheque Drawing DDOs  
Admitted Rs. \_\_\_\_\_

Objected Rs. \_\_\_\_\_  
 (with brief reason)  
 Post check of Pre-checked voucher

JAGIAAO

AGPAO

### Instruction for Preparation of Pay Bill

- A separate pay bill should be prepared for—
  - establishments whose charges are debitable to different heads of account,
  - group of personnel to whom salary is payable individually by cheque, and
  - Group 'D' employees.
 But the same bill may include both permanent and temporary establishments.
- A red line should be drawn right across the sheet after each section of the establishment and under it, the

totals of various columns shown in red ink.

- The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below these will be shown the posts left vacant and the persons officiating in the vacancies.
- Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded.
- Where amounts due to undisturbed pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the net amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.
- Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.
- The deductions of surcharge should be made at the prescribed rate.

- (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. etc.
- (ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Account.

- Office concerned.
- In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension, permanent transfer and first appointment which find no place in the increment certificates or absence statement.

10. The pay bill should be accompanied by a copy of the L.P.C. and absence statement where necessary.

- The following abbreviations should be used in this and all other documents submitted with pay bill:
 

Earned Leave	E.L.
Half Pay Leave	H.A.P.
Leave Salary	L.S.
Conveyance Allowance	C.A.
House Rent Allowance	H.R.A.
Under Suspension	S.P.
On Foreign Service	F.S.
Vacant	Vac.
Last Pay Certificate	L.P.C.
Subsistence Grant	S.G.
Transit Pay	T.P.

- |   |              |
|---|--------------|
| Motor Car Advance                                   | M.C.A.       |
| House Building Advance                              | H.B.A.       |
| Central Government Employees Insurance Scheme       | C.G.E.I.S.   |
| Central Government Employees Group Insurance Scheme | C.G.E.G.I.S. |
| Postal Life Insurance                               | P.L.I.       |
| On other Duty                                       | O.D.         |
| Central Government Health Scheme                    | C.G.H.S.     |

G.A.R. 13

[See Rule 56(1)]

## PAY BILL

Name of the Office Superintendent of Excise & Narcotics, Kolasib District, Kolasib

Period of Payment 1.12.2016 to 31.12.2016

Bill No. and date 141 of 9.12.2016

Taken No. and date \_\_\_\_\_

Demand: \_\_\_\_\_  
 Grant No. 007  
 Treasury Code 999100

Category: 3 NPV 2 03900001020001  
 Classification of Expenditure

Rs. 54,300

DDO code No. 107006

Bank Code 002

Major Head Grant No. 900

Abstract of the claim and other particulars

Deductions/recoveries adjustable in the books of Treasury/PAO

0021—Taxes on Income other than Corporation Tax.	Income Tax	0021001010200000		6216-Loan for housing	(1)-HUDDO	6216002201000000	
0028-Taxes	P. Tax	0028001010700000		(2)-LIC		6216002100010000	
				Grant No. 900			
				900-SPF			
0049—Interest Receipts	(i) Interest on HBA	0049004800010100		GPF		8009001101000000	10342
	(ii) Interest on MCA	0049004800010200		(Subs +mp +mc)			
	(iii) Interest on Soc Ad	0049004800010300		8011-Insurance & pension Fund			
	(iv) Interest on PCA	0049004800010400		MSGESIS			
	(v) Interest on LIC	0049004800010600		F		8011000107000100	210
	(vi) Interest on HUDDO	0049004800010500		SF		8011000107000200	30
				8071-C&R P&ORS			
				NPS		0071000800000000	
0216-Housing	Licence fee	0216001106000000		Mac. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year			
7610-Loan to Govt. servants	(i) HBA	7610000201020000		To be used only when the amount refunded relates to previous financial year(s)			
	(ii) Advance for purchase of motor car	7610000202010000					
	(iii) Advance for purchase of other conveyances	7610000203010000		Deductions/recoveries adjustable by other Accounts Officer			
	(iv) Advance for purchase of personal computer	7610000204010000		Total Deductions	Rs.	17243	
Other Deduction				Net payable	Rs.	54300	
				Grand Total	Rs.	81543	

(Rupees sixty four thousand three hundred only)

### FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

### II. PAY ORDER

Pay Rs. \_\_\_\_\_ Rupees \_\_\_\_\_

To \_\_\_\_\_ (DDO by \_\_\_\_\_)

designation/vide details given in the

bill/Officers listed inside the bill (crossed A/C payee cheques call 'A')

by \_\_\_\_\_

(Cheque/bank draft of \_\_\_\_\_)

indicated after delivery.

T.A. / PAO

TREASURY OFFICER / P.A.O.

Category	Cheque No.	Date	Amount

DETAILS OF CHEQUE CANCELLED			
Category	Cheque No.	Date	Amount

Voucher Number \_\_\_\_\_ Date \_\_\_\_\_

Treasury Officer / PAO

G.A.R. 13

FOR THE MONTH OF DECEMBER, 2016  
Vide No.A.11016/1/91-EXC dt. 2.2.2016

SEE RULE 66(1)

PAY BILL

Sl. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Sp. Pay	D.A. 125 %	S.C.A.	H.R.A.10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	TOTAL	A/C No.	RECOVERY													Total Deduction	Net Amount Payable						
															G.P.F.	Imp. D.A. 75%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A.(Int)	MCA(P)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(P)	PCA(I)			Hudco(Int)	LIC(HBA) P	LIC(HBA) I	P.TAX	L.Fee	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	
	PEON & CHOWKIDAR	Rs. 4440 - 7440 + 1650	(ISy5200-20200 + 1800 (P.B - 1)																																
1	LALCHHANLIANA	9230	1800	11030		13788	1200	1103				60	27181	474	1000	4081		70	30														5181	22000	
2	LIANGLAMTHANGA	9230	1800	11030		13788	1200	1103				60	27181	482	3000	4081		70	30															7181	20000
3	ZORAMTHANGA	9230	1800	11030		13788	1200	1103				60	27181	481	700	4081		70	30															4681	22300
<b>Total</b>		27690	5400	33090		41364	3600	3309				180	81543		4700	12243		210	90															17243	64300

G.A.R. 13

FOR THE MONTH OF DECEMBER, 2016  
Vide No.A.11016/1/91-EXC dt. 2.2.2016

SEE RULE 66(1)

PAY BILL

Sl. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	TOTAL	A/C No.	RECOVERY														Total Deduction	Net Amount Payable																
															G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A(P)	H.B.A(Int)	MCA(P)	MCA(II)	Scop. Adv(P)	Scop. Adv(I)	PCA(P)	PCA(II)	Hudco(Int)			LIC(HBA) P	LIC(HBA) I	P.TAX	L.Fee												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35												
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.													
SUPERINTENDENT OF EXCISE & NARCOTICS Rs.15600 - 39100 + 5400														EXE (MZ)																																
1	VLMS DAWINGLIANA	28870	6100	34970		43712	1500	3497					83679	317	5000	27277		280	120								2592						35267	48410												
	Audit No.010(EXN)																																													
	<b>Total</b>	<b>28870</b>	<b>6100</b>	<b>34970</b>		<b>43712</b>	<b>1500</b>	<b>3497</b>					<b>83679</b>		<b>5000</b>	<b>27277</b>		<b>280</b>	<b>120</b>							<b>2592</b>						<b>35267</b>	<b>48410</b>													







G.A.R. 13

FOR THE MONTH OF DECEMBER, 2016  
Vide No.A.11016/1/91-EXC dt. 2.2.2016

SEE RULE 66(1)

PAY BILL

Sl. No.	Section of Establishment and name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 125 %	S.C.A.	H.R.A. 10 %	P.P/FPA	Ration Allowances	K.M Allowances	W.A.	TOTAL	A/C No.	RECOVERY														Total Deduction	Net Amount Payable						
															G.P.F.	Imp. D.A 78%	G.P.F.(R)	IF	S.F.	H.B.A.(P)	H.B.A(Int)	MCA(P)	MCA(II)	Seco. Adv(P)	Seco. Adv(I)	PCA(P)	PCA(II)	Hudco(Int)			LIC(HBA) P	LIC(HBA) I	P.TAX	L/Fee		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35		
CONSTABLE Rs. 5200 - 20200 + 2400(P B-1)															EXE (MZ)																					
1	K LALBIARDIKA	10640	2400	13040		16300	1200	1304		550	160	60	32614	423	1000	10171	2000	140	60	960													14331	18283		
2	H LALSANGA	10600	2400	13000		16250	1200	1300		550	160	60	32520	434	3000	10140		140	60								550		946				14836	17684		
3	YANLALSANTA	10600	2400	13000		16250	1200	1300		550	160	60	32520	428	1000	10140	2000	140	60								550		946				14836	17684		
4	YANLALMRAIA	9890	2400	12290		15363	1200	1229		550	160	60	30852	427	2000	9596		140	60										946				12742	18110		
5	R RAHERIMAWA	10600	2400	13000		16250	1200	1300		550	160	60	32520	424	3000	10140		140	60											1325			14665	17855		
6	ZOCHRUANAWA	10600	2400	13000		16250	1200	1300		550	160	60	32520	375	1000	10140	3000	140	60								550						14890	17630		
7	LALLIANTUANGA	10600	2400	13000		16250	1200	1300		550	160	60	32520	471	1000	10140	2000	140	60															15340	17180	
8	SANGHANGTHANGA	10600	2400	13000		16250	1200	1300		550	160	60	32520	471	3000	10140	2000	140	60																14392	17682
9	C THANGLURA	10410	2400	12810		16013	1200	1281		550	160	60	32074	444	1200	9992	3000	140	60																	
CONSTABLE Rs. 5200 - 20200 + 2000(P B-1)																																				
10	C RAMENGZALVI	9630	2000	11630		14538	1200	1163		550	160	60	29301	463	1000	9071		140	60	1250													11521	17780		
11	H LALZUTHANGI	9630	2000	11630		14538	1200	1163		550	160	60	29301	342	3000	9071	3000	140	60															15271	14030	
12	H LALRAMLIANA	9630	2000	11630		14538	1200	1163		550	160	60	29301	464	1500	9071		140	60	960														12281	17020	
13	LALRINTLAKI	9630	2000	11630		14538	1200	1163		550	160	60	29301	483	1000	9071		140	60															12146	17155	
14	CV. LALENGMAWA	9630	2000	11630		14538	1200	1163		550	160	60	29301	475	1000	9071		140	60															10821	18480	
15	LALZAHAWA	9630	2000	11630		14538	1200	1163		550	160	60	29301	443	1000	9071	1500	140	60															12321	16980	
16	RAMIMACHUANA	9630	2000	11630		14538	1200	1163		550	160	60	29301	435	1000	9071		140	60															10821	18480	
17	ZATHANMAWI	9630	2000	11630		14538	1200	1163		550	160	60	29301	467	2000	9071	2000	140	60	960															14231	15070
18	D VANLALOUA	9630	2000	11630		14538	1200	1163	210	550	160	60	29511	477	2000	9071	2500	140	60																13771	15740
19	BIAKTHANSANGA	9630	2000	11630		14538	1200	1163		550	160	60	29301	176	1000	9071		140	60								550		946					11767	17534	
20	LALROBULA ZADENO	9630	2000	11630		14538	1200	1163	210	550	160	60	29511	458	1000	9071	1500	140	60																11771	17740
<b>Total CO</b>		<b>200470</b>	<b>43600</b>	<b>244070</b>		<b>305094</b>	<b>24000</b>	<b>24407</b>	<b>420</b>	<b>11000</b>	<b>3200</b>	<b>1200</b>	<b>613391</b>		<b>31700</b>	<b>190380</b>	<b>24500</b>	<b>2800</b>	<b>1200</b>	<b>4130</b>						<b>4950</b>			<b>3784</b>	<b>2650</b>			<b>266094</b>	<b>347297</b>		

due to the persons concerned and the conditions, which have been duly complied with in all cases, see page 10 of the bill. If any, where claims are to be mentioned and, wherever necessary, named as regards grant of interests, allowing of which these events have been properly noted.

**Instructions for Preparation of Pay Bill**

1. A separate pay bill should be prepared for—  
 (i) establishments whose charges are debitable to different heads of account,  
 (ii) group of personnel to whom salary is payable individually by cheque, and  
 (iii) Group 'C' employees.  
 But the same bill may include both permanent and temporary establishments.  
 2. A red line should be drawn right across the sheet after each section of the establishment and under it, the titles of various columns shown in red ink.

...consideration of the various deductions/recoveries have been fully noted in the attached schedule and the gross shown in these schedules agree with those given in the bill.  
 (ii) all payments included in bills drawn 1 month/2 months/3 months previous to the date with the exception of those detailed in the bill have been debited to the proper persons and that the head accounts have been taken and filed in my office with proper stamps duly cancelled for every amount in excess of Rs. 25.  
 (iii) all persons whose names are omitted from, but whose pay has been drawn in the bill have actually been employed during the month, that full details of the amounts drawn for them setting up to the date included in the bill have been duly shown in the Pay Bill Register and that the amounts drawn are according to the relevant rules and orders.

Signature \_\_\_\_\_  
 Designation of Drawing and Disbursing Officer

1. Certify that the classification of bill payments and recoveries have been checked and verified in accordance with the instructions.

Bill Suspense Account

F&D Suspense Transaction adjustable by other Accounts Office

F&D CODE \_\_\_\_\_

Bill Serial \_\_\_\_\_

Rs. \_\_\_\_\_

(ii) Deduct—(unpaid amount) (Please see Instruction No. 5)  
 A—Total deductions/recoveries

B—Net amount (i) net (ii) required for payment for—

(iii) Cheque for serials per details given in the bill

(iv) Demand Draft in favour of \_\_\_\_\_ of \_\_\_\_\_

iii. Post check of Voucher received from Cheque Drawing DDOs  
 Admitted Rs. \_\_\_\_\_

Objected Rs. \_\_\_\_\_  
 (with brief reason)  
 Post check of Pre-checked voucher

JRO/DAO

AG/PAO

- Motor Car Advance  
 House Building Advance  
 Central Government Employees Insurance Scheme  
 Central Government Employees Group Insurance Scheme  
 Postal Life Insurance  
 On other Duty  
 Central Government Health Scheme
- M.C.A.  
 H.B.A.  
 C.G.E.I.S.  
 C.G.E.G.I.S.  
 P.L.I.  
 O.D.  
 C.G.H.S.

**G.A.R. 13**  
 [See Rule 66(1)]  
**PAY BILL**

Demand /  
 Grant No. 007  
 Treasury Code 999103

Name of the Office Superintendent of Excise & Narcotics, Kolasib District, Kolasib  
 Period of Payment 1.12.2016 to 31.12.2016

Bill No. and date 140 of 9.12.2016  
 Taken No. and date \_\_\_\_\_

Category 3 NPV 2 039000001020001  
 Rs. 5,48,597

DDO Code No. 107006  
 Bank Code 002

Major Head Grant No. 900  
 Abstract of the claim and other particulars Deductions/recoveries adjustable in the books of Treasury/F&D

6021—Taxes on Income other than Corporation Tax, Income Tax 0021000102000000

6216—Loan for housing (i) HUCCO 0216002010000000

6028—Taxes P. Tax 002800010700000000

(ii) LIC 0216002010000000 5678  
 Grant No. 899 8005-SPP 0000010010000000 30475  
 (Subs. 1192-1193)

6045—Interest Receipts (i) Interest on HBA 0049048000101000

6011—Insurance & pension Fund MSOESIS 00110001070001000 4620

(ii) Interest on MCA 0049048000102000

SF 00110001070002000 1980

(iii) Interest on Tax Adv 0049048000103000 4350

6071—C&D P&GRS NPS 00710001060000000

(iv) Interest on PCA 0049048000104000

Misc. recoveries to be taken as reduction of expenditure under this service Major head payment made during the financial year

(v) Interest on LIC 0049048000106000 2650

To be used only when the amount refunded relates to previous financial year(s)

(vi) Interest on HUCCO 0049048000105000

Deductions/recoveries adjustable by other Accounts Office

6215—Housing Loanee fee 7610 Loan to Govt. servants (i) HBA 7610000201020000 4130

Total Deductions Rs. 415576

(ii) Advance for purchase of motor car 7610000202010000

Net payable Rs. 548597

(iii) Advance for purchase of other conveyances 7610000203010000 4350

Grand Total Rs. 964373  
 (Rupees the lakh forty eight thousand five hundred ninety seven only)

(iv) Advance for purchase of personal computer 7610000204010000

Other Deduction \_\_\_\_\_

**FOR USE IN TREASURY OFFICE/PAY AND ACCOUNTS OFFICE**

**II. PAY ORDER**

Pay Rs. \_\_\_\_\_ Rupees \_\_\_\_\_

Category	Cheque No.	Date	Amount

to \_\_\_\_\_ (DDO by \_\_\_\_\_)  
 designation/details given in the \_\_\_\_\_

by Officers listed inside the bill (crossed A/C payee cheques cat 'A')  
 by \_\_\_\_\_  
 (Cheque/bank draft at \_\_\_\_\_)

indicated after delivery.

T.A. / PAO

TREASURY OFFICER / P.A.O.

Voucher Number \_\_\_\_\_ Date \_\_\_\_\_

DETAILS OF CHEQUE CANCELLED

Category	Cheque No.	Date	Amount

Treasury Officer / PAO

1. I certify that I have established myself as...

(a) The amounts claimed in the bill are actually due to the persons concerned and the vouchers...

attached to the payment of various allowances have been duly completed with in all cases.

(b) The same have been made against sanctioned posts (Details of cases, if any, where cases...

have been made in anticipation of sanction may be mentioned) and, wherever necessary...

sanctions of competent authority have been obtained as regards grant of increments, drawing of...

allowance (ie. fixation of pay, grant of leave, etc) and that these amounts have been properly noted...

in the relevant service books.

(c) The particulars of the various deductions/recoveries have been fully noted in the attached...

schedules and the bills drawn in these schedules agree with those given in the bill.

(d) All emoluments entitled to bills drawn 1 month/2 months/3 months previous to the date with...

the exception of those drawn in the bill have been debited to the proper persons and that...

their establishments have been taken and paid in my office with receipt stamp duly cancelled for...

every amount in excess of Rs. 25.

(e) All services whose rates are credited from, but whose pay has been drawn in the bill have...

actually been stopped during the month, that full details of the emoluments drawn for their...

working up to the last included in the bill have been duly shown in the Pay Bill Register...

and the bills emoluments drawn are according to the relevant rules and orders.

Signature: Designation of Drawing and Drawing Officer

Date: (to be filled by P.A.O.)

1. Certified that the classification of both payments and recoveries have been checked and...

correctness made, where necessary.

2008 Suspense Account

PAO Suspense Transaction adjustable by other Accounts Officer

PAO CODE

Bill Serial

Rs.

(to Deduct - (unbalanced) amount) (to Provide with Instruction No. 2)

4 - Total deductions/recoveries

5 - Net amount (2 minus 4) required for payment Rs.

(3) minus 5) within per details given in the bill

(4) Demand Draft in favour of

or

3. Post check of Voucher received from Cheque Drawing DDOs

Administer Rs.

Objected Rs.

(with brief reasons)

Post check of Pre-checked voucher

JRGNAO

AGPFAO

Instruction for Preparation of Pay Bill

1. A separate pay bill should be prepared for...

(i) establishments whose charges are debitable to different heads of account.

(ii) group of personnel to whom salary is payable individually by cheque, and

(iii) Group 'D' employees.

But the same bill may include both permanent and temporary establishments.

2. A red line should be drawn right across the sheet after each section of the establishment and under 1, the...

State of various columns shown in red ink.

3. The names of persons holding joint substantively should be entered in order of seniority (as measured by...

substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the...

vacancies.

4. Offsetting pay should be recorded in the section of the bill appropriate to that in which the Government...

servant officers and transit pay should be recorded in the same section as that in which the duty pay of the...

Government servant after transfer is recorded.

5. Where amounts due to undistributed pay and allowances have been refunded, the names and designation...

of the incumbents and also other connected details of the claim should be shown in red ink in the respective...

columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the...

net amount required for payment would then be worked out. The bill No. and date in which the amount being...

refunded was earlier drawn should be shown in the Remarks column. Refunds relating to previous financial...

year (if) are to be classified as revenue receipts of the Ministry/Department.

6. Advances of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be...

prepared for claiming advances.

7. The deductions of surcharge should be made at the prescribed rate.

8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of...

G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributors and...

G.P.F. advanced amounts separately. The schedule of interest receipts should contain complete details of...

receipts of interest on loans and advances to Government servant separately for H.S.A., M.C.A. advances...

for the purchase of other motor conveyances, other conveyances etc. Similarly, the schedule of loans and...

advances deductions should show separately, the deductions on account of H.S.A., M.C.A. advances for the...

purchase of other motor conveyances other conveyances etc. etc.

(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving...

complete details of deductions head-wise should be prepared separately for such Accounts...

Officer concerned.

9. In the Remarks column should be recorded all unusual events such as death, retirement, suspension,

permanent transfer and first appointment which find no place in the increment certificate or allowance...

statement.

10. The pay bill should be accompanied by a copy of the L.P.C. and absence statement where necessary.

11. The following abbreviations should be used in this and all other documents submitted with pay bills

- Earned Leave E.L.
Half Pay Leave H.A.P.
Leave Salary L.S.
Conveyance Allowance C.A.
House Rent Allowance H.R.A.
Under Suspension S.P.
On Foreign Service F.S.
Vacant Vac.
Last Pay Certificate L.P.C.
Substantive Grant S.G.
Transit Pay T.P.
M.C.A.
H.S.A.
C.G.E.L.S.
C.G.E.G.I.S.
P.L.I.
O.D.
C.G.H.S.

G.A.R. 13
[See Rule 66(1)]
PAY BILL

Name of the Office Superintendent of Excise & Narcotics, Kolasib District, Kolasib
Period of Payment 1.12.2016 to 31.12.2016

Bill No. and date 143 of 8/12/2016
Token No. and date

Demand Grant No. 007
Treasury Code 999103

Category Classification of Expenditure
3 NPV 2 03900001020001
Major Head Grant No. 999
Abstract of the claim and other particulars
0021-Taxes on Income other than Corporation Tax
Income Tax 0021001020000000
0028-Taxes
P. Tax 0028001070000000
0043-Interest Receipts
(i) Interest on HBA 0049048000101000
(ii) Interest on MCA 0049048000102000
(iii) Interest on Soc. Adv. 0049048000103000
(iv) Interest on PCA 0049048000104000
(v) Interest on LIC 0049048000105000
(vi) Interest on HUGCO 0049048000106000
0216-Housing
Licence fee 0216011060000000
7810-Loan to Govt. servants
(i) HSA 7810002010200000
(ii) Advance for purchase of motor car 7810002020100000
(iii) Advance for purchase of other conveyances 7810002030100000
(iv) Advance for purchase of personal computer 7810002040100000
Other Deduction

II. PAY ORDER
FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE
Pay Rs. Rupets
to (DDO by
designator/inde details given in the
bill/Officers listed inside the bill
(through A/C payee cheques etc.)
by
(Chaque/bank draft at
indicated after delivery
T.A./FAO TREASURY OFFICER / P.A.O.

DETAILS OF CHEQUE CANCELLED
Category Cheque No. Date Amount

Voucher Number Date

Certified that I have verified/checked that—

- (a) the amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases;
- (b) the claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipation of sanction may be mentioned) and, whenever necessary, sanctions of competent authority have been obtained as regards grant of increments, crossing of efficiency bar, fixation of pay, grant of leave etc. and that these events have been properly noted in the related service books;
- (c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the books shown in these schedules agree with those given in the bill;
- (d) all employees included in bills drawn 1 month/2 months/3 months previous to the date with the exception of those stated in the bill have been disbursed to the proper persons and that their signatures have been taken and filed in my office with regular stamps duly cancelled for every amount in excess of Rs. 20;
- (e) all persons whose names are omitted from, but whose pay has been drawn in the bill have actually been employed during the month, that full details of the emoluments drawn for them setting so to the full included in the bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Subst. Signature  
Date Designation of Drawing and Disbursing Officer

To be filed by P.A.O only

- 1. Certified that the classification of both payments and recoveries have been checked and corrected, where necessary.

8058 Suspense Account

P.A.O. Suspense Transaction adjustable by other Accounts Officer

P.A.O. CODE

MR Serial

Ra

(a) Details—Un-disbursed amount(s) (Please see Instruction No. 5)

(b) Total deductions/recoveries

(c) Net amount (minus (c)) required for payment by—

(d) Cheque for salaries per details given in the bill

(e) Demand Draft in favour of \_\_\_\_\_ of \_\_\_\_\_

III. Post check of Voucher received from Cheque Drawing ODOs  
Admitted Rs. \_\_\_\_\_

Objected Rs. \_\_\_\_\_  
(with brief reason)  
Post check of Pre-checked voucher

AG/AAO

AG/PAO

Instruction for Preparation of Pay Bill

1. A separate pay bill should be prepared for—  
(i) establishments whose charges are debitable to different heads of account,  
(ii) group of personnel to whom salary is payable individually by cheque, and  
(iii) Group 'D' employees.
2. A red line should be drawn right across the sheet after each section of the establishment and under it, the

totals of various columns shown in red ink.

3. The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the vacancies.
4. Offsetting pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded.

5. Where amounts due to unbalanced pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn. The net amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial year (s) are to be classified as revenue-receipts of the Ministry/Department.
6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for clearing arrears.
7. The deductions of surcharge should be made at the prescribed rate.

8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and G.P.F. advance recoveries separately. The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.S.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.S.A., M.C.A. advances for the purchase of other motor conveyances, other conveyances etc. etc.
- (ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts Officer concerned.

9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension, permanent transfer and first appointment which find no place in the increment certificates or absence statements.
10. The pay bill should be accompanied by a copy of the L.P.C. and absence statement where necessary.
11. The following abbreviations should be used in this and all other documents submitted with pay bills:

Earned Leave	E.L.
Half Pay Leave	H.A.P.
Leave Salary	L.S.
Conveyance Allowance	C.A.
House Rent Allowance	H.R.A.
Under Suspension	S.P.
On Foreign Service	F.S.
Vacant	Vac.
Last Pay Certificate	L.P.C.
Substantive Grant	S.G.
Transit Pay	T.P.

Motor Car Advance	M.C.A.
House Building Advance	H.B.A.
Central Government Employees Insurance Scheme	C.G.E.I.S.
Central Government Employees Group Insurance Scheme	C.G.E.G.I.S.
Postal Life Insurance	P.L.I.
On other Duty	O.D.
Central Government Health Scheme	C.G.H.S.

G.A.R. 13

[See Rule 66(1)]

PAY BILL

Name of the Office Superintendent of Excise & Narcotics, Kotasib District, Kotasib  
Period of Payment 1.12.2016 to 31.12.2016

Bill No. and date - 139 of 9.12.2016

Token No. and date: \_\_\_\_\_

Demand /  
Grant No. 007  
Treasury Code 999103

Category 3 NPV 2 03900001020001  
Rs. 2,36,960

DDO code No  
107006

Bank Code  
002

Major Head  
Grant No. 300

Abstract of the claim and other particulars

Deductions/recoveries adjustable in the books of Treasury/P.A.O.

0021—Taxes on Income other than Corporation Tax  
Income Tax 0021000102000000

6216-Loan for housing  
(1)-HUCCO 621602201000000

0028-Taxes  
P. Tax 0028000107000000

(2)-LIC 621602190010000 1665

0049—Interest Receipts  
(i) Interest on HBA 0049048000101000 500

Grant No. 800  
800S-SPF 800901101000000 168944

(ii) Interest on MCA 0049048000102000

GPF (Sub-imp-rec)

8011-Insurance & Pension Fund  
MSGESIS  
IF 8011001070001000 1540

(iii) Interest on Soc. Adv. 0049048000103000 1660

SF 8011001070002000 660

(iv) Interest on PCA 0049048000104000

0071-C&R PSORB  
NPS 0071005000000000

(v) Interest on LIC 0049048000106000 3318

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year

(vi) Interest on HUCCO 0049048000105000 1296

To be used only when the amount refunded relates to previous financial year(s)

0216-Housing Licence fee  
7510-Loan to Govt. servant

Deduction/recoveries adjustable by other Accounts Officer

(i) HBA 7510002010200000 3460

Total Deductions Rs. 174273

(ii) Advance for purchase of motor car 7510002020100000

Net payable Rs. 236960

(iii) Advance for purchase of other conveyances 7510002030100000 1200

Grand Total Rs. 411233  
(Rupees two lakh thirty six thousand nine hundred sixty only)

(iv) Advance for purchase of personal computer 7510002040100000

Other Deduction \_\_\_\_\_

FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

II. PAY ORDER

Pay Rs. \_\_\_\_\_ Rupees

to \_\_\_\_\_ (DDO by \_\_\_\_\_)

designation/with details given in the \_\_\_\_\_

by Officers listed inside the bill (Formed A/C payable cheques cat 'A')

(Cheque/bank draft at \_\_\_\_\_)

indicated after delivery

T.A. / P.A.O.

TREASURY OFFICER / P.A.O.

Category	Cheque No.	Date	Amount

DETAILS OF CHEQUE CANCELLED

Category	Cheque No.	Date	Amount

Voucher Number \_\_\_\_\_ Date \_\_\_\_\_

Treasury Officer / P.A.O.

SEE RULE 298(A)

PAY BILL OF ESTABLISHMENT OF

Sl.No	Name of incumbents & Designation	Pay Band	Grade Pay	TOTAL	FPA	D.A. 125%	S.C.A.	H.R.A. 10%	W.A.	R.A	K.M.A	TOTAL	A/C.NO	RECOVERY										REMARKS		
														G.P.F.	G.P.F.(A)	H.B.A. (P)	H.B.A (Int)	P.TAX	L.I.C. (H.B.A.)	IF	S.F.	Imp.D.A.78 %	Total Deduction		Net Amount Payable	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
	SEN 15600-39100+6100 (PB-3)																									
1	H.LALTHIANGHLIMA (Audit-009(EXN))	29620	6100	35720		44650	1500	3572				85442	EXE(MZ) 418	10000			1426			280	120	27861	39687	45755		
	<b>GTT</b>	<b>29620</b>	<b>6100</b>	<b>35720</b>		<b>44650</b>	<b>1500</b>	<b>3572</b>				<b>85442</b>		<b>10000</b>			<b>1426</b>			<b>280</b>	<b>120</b>	<b>27861</b>	<b>39687</b>	<b>45755</b>		

SEE RULE 298(A)

PAY BILL OF ESTABLISHMENT OF

Sl.No	Name of incumbents & Designation	Pay Band	Grade Pay	TOTAL	FPA	D.A. 125%	S.C.A.	H.R.A. 10%	W.A.	R.A	K.M.A	TOTAL	A/C.NO	G.P.F.	G.P.F.(A)	P.TAX	H.B.A. (P)	LICH.B.A (Int)	M.C.A	RECOVERY						Total Deduction	Net Amount Payable	REMARKS	Acquittance
																				L.I.C. (H.B.A.)	IF	S.F.	Imp.D.A.78 %						
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.		14.	15.	16.	17.	18.	19.	20.	21.	22.	24.	25.	26.	27.	28.	29.		
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.				
<b>CONSTABLE Rs. 5200-20200+1800(P.B-1)</b>																													
1	C/254 LALTHANGMAWIA	9050	2400	11450		14312	1200	1145	60	550	160	<b>28877</b>	<b>EXE(MZ)0289</b>	1000							140	60	8931	10131	<b>18746</b>				
2	C/286 LALTHANTHUAMA	10600	2400	13000		16250	1200	1300	60	550	160	<b>32520</b>	<b>EXE(MZ)155</b>	3000	2000/7					946	140	60	10140	16286	<b>16234</b>				
3	C/513 LALCHAWIMAWIA	7120	1900	9020		11275	1200	902	60	550	160	<b>23167</b>	<b>EXE(MZ)539</b>	1000	2000/8		1200				140	60	7035	11435	<b>11732</b>				
4	C/521 LALTANPUIA	7120	1900	9020		11275	1200	902	60	550	160	<b>23167</b>	<b>EXE(MZ)547</b>	1000	2000/15		1600				140	60	7035	11835	<b>11332</b>				
	<b>G.T.T.</b>	<b>33890</b>	<b>8600</b>	<b>42490</b>		<b>53112</b>	<b>4800</b>	<b>4249</b>	<b>240</b>	<b>2200</b>	<b>640</b>	<b>107731</b>		<b>6000</b>	<b>6000</b>		<b>2800</b>			<b>946</b>	<b>560</b>	<b>240</b>	<b>33141</b>	<b>49687</b>	<b>58044</b>				

SEE RULE 298(A)

PAY BILL OF ESTABLISHMENT OF

Sl.No	Name of incumbents & Designation	Pay Band	Grade Pay	TOTAL	FPA	D.A. 125%	S.C.A.	H.R.A. 10%	W.A.	R.A	K.M.A	G.TOTAL	A/C.NO	G.P.F.	G.P.F.(A)	H.B.A. (Int)	LIC(H.B.A) (Int)	SA(I)	SA(P)	RECOVERY					Total Deduction	Net Amount Payable
																				L.I.C. (H.B.A.)	P.TAX	IF	S.F.	Imp.D.A.78 %		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.		14.	15.	16.	17.	18.	19.	20.	21.	22.	24.	25.	26.	27.	
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
	<b>IEN Rs9300-34800+4600(PB-2)</b>																									
	<b>SIEN Rs 9300-34800+4400(PB-2)</b>																									
1	T.C LALROPUJA	20310	4600	24910		31137	1200	2491	60	550	160	<b>60508</b>	<b>EXE(MZ)86</b>	1500								210	90	19430	21230	39278
	<b>ASIEN RS 9300-34800+4200(PB-2)</b>																									
1	J.LALHMINGZAUVA	12830	4200	17030		21287	1200	1703	60	550	160	<b>41990</b>	<b>EXE(MZ)282</b>	2000	1000/3							210	90	13283	16583	25407
	<b>Driver 5200-20200+4200(Pb-2)</b>																									
1	RC TLANGTHANMAWIA	12750	4200	16950		21187	1200	1695	60	550	160	<b>41802</b>	<b>EXE(MZ)120</b>	2500		1327						210	90	13221	17348	24454
	<b>W.O 5200-20200+2400(PB-1)</b>																									
1	LALPANLIANA	10600	2800	13400	210	16750	1200	1340	60	550	160	<b>33670</b>	<b>EXE(MZ) 41</b>	2000		480		550				140	60	10452	13682	19988
2	LALHMANGAIHTHANGA	10600	2400	13000		16250	1200	1300	60	550	160	<b>32520</b>	<b>EXE(MZ)53</b>	1500					555			140	60	10140	12395	20125
	<b>H.C Rs5200-20200+2800(PB-1)</b>																									
1	H/C127 LALCHHUANAWMA	12070	2800	14870		18587	1200	1487	60	550	160	<b>36914</b>	<b>EXE(MZ)0133</b>	2000					555			140	60	11598	14353	22561
	<b>CONSTABLE Rs5200-20200+1900/2000/2400(PB-1)</b>																									
1	C/260 LALBIAKNUNGA	10410	2400	12810	210	16012	1200	1281	60	550	160	<b>32283</b>	<b>EXE(MZ) 332</b>	1000	2500/8			550		946		140	60	9991	15187	17096
2	C/263 LALTHLANAWMA	9750	2400	12150		15187	1215	1179	60	550	160	<b>30501</b>	<b>EXE(MZ)156</b>	1000	1000/3							140	60	9477	11677	18824
3	C/232 LALPEKSANGA	9660	2400	12060		15075	1206	1170	60	550	160	<b>30281</b>	<b>EXE(MZ)0329</b>	1000	3000/8			550				140	60	9406	14156	16125
5	C/381N.K ROKUNGA	9280	1900	11180		13975	1200	1118	60	550	160	<b>28243</b>	<b>EXE(MZ)0207</b>	5000								140	60	8720	13920	14323
6	C/400 R.LALNEIHZUALI	9630	2000	11630		14537	1200	1163	60	550	160	<b>29300</b>	<b>EXE(MZ)209</b>	5000								140	60	9071	14271	15029
7	C/452 H.LALHMACHHUANI	9630	2000	11630		14537	1200	1163	60	550	160	<b>29300</b>	<b>EXE(MZ)0178</b>	3000					946			140	60	9071	13217	16083
8	C/501 K.LALMUANTLUANGA	7120	1900	9020		11275	1200	902	60	550	160	<b>23167</b>	<b>EXE(MZ)0527</b>	1000								140	60	7035	8235	14932
9	C/551 BIAKREMSIAMI	7120	1900	9020		11275	1200	902	60	550	160	<b>23167</b>	<b>EXE(MZ)587</b>	1500								140	60	7035	8735	14432
10	C/504 LALCHHANHIMA	7120	1900	9020		11275	1200	902	60	550	160	<b>23167</b>	<b>EXE(MZ)530</b>	1000	2000/7							140	60	7035	10235	12932
11	C/534 VANLALREMRUATA	7120	1900	9020		11275	1200	902	60	550	160	<b>23167</b>	<b>EXE(MZ) 561</b>	2500								140	60	7035	9735	13432
	<b>GTT</b>	<b>166000</b>	<b>41700</b>	<b>207700</b>	<b>420</b>	<b>259621</b>	<b>19221</b>	<b>20698</b>	<b>960</b>	<b>8800</b>	<b>2560</b>	<b>519980</b>		<b>33500</b>	<b>9500</b>	<b>480</b>	<b>1327</b>	<b>1650</b>		<b>3002</b>		<b>2450</b>	<b>1050</b>	<b>162000</b>	<b>214959</b>	<b>305021</b>





**Details in respect of the information, available to or held by it, reduced in an electronic form;**

**(Section 4(1) (b) (xiv) of RTI Act, 2005)**

- 1.** The Mizoram Liquor(Prohibition & Control) Act, 2014
- 2.** The Mizoram Liquor(Prohibition & Control) Rules, 2014
- 3.** The Narcotics Drug & Psychotropic Substance Act,
- 4.**

# **R.T.I. MANUAL OF EXCISE & NARCOTICS DEPARTMENT, GOVERNMENT OF MIZORAM**

## **Section 4(1)(b) of the RTI Act, 2005**

- i) PARTICULARS OF EXCISE & NARCOTICS DEPARTMENT,  
FUNCTIONS AND DUTIES:

**A. Introduction:** The Excise Department was declared full-fledged department with bifurcation of Excise & Taxation department vide Govt. Notification No.A.46011/1/2004-GAD/30 dt.24.08.2006 and renamed as **Excise & Narcotics Department** vide No. A.46011/1/2004-GAD/Pt Dt.16.10.2006 and allocated the following business as per the Govt. of Mizoram (Allocation of Business) Rules, 2014:

- (a) Policies on Excise & Narcotics;
- (b) The Mizoram Excise Act;
- (c) Matters relating to NDPS Act, 1985;
- (d) All matters connected with licensing, distribution, control and regulation of Liquor;
- (e) MLPC Act and Rules thereunder;
- (f) Co-operation and Coordination with NGO's on Excise & Narcotics policy

**B. Excise & Narcotics Department is the nodal department for the enforcement of NDPS Act, 1985:** The Assam Excise Act, 1910 was not extended to erstwhile Mizo District of Assam State since it was not adapted by the then Mizo District Council. As the Mizo District became a Union Territory of Mizoram on 21<sup>st</sup> January, 1972 its first Legislative Assembly passed the Mizoram Excise Bill in 1973. This Bill was assented to by the President of India on 17<sup>th</sup> April, 1974. After 10 years of this enactment, the Mizoram Excise Rules, 1983 came into existence. Both the Mizoram Excise Act, 1973 and the Mizoram Excise Rules, 1983 have come into force on 10<sup>th</sup> October, 1984.

Mizoram attained statehood on 20<sup>th</sup> February, 1987. Government felt necessary to take stringent measures to deal with the situation by enacting new Excise Law which may repeal the Mizoram Excise Act, 1973. The Mizoram Legislative Assembly, therefore, passed the Mizoram Excise Bill, 1992 which received the assent of Governor of Mizoram on 18<sup>th</sup> November, 1992. (Contd. next page)

There was a crying need to fight against alcoholism. In spite of heavy financial loss to be sustained, Government was committed to impose Prohibition Law. Therefore, instead of enforcing the Mizoram Excise Act, 1992 a new enactment, 'The Mizoram Liquor Total Prohibition Act, 1995' came into existence and was enforced till 2014 and later replaced by the existing " The Mizoram Liquor (Prohibition & Control) Act" which was enforced with effect from the 15<sup>th</sup> January, 2015.

The Mizoram Excise is a uniformed cadre which performed duty for 24 hours a day in combating drug menace and crimes connected thereto and offenders of Excise and Prohibition laws. The Department is, therefore, equipped with Arms, Wireless Radios, etc.

The Excise & Narcotics department has ***Mizoram Excise Manual, 2005*** which come into force with effect from 13<sup>th</sup> Sept, 2006 vide Govt. Notification No. J. 23014/1/2004- EXC dated 14<sup>th</sup> Sept, 2006.

**C. Structure and Organization:** The department has a separate Commissionerate at Aizawl under the Commissioner of Excise & Narcotics, Mizoram. There are seven district offices at Aizawl, Lunglei, Saiha, Kolasib, Champhai, Serchhip and Mamit each under Superintendent of Excise & Narcotics. All district offices have one Excise & Narcotics Station each while Kolasib district has two stations at Kolasib and Vairengte. There are Excise & Narcotics Prosecution branches in all the District Courts within Mizoram with Aizawl Prosecution branch as the main branch which is under one Superintendent of Excise & Narcotics.

Altogether, there are 643 (six hundred thirty four) sanctioned posts under Excise & Narcotics Department. As below:

(Contd. next page)

**D. STAFF POSTION OF EXCISE & NARCOTICS DEPARTMENT**

**As on 01.01.2017**

Sl.No	NAME OF POST	SANCTIONED POST	POST FILLED UP	VACANT
<b>A.</b>	<b>Enforcement</b>			
1	Commissioner of Excise & Narcotics	1	1	-
2	Dy. Commissioner of Excise & Narcotics	2	2	-
3	Asst. Commissioner of Excise & Narcotics	2	2	-
4	Superintendent of Excise & Narcotics	11	10	1
5	Inspector of Excise & Narcotics	24	20	4
6	Sub-Inspector of Excise & Narcotics	53	50	3
7	Asst. Sub-Inspector of Excise & Narcotics	18	13	5
8	Head Excise & Narcotics Constable	39	37	2
9	Wireless Operator	24	23	1
10	Driver	35	22	13
11	Excise & Narcotics Constable	350	289	63
	<b>Total</b>	<b>559</b>	<b>467</b>	<b>92</b>
<b>B.</b>	<b>Ministerial</b>			
1	Superintendent	1	1	-
2	Head Assistant / Assistant	10	6	4
3	Upper Division Clerk	17	10	7
4	Lower Division Clerk	20	14	6
5	Stenographer-II	1	1	-
6	Stenographer-III	1	1	-
7	Gestetner Operator	1	1	-
8	IV-Grade	24	14	10
	<b>Total</b>	<b>75</b>	<b>48</b>	<b>27</b>



ii) **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

**1. Commissioner of Excise and Narcotics:** The post of Commissioner of Excise and Narcotics is created by the Governor of Mizoram under the provision of Article 309 of the Constitution of India. The post is filled up by promotion from Deputy Commissioner of Excise and Narcotics who had a qualifying service as required by Recruitment Rule. He is appointed by the Governor of Mizoram. He shall occupy the position of Adviser to the State Government in all matters relating to Excise and Narcotics policy and the department. He is the head of Excise and Narcotics department and responsible for every branch of the Excise and Narcotics administration and exercises general control over the department. He is the appointing and disciplinary authority for all non-gazetted officers and other ranks in the department.

**General power and duties :**

(1) The Commissioner shall inspect all Excise and Narcotics establishments once in every alternate year to give him clear first hand knowledge of such establishment to enable him to give advice, instruction and remedies on all matter of administration. He should ensure uniformity of procedure, practice, efficiency and discipline in all Excise and Narcotics establishments.

(2) The Commissioner shall control, instruct and advise Superintendents of Excise and Narcotics in the districts while being careful not to supersede and overbear in their proper functions or relations with their subordinates.

(3) The Commissioner shall be the reporting officer for all Deputy Commissioner and Assistant Commissioner, reviewing officer for Superintendent of Excise and Narcotics and accepting officer for subordinate officers of the department in their Annual Confidential Reports subject to the orders of the Government from time to time.

(4) The Commissioner is the Budget Controlling Officer for the Excise and Narcotics department. He exercises such financial power as delegated to him by the Government in accordance with the Delegation of Financial Powers Rules, 1978 as amended from time to time.

(5) He is the granting authority on rewards permissible under Excise and Drug Laws and rules and to those who render exceptional good

service to the state under Excise and Narcotics Department by standing orders.

(6) He shall delegate his administrative powers whenever necessary for the smooth administration of the department.

(7) The Commissioner is responsible for the procurement of all uniform items. He shall ensure that only good quality items are supplied to the department.

(8) The Commissioner shall have free access to information from other departments and agencies.

(9) The Commissioner may transfer any subordinate officer or other ranks in the interest of public service and make proposal to Government for transfer of Gazetted officers.

2. **Deputy Commissioner of Excise and Narcotics:** The post of Deputy Commissioner of Excise and Narcotics is created by the Governor of Mizoram under the provision of Article 309 of the Constitution of India. The post is filled up from Assistant Commissioner who had a qualifying service as required in Recruitment Rule. He shall assist the Commissioner and exercises powers and functions as delegated by the Commissioner from time to time. He shall take charge of the Commissioner when Commissioner is on leave or out of station unless otherwise decided by the Government unless otherwise decided by the Government.

(1) The Deputy Commissioner shall inspect District and other establishments every alternate year and submit his report thereof to the Commissioner. The report should be all encompassing and true assessment of such establishment, which is essential for future administration and guidance.

(2) As for the Annual Confidential Report the Deputy Commissioner is the reporting officer for Superintendent of Excise and Narcotics, reviewing officer for subordinate officers and accepting authority for other ranks subject to the orders of Government.

**3. Assistant Commissioner of Excise and Narcotics:** The post of Assistant Commissioner is created by the Governor of Mizoram under provision of Article 309 of the Constitution of India. The post is filled up by promotion from Superintendent of Excise and Narcotics who had a qualifying service as per Recruitment Rule. He will exercise the powers and functions as delegated by the Commissioner of Excise and Narcotics.

(1) He should inspect District and other establishments every alternate year and submit his report thereof to the Commissioner of Excise and Narcotics. The report should be all encompassing and true assessment of such establishment which shall be important for future administration and guidance.

(2) As for the Annual Confidential Report he is the reporting and reviewing authority in respect of subordinate officers and other ranks respectively.

**4. Superintendent of Excise and Narcotics :** The post of Superintendent of Excise and Narcotics is filled up by promotion from Inspector of Excise and Narcotics who had a qualifying service as required in the Recruitment Rules.

(1) The main duty of the Superintendent of Excise and Narcotics in the Commissionerate/Headquarters is to maintain discipline and control of subordinate officers and other ranks. He shall acquainted himself with all Acts and Rules relating to the Department. He should spend a considerable portion of his time for guiding his subordinates and for supervision of their day to day works.

(2) Superintendent of Excise and Narcotics (Prosecution) is responsible for Excise and Narcotics Prosecution Branch. He must be knowledgeable of all laws and rules concerning the department. He must have a good knowledge of court procedures and keep himself up to date of relevant court rulings of higher courts. He must be able to guide his subordinates and co-ordinate well with Public Prosecutors. He must closely monitor all important cases and give advice when necessary to his subordinates. He must also give advice to his superiors when appeals are to be preferred. As for the Annual Confidential Report he is the reporting and reviewing officer for subordinates and other ranks respectively.

(3) Superintendent of Excise and Narcotics posted in the District is the Head of Excise and Narcotics Administration in a district. He is responsible for every branch of the District Excise and Narcotics administration. He must be efficient and well-conversant with office procedure and practice, laws and rules concerning the department. He is responsible for the discipline of his subordinates. He should be able to guide his subordinates in all matters relating to detection, investigation



and prosecution of Excise and Narcotics offenders. He should have a thorough knowledge of his jurisdiction, of his district and vulnerable areas and routes of smuggling of drugs or illicit liquor. He must keep himself informed of what is going on in his district.

As for the Annual Confidential Report the Superintendent of Excise and Narcotics in the District is the reporting and reviewing officer in respect of subordinate officers and other ranks respectively.

He is the Drawing and Disbursing Officer for the District Excise and Narcotics and enjoys financial power as may be delegated to him by the Government.

He has the power to grant leave of his subordinates which may not exceed the upper limit prescribed by the Commissioner from time to time.

He should submit periodical reports and any incident which might be worthy of the knowledge to the Commissioner.

He should inspect his subordinate and establishment every three months and submit his report to the Commissioner.

The Superintendent of Excise and Narcotics shall make reward proposals to the Commissioner in the event of significant success in detection of crimes/criminals, prosecution of cases, or other valuable contribution to the department citing justifications on the same.

**5. Inspector of Excise and Narcotics:** The power and duties of Inspector of Excise and Narcotics as empowered by the Government in respect of Excise and Narcotics laws are defined in relevant chapter of such laws. An officer should have thorough knowledge of his powers and duties and abide by them

(a) Duties and functions of an Inspecting officer may vary depending on place of posting and tasks entrusted to them. He is directly responsible to his Controlling Officer. In general, apart from detection, investigation and prosecution of Excise and Narcotics offences, the officer is responsible for maintaining discipline and for the proper performance of duties by his subordinates.

(b) He will not ordinary conduct investigations, but generally will supervise investigations of his subordinates, taking up cases only for very special reasons, such as mismanagement by investigating officer or the unusual importance or intricacy of the case. He will see that each case is fully and properly investigated and all possible steps are taken for maximum detection.

(c) As an Inspector is directly responsible to his Controlling Officer/Superintendent he must share information on all matters connected with the working of the department without reserve to him. He must maintain a clean image and gain respect and confidence of his subordinates. He must encourage his subordinates and guide them, especially junior and inexperienced officers. He should correct petty misconducts of his subordinates without bringing them to the notice of his superiors.

**6. Sub-Inspector of Excise and Narcotics/Asst. Sub-Inspector of Excise and Narcotics:** The general duty of Sub-Inspector of Excise and Narcotics/Asst. Sub-Inspector of Excise and Narcotics is detection and investigation of Excise and Narcotic offences. His function is of field work. While leading men on raid or on tour he must maintain strict discipline among them. As a leader of such party he is responsible for any misconduct and breach of rule by his men. He must strictly follow correct procedures and practice while performing duties. He must give full report on his detection, investigation and performance of duties to Officer-in-charge. He has to obey instruction from his superior and give feed back on action so taken.

**(7) Wireless Operator:** Wireless operators are under the general control of Asst. Commissioner of Excise and Narcotics (Enforcement) in headquarters and Superintendent of Excise and Narcotics in districts, they are under the direct control of Officer-in-Charge in Excise and Narcotics Station, whereas in the Headquarters, Excise and Narcotics Radio Officer-in-charge will maintain discipline and supervise the works of Wireless Operators. Wireless Operators are expected to give intimation to their Controlling Officer/Officer-in-Charge on any irregularities for immediate remedy.

The general duty of Wireless Operator is to operate Radio Wireless Communication system.. Wireless operators must maintain ins and outs register of every communication made during their duty and copy of each in-coming and out-going message should be kept in file properly.

**(8) Head Excise and Narcotics Constable:** Head Excise and Narcotics Constables are under the general control of Superintendent of Excise and Narcotics and under the direct control of Officer-in-charge of an Excise and Narcotics Station or outpost. Head Constables are responsible for every official works of Excise and Narcotics Constables of Excise and Narcotics station.

Conducting roll call parade, making detailment of duty and maintaining ins and outs register of Excise and Narcotics Constables are some of the responsibilities of Head Excise and Narcotics Constables. Maintenance of cleanliness is one of their responsibilities. The main duty of Head Excise and Narcotics Constables is to maintain/keeping high graded integrity and discipline among their subordinates. Any irregularities noticed by them should be intimated to Officer-in-charge immediately.

**(9) Excise and Narcotics Constable:** They are generally employed for patrolling and raid for prevention and detection of Excise and Narcotic Crimes and in other official duties assigned to them by their superiors. They normally shall act on the order of their superiors. They may be deputed to collect discreet information regarding illegal trafficking of drugs and liquor and illegal breweries etc. Again, Excise and Narcotics Constables are employed in the execution of warrants, as runner, for escort and guard of prisoners. Even if especially not deputed it is the duty of every Excise and Narcotics Constable to report information connected with Excise and Narcotics works.

**(10) Driver:** Drivers who are posted in a District are under the general control of the Superintendent of Excise and Narcotics, and under the Officer-in-Charge of an Excise and Narcotics Station or Outpost as the case may be. In case of those drivers posted in the Excise and Narcotics Headquarters, they shall be placed under the control of an officer duly authorised by the Commissioner of Excise and Narcotics. They should wear a prescribed uniform while on duty unless they are permitted not to wear. They shall maintain vehicles assigned to them properly. They shall act on the order of their superiors. They shall maintain Car Diary properly in which necessary entries shall be made in every column. When any vehicle becomes defective/damaged the concerned driver should submit defect report through proper channel to the Controlling Officer. The responsibility on defect/damage of the vehicle due to the carelessness or negligence of the driver concerned shall lie on him. Driver to whom vehicle is assigned is directly responsible for the proper use and safety of the vehicle. They should possess valid Driving licence all the time while functioning as Driver.

## **11. Section Officer/Superintendent—**

### **A. General Duties**

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff ;
- (iii) Management and coordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential addresses and contact phone numbers of the Staff.

### **B. Responsibilities relating to Dak—**

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the section diary once a week to ensure that it is being properly maintained;

### **C. Responsibilities relating to issue of draft —**

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking.
- (vi) to indicate mode of despatch;
- (vii) to see that the telephone number, fax number and e-mail address of the signing authority have been indicated below the signature.

### **D. Responsibility of efficient and expeditious disposal of work and checks on delays—**

- (i) to keep note of important receipts with a view to watching the progress of action;
- (ii) to ensure timely submission of arrear and other returns;11
- (iii) to undertake inspection of dealing hands' table to ensure that no paper or file has been overlooked;
- (iv) to ensure that cases are not held up at any stage;
- (v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

### **E. Independent disposal of cases —**

He should take action independently on the following—

- (i) issuing acknowledgements, reminders and other routine communications;
- (ii) obtaining or supplying factual/statistical information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.

### **F. Duties in respect of recording and indexing—**

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded files before weeding;
- (iii) to order and supervise periodic weeding of unwanted spare copies;
- (iv) ensuring proper maintenance of registers required to be maintained in the section;
- (v) ensuring proper maintenance of reference books, folders of office-orders etc. and keep them up-to-date;
- (vi) ensuring neatness and tidiness in the Section;
- (vii) dealing with important and complicated cases himself;
- (viii) ensuring strict compliance with Departmental Security Instructions.

(12) **Assistants & Upper Division Clerks**—They are two separate categories of dealing hands, which work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases, he will put up a note keeping in view the following points:—

- (i) to see whether all facts open to check, have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up Guard file, etc., if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the questions under consideration and suggest a course of action wherever possible

(13) **Personal Staff Members of Officers (PSMs) - Stenographers**— He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below:—

- (i) taking dictation in shorthand and its transcription in the best possible manner.
- (ii) fixing up appointments and if necessary cancelling them;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) maintaining, in proper order, the papers required to be retained by the officer;
- (vi) keeping a note of the movement of all incoming & outgoing papers, files, etc.
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) carrying out corrections to the Officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. During the office hours they can take the assistance of the source where the draft has been typed.
- (ix) generally assisting the officer in such a manner as he may direct.

(14) **Lower Division Clerks**—Lower Division Clerks are ordinarily entrusted with work of routine nature, e.g. registration of Dak, maintenance of Section Diary, File Register, File Movement Register, indexing & recording, typing, comparing, photocopying, faxing, e-mailing, etc., despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts, etc.

iii) PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

1. **Commissioner of Excise and Narcotics:** He is the head of Excise and Narcotics department and responsible for every branch of the Excise and Narcotics administration and exercises general control over the department. He is the appointing and disciplinary authority for all non-gazetted officers and other ranks in the department.

(a) The Commissioner shall ensure uniformity of procedure, practice, efficiency and discipline in all Excise and Narcotics establishments.

(b) The Commissioner shall control, instruct and advise Superintendents of Excise and Narcotics in the districts while being careful not to supersede and overbear in their proper functions or relations with their subordinates.

(c) The Commissioner is the Budget Controlling Officer for the Excise and Narcotics department. He exercises such financial power as delegated to him by the Government in accordance with the Delegation of Financial Powers Rules, 1978 as amended from time to time.

(d) He is the granting authority on rewards permissible under Excise and Drug Laws and rules and to those who render exceptional good service to the state under Excise and Narcotics Department by standing orders.

(e) He shall delegate his administrative powers whenever necessary for the smooth administration of the department.

(f) The Commissioner is responsible for the procurement of all uniform items. He shall ensure that only good quality items are supplied to the department.

(g) The Commissioner shall have free access to information from other departments and agencies.

(h) The Commissioner may transfer any subordinate officer or other ranks in the interest of public service and make proposal to Government for transfer of Gazetted officers.

2. **Deputy Commissioner of Excise and Narcotics:** He shall assist the Commissioner and exercises powers and functions as delegated by the Commissioner from time to time. He shall take charge of the Commissioner when Commissioner is on leave or out of station unless otherwise decided by the Government unless otherwise decided by the Government.

(a) The Deputy Commissioner shall inspect District and other establishments every alternate year and submit his report thereof to the Commissioner. The report should be all encompassing and true assessment of such establishment, which is essential for future administration and guidance.

(b) As for the Annual Confidential Report the Deputy Commissioner is the reporting officer for Superintendent of Excise and Narcotics, reviewing officer for subordinate officers and accepting authority for other ranks subject to the orders of Government.

**3. Assistant Commissioner of Excise and Narcotics:** He will exercise the powers and functions as delegated by the Commissioner of Excise and Narcotics.

(a) He should inspect District and other establishments every alternate year and submit his report thereof to the Commissioner of Excise and Narcotics. The report should be all encompassing and true assessment of such establishment which shall be important for future administration and guidance.

(b) As for the Annual Confidential Report he is the reporting and reviewing authority in respect of subordinate officers and other ranks respectively.

**4. Superintendent of Excise and Narcotics:**

(a) The main duty of the Superintendent of Excise and Narcotics in the Commissionerate/Headquarters is to maintain discipline and control of subordinate officers and other ranks. He shall acquaint himself with all Acts and Rules relating to the Department. He should spend a considerable portion of his time for guiding his subordinates and for supervision of their day to day works.

(b) Superintendent of Excise and Narcotics (Prosecution) is responsible for Excise and Narcotics Prosecution Branch. He must be knowledgeable of all laws and rules concerning the department. He must have a good knowledge of court procedures and keep



himself up to date of relevant court rulings of higher courts. He must be able to guide his subordinates and co-ordinate well with Public Prosecutors. He must closely monitor all important cases and give advice when necessary to his subordinates. He must also give advice to his superiors when appeals are to be preferred.

As for the Annual Confidential Report he is the reporting and reviewing officer for subordinates and other ranks respectively.

(c) Superintendent of Excise and Narcotics posted in the District is the Head of Excise and Narcotics Administration in a district. He is responsible for every branch of the District Excise and Narcotics administration. He must be efficient and well-conversant with office procedure and practice, laws and rules concerning the department. He is responsible for the discipline of his subordinates. He should be able to guide his subordinates in all matters relating to detection, investigation and prosecution of Excise and Narcotics offenders. He should have a thorough knowledge of his jurisdiction, of his district and vulnerable areas and routes of smuggling of drugs or illicit liquor. He must keep himself informed of what is going on in his district. As for the Annual Confidential Report the Superintendent of Excise and Narcotics in the District is the reporting and reviewing officer in respect of subordinate officers and other ranks respectively. He is the Drawing and Disbursing Officer for the District Excise and Narcotics and enjoys financial power as may be delegated to him by the Government. He has the power to grant leave of his subordinates which may not exceed the upper limit prescribed by the Commissioner from time to time. He should submit periodical reports and any incident which might be worthy of the knowledge to the Commissioner. He should inspect his subordinate and establishment every three months and submit his report to the Commissioner. The Superintendent of Excise and Narcotics shall make reward proposals to the Commissioner in the event of significant success in detection of crimes/criminals, prosecution of cases, or other valuable contribution to the department citing justifications on the same.

### **5. Inspector of Excise and Narcotics:**

(a) Duties and functions of an Inspecting officer may vary depending on place of posting and tasks entrusted to them. He is directly responsible to his Controlling Officer. In general, apart from detection, investigation and prosecution of Excise and

Narcotics offences, the officer is responsible for maintaining discipline and for the proper performance of duties by his subordinates.

(b) He will not ordinary conduct investigations, but generally will supervise investigations of his subordinates, taking up cases only for very special reasons, such as mismanagement by investigating officer or the unusual importance or intricacy of the case. He will see that each case is fully and properly investigated and all possible steps are taken for maximum detection.

(c) As an Inspector is directly responsible to his Controlling Officer/Superintendent he must share information on all matters connected with the working of the department without reserve to him. He must maintain a clean image and gain respect and confidence of his subordinates. He must encourage his subordinates and guide them, especially junior and inexperienced officers. He should correct petty misconducts of his subordinates without bringing them to the notice of his superiors.

**6. Sub-Inspector of Excise and Narcotics/Asst. Sub-Inspector of Excise and Narcotics:** The general duty of Sub-Inspector of Excise and Narcotics/Asst. Sub-Inspector of Excise and Narcotics is detection and investigation of Excise and Narcotic offences. His function is of field work. While leading men on raid or on tour he must maintain strict discipline among them. As a leader of such party he is responsible for any misconduct and breach of rule by his men. He must strictly follow correct procedures and practice while performing duties. He must give full report on his detection, investigation and performance of duties to Officer-in-charge. He has to obey instruction from his superior and give feed back on action so taken.

**(7) Wireless Operator:** Wireless operators are under the general control of Asst. Commissioner of Excise and Narcotics (Enforcement) in headquarters and Superintendent of Excise and Narcotics in districts, they are under the direct control of Officer-in-Charge in Excise and Narcotics Station, whereas in the Headquarters, Excise and Narcotics Radio Officer-in-charge will maintain discipline and supervise the works of Wireless Operators. Wireless Operators are expected to give intimation to their Controlling Officer/Officer-in-Charge on any irregularities for immediate remedy.

The general duty of Wireless Operator is to operate Radio Wireless Communication system.. Wireless operators must maintain ins and outs register of every communication made during their duty and copy of each in-coming and out-going message should be kept in file properly.

**(8) Head Excise and Narcotics Constable:** Head Excise and Narcotics Constables are under the general control of Superintendent of Excise and Narcotics and under the direct control of Officer-in-charge of an Excise and Narcotics Station or outpost. Head Constables are responsible for every official works of Excise and Narcotics Constables of Excise and Narcotics station. Conducting roll call parade, making detailment of duty and maintaining ins and outs register of Excise and Narcotics Constables are some of the responsibilities of Head Excise and Narcotics Constables. Maintenance of cleanliness is one of their responsibilities. The main duty of Head Excise and Narcotics Constables is to maintain/keeping high graded integrity and discipline among their subordinates. Any irregularities noticed by them should be intimated to Officer-in-charge immediately.

**(9) Excise and Narcotics Constable :** They are generally employed for patrolling and raid for prevention and detection of Excise and Narcotic Crimes and in other official duties assigned to them by their superiors. They normally shall act on the order of their superiors. They may be deputed to collect discreet information regarding illegal trafficking of drugs and liquor and illegal breweries etc. Again, Excise and Narcotics Constables are employed in the execution of warrants, as runner, for escort and guard of prisoners. Even if especially not deputed it is the duty of every Excise and Narcotics Constable to report information connected with Excise and Narcotics works.

**(10) Driver:** Drivers who are posted in a District are under the general control of the Superintendent of Excise and Narcotics, and under the Officer-in-Charge of an Excise and Narcotics Station or Outpost as the case may be. In case of those drivers posted in the Excise and Narcotics Headquarters, they shall be place under the control of an officer duly authorised by the Commissioner of Excise and Narcotics. They should wear a prescribed uniform while on

duty unless they are permitted not to wear. They shall maintain vehicles assigned to them properly. They shall act on the order of their superiors. They shall maintain Car Diary properly in which necessary entries shall be made in every column. When any vehicle become defective/damage the concerned driver should submit defect report through proper channel to the Controlling Officer. The responsibility on defect/damage of the vehicle due to the carelessness or negligence of the driver concerned shall lie on him. Driver to whom vehicle is assigned is directly responsible for the proper use and safety of the vehicle. They should possess valid Driving licence all the time while functioning as Driver.

## **11. Section Officer/Superintendent—**

### **A. General Duties**

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff ;
- (iii) Management and coordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential addresses and contact phone numbers of the Staff.

### **B. Responsibilities relating to Dak—**

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the section diary once a week to ensure that it is being properly maintained;

### **C. Responsibilities relating to issue of draft —**

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking.
- (vi) to indicate mode of despatch;
- (vii) to see that the telephone number, fax number and e-mail address of the signing authority have been indicated below the signature.

**D. Responsibility of efficient and expeditious disposal of work and checks on delays—**

- (i) to keep note of important receipts with a view to watching the progress of action;
- (ii) to ensure timely submission of arrear and other returns;<sup>11</sup>
- (iii) to undertake inspection of dealing hands' table to ensure that no paper or file has been overlooked;
- (iv) to ensure that cases are not held up at any stage;
- (v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

**E. Independent disposal of cases —**

He should take action independently on the following—

- (i) issuing acknowledgements, reminders and other routine communications;
- (ii) obtaining or supplying factual/statistical information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.

**F. Duties in respect of recording and indexing—**

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded files before weeding;
- (iii) to order and supervise periodic weeding of unwanted spare copies;
- (iv) ensuring proper maintenance of registers required to be maintained in the section;
- (v) ensuring proper maintenance of reference books, folders of office-orders etc. and keep them up-to-date;
- (vi) ensuring neatness and tidiness in the Section;
- (vii) dealing with important and complicated cases himself;
- (viii) ensuring strict compliance with Departmental Security Instructions.

12. **Assistants & Upper Division Clerks**—They are two separate categories of dealing hands, which work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases, he will put up a note keeping in view the following points:—

- (i) to see whether all facts open to check, have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up Guard file, etc., if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the questions under consideration and suggest a course of action wherever possible

13. **Personal Staff Members of Officers (PSMs) - Stenographer**—

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below:—

- (i) taking dictation in shorthand and its transcription in the best possible manner.
- (ii) fixing up appointments and if necessary cancelling them;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) maintaining, in proper order, the papers required to be retained by the officer;
- (vi) keeping a note of the movement of all incoming & outgoing papers, files, etc.
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;

(viii) carrying out corrections to the Officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. During the office hours they can take the assistance of the source where the draft has been typed.

(ix) generally assisting the officer in such a manner as he may direct.

14. **Lower Division Clerks**—Lower Division Clerks are ordinarily entrusted with work of routine nature, e.g. registration of Dak, maintenance of Section Diary, File Register, File Movement Register, indexing & recording, typing, comparing, photocopying, faxing, e-mailing, etc., despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts, etc.

iv) THE NORMS FOR DISCHARGE OF FUNCTIONS:

1. **Commissioner of Excise and Narcotics:** He is the head of Excise and Narcotics department and responsible for every branch of the Excise and Narcotics administration and exercises general control over the department. He is the appointing and disciplinary authority for all non-gazetted officers and other ranks in the department.

(a) The Commissioner shall ensure uniformity of procedure, practice, efficiency and discipline in all Excise and Narcotics establishments.

(b) The Commissioner shall control, instruct and advise Superintendents of Excise and Narcotics in the districts while being careful not to supersede and overbear in their proper functions or relations with their subordinates.

(c) The Commissioner is the Budget Controlling Officer for the Excise and Narcotics department. He exercises such financial power as delegated to him by the Government in accordance with the Delegation of Financial Powers Rules, 1978 as amended from time to time.

(d) He is the granting authority on rewards permissible under Excise and Drug Laws and rules and to those who render exceptional good service to the state under Excise and Narcotics Department by standing orders.

(e) He shall delegate his administrative powers whenever necessary for the smooth administration of the department.

(f) The Commissioner is responsible for the procurement of all uniform items. He shall ensure that only good quality items are supplied to the department.

(g) The Commissioner shall have free access to information from other departments and agencies.

(h) The Commissioner may transfer any subordinate officer or other ranks in the interest of public service and make proposal to Government for transfer of Gazetted officers.

2. **Deputy Commissioner of Excise and Narcotics:** He shall assist the Commissioner and exercises powers and functions as delegated by the Commissioner from time to time. He shall take charge of the Commissioner when Commissioner is on leave or out of station unless otherwise decided by the Government unless otherwise decided by the Government.

(a) The Deputy Commissioner shall inspect District and other establishments every alternate year and submit his report thereof to the Commissioner. The report should be all encompassing and true assessment of such establishment, which is essential for future administration and guidance.

(b) As for the Annual Confidential Report the Deputy Commissioner is the reporting officer for Superintendent of Excise and Narcotics, reviewing officer for subordinate officers and accepting authority for other ranks subject to the orders of Government.

3. **Assistant Commissioner of Excise and Narcotics:** He will exercise the powers and functions as delegated by the Commissioner of Excise and Narcotics.

(a) He should inspect District and other establishments every alternate year and submit his report thereof to the Commissioner of Excise and Narcotics. The report should be all encompassing and true assessment of such establishment which shall be important for future administration and guidance.

(b) As for the Annual Confidential Report he is the reporting and reviewing authority in respect of subordinate officers and other ranks respectively.



#### **4. Superintendent of Excise and Narcotics:**

(a) The main duty of the Superintendent of Excise and Narcotics in the Commissionerate/Headquarters is to maintain discipline and control of subordinate officers and other ranks. He shall acquaint himself with all Acts and Rules relating to the Department. He should spend a considerable portion of his time for guiding his subordinates and for supervision of their day to day works.

(b) Superintendent of Excise and Narcotics (Prosecution) is responsible for Excise and Narcotics Prosecution Branch. He must be knowledgeable of all laws and rules concerning the department. He must have a good knowledge of court procedures and keep himself up to date of relevant court rulings of higher courts. He must be able to guide his subordinates and co-ordinate well with Public Prosecutors. He must closely monitor all important cases and give advice when necessary to his subordinates. He must also give advice to his superiors when appeals are to be preferred.

As for the Annual Confidential Report he is the reporting and reviewing officer for subordinates and other ranks respectively.

(c) Superintendent of Excise and Narcotics posted in the District is the Head of Excise and Narcotics Administration in a district. He is responsible for every branch of the District Excise and Narcotics administration. He must be efficient and well-versed with office procedure and practice, laws and rules concerning the department. He is responsible for the discipline of his subordinates. He should be able to guide his subordinates in all matters relating to detection, investigation and prosecution of Excise and Narcotics offenders. He should have a thorough knowledge of his jurisdiction, of his district and vulnerable areas and routes of smuggling of drugs or illicit liquor. He must keep himself informed of what is going on in his district. As for the Annual Confidential Report the Superintendent of Excise and Narcotics in the District is the reporting and reviewing officer in respect of subordinate officers and other ranks respectively. He is the Drawing and Disbursing Officer for the District Excise and Narcotics and enjoys financial power as may be delegated to him by the Government. He has the power to grant leave of his subordinates which may not exceed the upper limit prescribed by the Commissioner from time to time. He should submit periodical reports and any incident which might be worthy of the knowledge to the Commissioner. He should inspect his subordinate and establishment every three months and submit his report to the

Commissioner. The Superintendent of Excise and Narcotics shall make reward proposals to the Commissioner in the event of significant success in detection of crimes/criminals, prosecution of cases, or other valuable contribution to the department citing justifications on the same.

**5. Inspector of Excise and Narcotics:**

(a) Duties and functions of an Inspecting officer may vary depending on place of posting and tasks entrusted to them. He is directly responsible to his Controlling Officer. In general, apart from detection, investigation and prosecution of Excise and Narcotics offences, the officer is responsible for maintaining discipline and for the proper performance of duties by his subordinates.

(b) He will not ordinary conduct investigations, but generally will supervise investigations of his subordinates, taking up cases only for very special reasons, such as mismanagement by investigating officer or the unusual importance or intricacy of the case. He will see that each case is fully and properly investigated and all possible steps are taken for maximum detection.

(c) As an Inspector is directly responsible to his Controlling Officer/Superintendent he must share information on all matters connected with the working of the department without reserve to him. He must maintain a clean image and gain respect and confidence of his subordinates. He must encourage his subordinates and guide them, especially junior and inexperienced officers. He should correct petty misconducts of his subordinates without bringing them to the notice of his superiors.

**6. Sub-Inspector of Excise and Narcotics/Asst. Sub-Inspector of Excise and Narcotics:**

The general duty of Sub-Inspector of Excise and Narcotics/Asst. Sub-Inspector of Excise and Narcotics is detection and investigation of Excise and Narcotic offences. His function is of field work. While leading men on raid or on tour he must maintain strict discipline among them. As a leader of such party he is responsible for any misconduct and breach of rule by his men. He must strictly follow correct procedures and practice while performing duties. He must give full report on his detection, investigation and performance of duties to Officer-in-charge. He has to obey instruction from his superior and give feed back on action so taken.

**(7) Wireless Operator:** Wireless operators are under the general control of Asst. Commissioner of Excise and Narcotics (Enforcement) in headquarters and Superintendent of Excise and Narcotics in districts, they are under the direct control of Officer-in-Charge in Excise and Narcotics Station, whereas in the Headquarters, Excise and Narcotics Radio Officer-in-charge will maintain discipline and supervise the works of Wireless Operators. Wireless Operators are expected to give intimation to their Controlling Officer/Officer-in-Charge on any irregularities for immediate remedy.

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## **11. Section Officer/Superintendent—**

### **A. General Duties**

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### **B. Responsibilities relating to Dak—**

- (i) to go through the receipts;
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- (iii) any other action which a Section Officer is authorized to take independently.

**F. Duties in respect of recording and indexing—**

- (i) to approve the recording of files and their classification;
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- (iv) keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up;
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- (vi) keeping a note of the movement of all incoming & outgoing papers, files, etc.
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) carrying out corrections to the Officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. During the office hours they can take the assistance of the source where the draft has been typed.
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- v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD OR UNDER THE CONTROL OR USED BY THE EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:
  - (a) The Mizoram Liquor(Prohibition & Control) Act, 2014 :  
**Enclosed in PDF Form**
  - (b) The Narcotics & Psychotropics Substances Act, 1985  
**Enclosed in PDF Form**
  - (c) Mizoram Excise Act, 1973 Act  
**Enclosed in PDF Form**
  - (d) The Assam(Drug Control) Act, 1950  
**Enclosed in PDF Form**
  - (e) The Mizoram Excise & Narcotics Manual, 2005  
**Enclosed in PDF Form**

