

TRAINING MODULE

**Training on
Office Procedure,
Accounts &
Record Keeping
for
Panchayat
Secretaries**

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TENTATIVE PROGRAMME SCHEDULE

Time	Topic	Resource Person
DAY ONE		
9:30-10:00 AM	Registration	
10:00-11:00 AM	Inauguration	
11:00-11:15 AM	Tea Break	
11:15-12:45 PM	Ice Breaking and Introduction to the Course	
12:45-1:45 PM	Lunch Break	
1:45-3:15 PM	VC Secretary mawhhpurhna	
DAY TWO		
9:30-10:00 AM	Recap	
10:00-11:30 AM	Account/Cash Book vawn leh enkawl dan	
11:30-11:45 AM	Tea Break	
11:45-1:15 PM	Account/Cash Book vawn leh enkawl dan	
1:15-2:15 PM	Lunch Break	
2:15-3:45 PM	Account/Cash Book vawn leh enkawl dan	
DAY THREE		
9:30-10:00 AM	Recap	
10:00-11:30 AM	Office Procedures (Office kalphung)	
11:30-11:45 AM	Tea Break	
11:45-1:15 PM	Office Procedures (Office kalphung)	
1:15-2:15 PM	Lunch Break	
2:15-3:45 PM	Office Procedures (Office kalphung)	
DAY FOUR		
9:30-10:00 AM	Recap	
10:00-11:30 AM	Village Council Meeting	
11:30-11:45 AM	Tea Break	
11:45-1:15 PM	Ram Kang Venna Dan	
1:15-2:15 PM	Lunch Break	
2:15-3:45 PM	Ran Khuahkhirhna Dan	
DAY FIVE		
9:30-10:00 AM	Recap	
10:00-11:30 AM	Account Vawn Dan- State Finance Commission Grant	
11:30-11:45 AM	Tea Break	
11:45-1:15 PM	Account Vawn Dan- TFC/FFC	
1:15-2:00 PM	Lunch Break	
2:00-3:00 PM	Village Council Administration Report	
3:00-3:30 PM	Valedictory	

Chapter - I

ICE BREAKING AND INTRODUCTION TO THE COURSE

SESSION	Ice Breaking and Introduction to the Course
OBJECTIVE	Participant-te khawngtlang inrelbawlna leh kaihhruaina kawnga an mawphurhna hrilhhriat.
CONTENT	<ul style="list-style-type: none">• Ice breaking• Introduction to the course
DURATION	1:30 hour
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	Ice breaking techniques
LEARNING OUTCOME	Participants ten an harsatna an neih thin zahzumna tihbo. An ngaihdan te inringtawk takin an sawi thei ang.

a) **Introduction to the course** – He session hi Course Director/Coordinator in kaihruiin training in a tum leh buatsaih a nihna chhante a sawi bawk ang. He ni 5 awh training chhunga zirtur topic hrang hrangte sawi zauna a nei bawk ang.

b) **Self introduction and ice breaking** – Hun kaihruiituin self introduction a neih zawhah a team member te introduction nei turin a sawm leh ang. Hemi zawh hian participant tinte introduction nei turin a sawm leh bawk tur a ni. Participants te inpawh tlan zawk nan leh communication gap a awm lohna turin ice-breaking techniques ho-te neihpui bawk tur a ni.

c) **Ground rules** – Course Director /Coordinator hian training neih chhung zawnga participant mai bakah Course Team zawng zawng zawm ngei tur ground rules hrang hrang- session neih laiin phone hman phalloh, switch-off in emaw silent mode-a emaw a dah tur, tul bikte lovah chuan pawnah chhuah sek loh tur, session neih lai chuan a theih chin chinah toilet hman insum nise, training chhungin attendence ngaih pawimawh, luh khawm hun tura ruatah kim thap thin nise, etc. Hengte mai bakah hian Course Director/Coordinator-in tul a tih chuan participant atangin rawtna siam tur pawhin a sawm thei bawk ang.

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Chapter – II

VILLAGE COUNCIL SECRETARY MAWHPHURHNATE

SESSION	VC Secretary mawhphurhnate
OBJECTIVE	Seceretary-te Village Council Secetary an nihna anga an tihur leh mawhphurhnate zirtir.
CONTENT	<ul style="list-style-type: none">• The Lushai Hills District (Village Council) Act, 1953 hnuaia an mawhphurhnate.• Village writer an nihna anga an mawhphurhnate.
DURATION	1:30 hour
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation• Lecturing and discussion
LEARNING OUTCOME	VC Secretary ten an mawhphurhna hlenchhuahna kawnga thiamna pek.

Thuhmahruai:

The Lushai Hills District (Village Councils) Act, 1953 chuan khawtlang inrelbawlina leh enkawlina kawngah Village Council-te mawhphurhna sang tak a pe a, he Dan kum 2014-a siamthat a nih hnu pheih kha chuan an thuneihna leh mawhphurhna pawh a pung/sang sawt bawk. Village Council member-te hi mipuiten duh taka kan thlan lal nimahse hmun tam takah chuan lehkha thiam lo te an awm ve thin avangin khawtlang kaihhraina mai bakah sorkar dawrna kawngah harsatna an tawh fo thin. Hetiang vang pawh hi ani mahna Secretary atan chuan lekhathiam an ruat fo thin.

Village Council member a bik takin President, Vice President leh Treasurer ten khawtlang an enkawl leh kaihhraina kawnga puihbawm leh thurawn pek hi Secretary-te hna pawimawh tak a ni. Tin, hei mai bakah hian Village Council records zawng zawngte dik leh felfai taka enkawl leh vawn hi an tih makmawh a ni bawk.

The Lushai Hills District (Village Councils) Act, 1953 kum 2014 a siamthat ah Chiang takin Secretary tih tur leh mawhphurnate a in ziak a, khawtlang kaihhraina kawnga hlawk zawk leh tangkai zawka hna an thawh theih nan an mahphurnate hrilhhriat a pawimawh hle.

Village Council Secretary mawhphurnate:

Village Council Secretary chu Chhinchhiahtu/Ziaktu ni ang a, a hnuai tarlanah te hian mawh a phur ang:

- (a) Village Council leh Village Council Court rorelte zia kin a chhinchhiah ang a, chu chu President-in a hming a zia kin hnan ang. Thupek, hriattirna leh record-te felfai takin a chhinchhiah in a tul angin a puangzar ang a, chuti ang thupek, hriattirna leh record-ah te chuan President-in hming a zia kin hnan ang.
- (b) Sorkar leh Bawrsap thupek, hriattirna leh thil dang pek chhawn turte pe chhawngin, Village Council dang hnena thawn chhawn tulte pawh a thawn chhawng thin ang.

- (c) Village Council leh Village Council Court lekhhabu leh record-te tha takin a vawng ang a, chuti ang lekhhabu leh record-te chu Sorkarin a mamawh hun apianga ama hming leh President hming ziak chuangin a thawn thin ang.
- (d) Village Council lekhhabu leh records a kawlte chu Sorkar ruat Officer leh V/C member-te endik theih turin a vawng fel tur a ni.
- (e) An V/C huam chhunga inchhiarnna (statistical data) zawng zawng, Sawrkar scheme hrang hrang hnuai hna thawk tura thlan te huamin a vawng tha ang a, a tul angin Sawrkarah a theh lut thin ang.
- (f) Village Council chu engvang pawha hna thawk thei lova a awm chuan Village Council Secretary chuan a hna a chelh chhunzawm zel ang.

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Chapter - III

CASH/ACCOUNT BU VAWN LEH ENKAWL DAN

SESSION	Cash/Account bu vawn leh enkawl dan
OBJECTIVE	Dik leh felfai zawka account/cash book enkawl leh vawn dan zirtir.
CONTENT	<ul style="list-style-type: none">• Village Council Fund- Local Fund leh Development Fund.• Cash book enkawl chungchanga hriattir pawimawhte.• Cash book enkawl dan
DURATION	One day
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation leh discussion• Practical- a taka cash book fill-up dan tihpui.
LEARNING OUTCOME	Dik leh felfai zawkin account an enkawl/vawng thiam thei ang. Audit an hmachawn hunah an awlsam phah ang.

Thuhmahruai:

Village Council tinte hian Cash/Account Bu kan enkawl leh vawn dan hi a inang lo thluah a, thenkhatin uluk taka kan enkawl laiin a then te chuan kan ti mai mai a, Village Council thenkhat phe i chuan Account Bu an vawng lo niin hriat a ni a, hei hi thil paw i tak a ni. Village Council-te chuan Cash Book/Account Book emaw hi uluk taka vawn leh enkawl tur a ni a, Cash Book kan enkawl that loh avang hian harsatna tam tak kan tawh phahin, Village Council thiah (dissolve) hial a lo ngaih phah thin a, thil paw i tak a ni. Chuvangin, kan Village Council-te tha taka a kal chhoh zel theih nan Cash Book/Account Book hi uluk tak leh a vawn/enkaw l dan tur dik taka enkawl leh vawn hi tih makmawh a ni. Pawisa/sum Village Council-ten an hmuh leh dawn zawng zawngte chu dik leh fel taka enkawlin a hmanna tur dik taka renchem taka hman thin tur a ni.

Village Council Dan kum 2014-a siam that (amend) bung 8(4) chuan Village Council-te chu langtlang tak leh dik leh fel taka engkim ti thin turin a ti a. He Dan siam that Bung 8A hian nasa takin Village Council-te tih tur leh mawhphurna a tipung a, chuvang chuan pawisa/sum enkawl leh vawn kawngah te leh a hman chhuah danah tunhma aia an fimkhur leh uluk a pawimawh tak zet zet a ni.

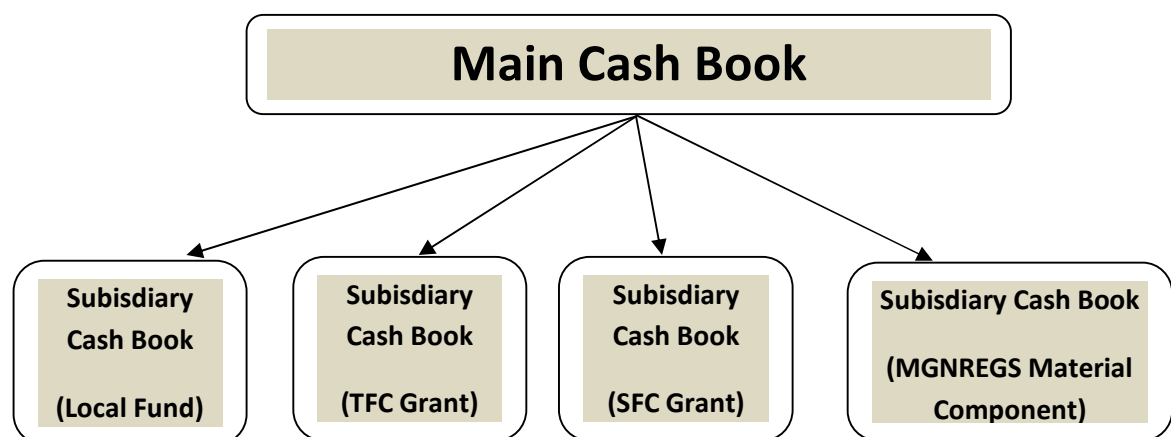
Account/Cash Book Vawn Dan Chungchang a VC-te Zawm Ngei Tur

Village Council-te hian hmun (source) hrang hrang leh department hrang hrang atangin sum kan dawng/hmu thin a, hemi atan hian cash book hran theuh (subsidiary cash book) felfai taka vawn ngei tur a ni. Chumi khaihawm leh nan chuan cash book hrang (main cash book) neih leh tur a ni.

Entirna nen hetiangin hian hrilhfi ah dawn i la. SIRD&PR chuan Ministry leh agencies hrang hrang atangin training-na atan sum an hmu thin. Ministry of Rural Development, Ministry of Panchayati Raj, Ministry of Law and Justice, National Institute of Social Defence, etc. atang ten training fund an hmun thin a, chung atan chuan account/cash book hrang theuh felfai taka vawn vek a ni. Ministry of Rural Development atanga fund an hmuh chu chumi atana siam account/cash book-ah ziahluh thin niin Ministry of Panchayati Raj atanga training fund dawn pawh

account/cash book hran a vawn a ni a, chutiang zelin department leh agencies dang atan pawn account/cash book hran zel vawn a ni. Hei hi **SUBSIDIARY ACCOUNT/CASH BOOK** tih a ni. Sum hmuhna leh hman chhuahna zawng zawng chu chipchiar leh felfai taka ziahluh leh chhinchhiah vek thin a ni. A chung a tarlan ministries leh agencies hrang hrang atana account/cash book hran theuh vawn bakah hian SIRD&PR chuan cash/account book hran **SIRD&PR MAIN CASH/ACCOUNT BOOK** a vawng baw. Main cash/account book-ah chuan ministries leh agencies hrang hrang atanga SIRD&PR in sum a hmuh leh dawn mai bakah hman chhuahna zawng zawngte ziahluh leh chhinchhiah vek a ni. Main Cash Book-ah hi chuan chipchiar taka chhinchhiah leh ziahluh kher a ngai lem lo.

Hetiang chiah hian Village Council-te pawn Local Fund atana kan sum hmuh leh hmanna, Development Fund atana kan sum hmuh leh hmanna zawng zawngah account/cash book hran theuh vawn ngei tur a ni. Development Fund a tan hian hmun (source) hrang hrang leh department hrang hrang atangin sum kan hmu/dawng thin ang a, chung atan pawh chuan account/cash book hran theuh vawn tur a ni. Kan sum hmuh/dawn leh hmanna chu chipchiar leh felfai takin account/cash book hran theuhah vawn vek tur a ni. Hei hi **SUBSIDIARY CASH/ACCOUNT BOOK** tih a ni. Village Council ten source hrang hrang atanga kan sum dawn/hmuh leh a hmanna atan subsidiary account/cash book hran theuh kan vawn bakah **VC MAIN CASH/ACCOUNT BOOK** kan vawng baw ang. VC MAIN CASH/ACCOUNT BOOK ah chuan department hrang hrang atanga Development Fund kan hmuh/dawn zawng zawng leh Local Fund atana chhiah kan lak te kan ziaklut thung dawn a ni. VC Main Cash book-ah hi chuan chipchiar taka chhinchhiah leh ziahluh a ngai lo thung.



Village Council chuan **MAIN CASH/ACCOUNT BOOK** pakhat kan vawng ang a, **SUBSIDIARY ACCOUNT/CASH BOOK** erawhchu VC ten sum kan hmuhna source tam dan zirin pahnih emaw pathum emaw a aia tam pawh a ni thei ang.

Main cash book leh subsidiary cash book hrang vawn hi audit hunah a awlsamin a felfai bawk. A vawn leh ziahluh dan hi a thuhmun reng tih kan hre bawk tur a ni.

Village Council sum hmuhna hi hlawm hnih a then a ni-

- 1) Village Council Local Fund
- 2) Village Council Development Fund (scheme leh thil bik atana pawisa hmuh)

1) Village Council Local Fund: Village Council hian Local Fund, Village Council-ten tul an tih anga an hman tur bik sum a ni. Hemi atan hian Sorkar-in sum hai luhna a saimsak a, chungte chu-

- a) Village Council Dan hmanga thuchhe remna atanga pawisa chawitir ‘Salam’;
- b) Forest Reserve chhunga thing ding ro hralhna;
- c) Leipui thehna;
- d) Village Council-in Lei a chawitirna;
- e) Bazaar fee leh fee dang engpawh Village Council ten an khawn; leh
- f) Ranchhiah (Ranchhiah hi Sorkar nen a zatve a insem tur a ni).

A chunga tarlan atanga sum hmuh leh hman dan tur hi Village Council thuneihna a ni. Amaherawhchu, sum hmuhna leh hmanna zawng zawngte chu Account/Cash Book-ah (subsidiary cash/account book) dik leh fel taka ziahluh vek tur a ni. Sum hmuh zat, hmuh ni leh khawi atanga hmuh nge tih leh hman ral zat, hman ral ni, thla leh kum bakah a la bang nen Account/Cash Book-ah chiang taka ziah tur a ni. Hemi atan hian Account/Cash Book hran vawn tur a ni a.

Village Council Local Fund Account/Cash Book chu Secretary-in a vawng/kawl ang a, a pawisa/sum erawhchu VCP-in a kawl thung ang.

2) Village Council Development Fund: Hei hi Sorkar atanga scheme/programme/plan lo kal, Village Council-ten an khawih leh thawh bikte atanga pawisa an hmuhna leh hmanna ziahluhna tur a ni. Entirnan, MGNREGS hnuai Material Component sum dawn leh hmanna te, Finance Commission atanga sum hmuh leh hmanna te leh scheme/programme/plan dang engpawh atanga sum hmuh leh hmanna zawng zawng a huam vek. Zunin siamna tura sum hmuh anih chuan, pawisa chu khawi atanga hmuh nge, pawisa dawn ni leh dawn zat chiang leh fel taka chhinchhiah tur a ni. A phok lehlamah (dinglamah) sum hman ralna, zunin siam nana hlawhfa man, inhlawh ni leh an hlawh atana pawisa hman ral zat bakah bungrua lei nana pawisa hman zat leh hman ni te a chuang thlap bawk tur a ni.

Sum lo kal chu Plan leh Estimate ang taka hman tur a ni a, kan hmuhna chhan ang ngei a hman tur niin pawhpen emaw thil dang a hman emaw tih chingpen emaw hauh loh tur. Sum lut leh chhuak reng reng chu uluk taka vawn a, felfai tak leh chipchiar taka chhinchhiah thin tur a ni. Sum hmuhna reng rengah Sanction Letter No. leh Date tarlan tur a ni a, chutiang bawkin a hmanna lamah pawh Cash Memo/Voucher No. leh Date tarlan bawk tur a ni.

Village Council Development Fund Cash/Account Book hi VC Secretary-in a vawng/kawl ang a, a pawisa/sum erawhchu VC Treasurer-in a kawl thung tur a ni. VCP emaw mi dangin emaw Development Fund atana sum hmuh hi an kawl thiang lo. Village Council Dan kum 2014-a siamthat (amend) in a sawi angin Treasurer-in a kawl ngei tur a ni.

Scheme/programme/plan hrang atanga sum hmuhna leh hmanna hi Cash/Account Bu (subsidiary account/cash) hran theuh a vawn tur a ni, a felfai zawk bakah en leh hriat a awlsam bawk.

Cash/Account Book enkawl chungchang a hriattur pawimawhte

Village Council Local Fund leh Village Council Development Fund atan hian cash/account bu hrang vawn leh siam ngei ngei tur a ni. Account/Cash Book-a pawisa hmuh zat, hman ral zat leh pawisa hman bang la awm kan ziahluh leh chhinchhiah hi Village Council tinten an hre vek tur a ni. Tin, Village Council sitting apiangin pawisa

hmuh zat, hman ral zat leh a bang la awm te chu VCP emaw Secretary-in emaw member tin te a hrilhre thin tur a ni.

Cash/Account Book phek vei lamah hian pawisa chu khawi atanga hmuh nge ziah langin Sorkar atanga hmuh a nih chuan Sanction Letter No., hmuh ni leh thla ziah lan bawk tur a ni. Tin, Cash/Account Book phek ding lam hi pawisa hman chhuah ziahna atana hman tur a ni a, kan hman chhuah ni leh thla ziah langin eng atana hman nge a nih tih ziah bawk tur a ni.

Hetieng hian Cash/Account Book hi dik leh fel fai taka enkawl leh vawn tur-

- (1) Cash/Account Book chu mahni siam chawp emaw, dawra siamsa (ready-made) emaw lei a vawn leh enkawl tur a ni. Kan siam chawp anih pawhin Cash/Account Book Enkawl leh Vawn Dan ang thlapa rin ve tur niin phek number pek bawk tur a ni.
- (2) Cash/Account Book-a phek tinah phek number ziah vek tur a ni a, Cash/Account Book phek hmasa berah Cash/Account Book-a phek awm zat ziah tur a ni. Entirnan, 'He Cash/Account Book-ah hian phek 150 a awm' tiin. Phek number awm zat ziah hnuah Cash/Account Book-ah chuan VCP-in hming a sign ang a, seal a chhu bawk tur a ni.
- (3) Cash/Account Book a phek thenkhat pawthlak hi Dan kalh niin a ti tu chu hrem theih a ni. Kan ziah sual palh a nih pawhin a phek chu pawthla mai lovin cancel mai tur. A phek chu 'Cancelled' tia hming sign hnan hnuah phek danah ziah leh mai tur a ni.
- (4) Cash/Account Book-ah hian number ziah sual palh a awm chuan ziah hnan (over-writing) emaw thai chhiat nuaih emaw loh tur. Number ziah sual chu pentui sena vawikhat thai chhiat (cross) zeuha, a chungah a dik zawk ziah mai tur niin a bulah initial (hming sign) thlap bawk tur a ni.
- (5) Cash/Account Book enkawl leh vawngtu tur chu Village Council Dan kum 2014-a siam that (amend) in a sawi angin VC Secretary a ni a, sum kawltu erawh chu VCP leh Treasurer an ni thung.
- (6) Cash Memo/Receipt/Voucher tel lovin eng pawisa mah hman loh tur a ni a, pawisa hmanna-ah reng reng Cash Memo/Receipt/Voucher hi a awm ngei ngei

tur a ni. Cash Memo/Receipt/Voucher-te chu file hranah chilhkhawmin, number pek thlap tur a ni. A number chu Cash/Account Book-a ziahluhna turah (Ledger Folio/Voucher No. zawnah) ziah bawk tur a ni. Heng Cash Memo/Receipt/Voucher-te hi a awm loh chuan Village Council-te chu sum dik lo taka hmanga puh theih an nih bakah Village Council dinglai thiah theih hialna thutling a nih vangin ngaih pawimawh em em tur a ni.

- (7) Cash Booka tarlan pawisa awm zat leh hmanna reng reng hi V.C Dan hmanlai 2014, Section (5) in a sawi angin Kumtin vawi hnih endik a, sorkara thlen ziah a ngai tih hriatreng tur.
- (8) Sorkar mi ruat tupawhin V/C Account hi eng hunah pawh an endik (Check/Audit) thei a; chung mite chuan sorkar atanga phalna an nei thlap tur a ni thung. Right to Information Act, 2005 angin, V/C te hi ‘Public Servant’ an nih ang ngeiin mi tupawhin Dan hmangin an pawisa chet vel dan en an dil thei a, Photocopy an dil anih pawhin RTI Rules in a sawi zat pawisa chawiin pek ngei hi V.C te tih tur a ni a, an ti duh lo anih chuan Dan hmanga Pawisa chawi leh Lung in tan thlenga hrem theih a ni.

Cash/Account Book enkawl dan

Cash Book tih awmzia chu **Pawisa hmuh dan leh hmanna kim taka ziahluhna Bu** tihna a ni.

- a) Pawisa reng reng hi lut leh chuak fel taka chhinchhiah zel tur a ni.
- b) “A hnu lamah ka ziak mai ang” tih hi tih loh tawp tur a ni a, pawisa pek chhuah tur phe chu ziah fel hnuah chauh a taka Pawisa pek tur a ni.
- c) Pawisa hmuh emaw, hman emaw chu kan dawn veleh Cash Book ah kan ziak lut nghal tur a ni a, a rem lo anih pawhin lehkha themah emaw, kan Phone-ah tal emaw a hun (date) leh a zat chhinchhiah a, a hnu lamah a rang thei ang berin chhinchhiah tur a ni.
- d) Cash Book-a ziah luh vat loh avangin pawisa bothlau awm miah si lovin mi tam tak an mualpho tawh tih hriatreng tur a ni, thenkhat phe chu Jail te hial an tang tawh tih hriatreng tur tur a ni.

Cash/Account Book-a ziahluh dan:

A hnuaia a lem hi en la, Dawra an zawrh, siamsa Cash Book awm dan chi khat a ni a..

CASH BOOK

RECEIPT							PAYMENT										
Page No 12			For the month of _____				20__			Page No 12							
Month & Date	PARTICULAR	Ledger Folio	Amount		Bank Amount		Total Amount		Month & Date	PARTICULAR	Ledger Folio	Amount		Bank Amount		Total Amount	
			Rs.	P.	Rs.	P.	Rs.	P.				Rs.	P.	Rs.	P.	Rs.	P.

A veilam hi Sum Lut ziah luhna tur a ni. Sum lut reng reng chu a veilamah zel ziah tur a ni. Bank atanga dawn emaw a pawisa faia dawn emaw reng reng chu a veilamah zel ziah thin tur a ni.

A dinglamah hian sum chhuak reng reng chu ziah luh vek tur a ni thung a. Pawisa hmanna chu kimchang takin a dinglamah hian ziah tur a ni.

Ziah dan tur:

CASH BOOK										
Page No 12			For the month of _____							
RECEIPT										
Month & Date	PARTICULAR	Ledger Folio	Amount		Bank Amount		Total Amount			
			Rs.	P.	Rs.	P.	Rs.	P.		

- 1) A hnuai mi hi a Vei lam, Sum lut ziahluhna tur tih kha a ni “For the month of” tihah hian thla hming – January, February etc... a kan pawisa ziah luahna ber thla kha ziahluh tur.
- 2) “Month & Date” tihah hian a thla leh ni ziah tur.. Entir nan, January ni 23 a lut ni ta se, “1/23” March ni 3 ni ta se – “3/3” tia ziah mai tur.
- 3) Column 2 - na a “Particular” a tih hi kan pawisa dawn chhan ziahna tur a ni a, entirna atan ‘Ran chhiah’ atanga kan dawn anih chuan “Ran chhiah tlingkhawm chumi/khami hnen atangin” tih emaw Finance Commission atang kan dawn anih chuan “Finance Commission atangin chumi/khami siamna tur lehkha No. ----- Date---- atangin” tih tur a ni. Chutiang bawkin MGNREGS atang pawhin nise, “MGNREGS Material component hmanga chumi/khami siamna tur P.O lehkha No.--- Date--- angin.. tih mai tur a ni.
- 4) Column 3-na a “Ledger Folio” tih hi chu Cash Memo/Receipt neih ang kha number ziahluhna tur a ni a, a hmaa kan sawi tak anga File hrana kan dah number a kha dah mai tur a ni.
- 5) Column 4 leh 5 – naah hian “Amount” tih a awm a. Hei hi pawisa faia kawl zat ziahluhna tur a ni a. “Rs.” tih zawnah hian Pawisa zat ziah tur a ni a, “p” tih zawnah hian pawisa nawi zat ziah tur a ni.
- 6) Column 6 leh 7 – naah hian “Bank Amount” tih a awm a. Hei hi Bank a pawisa kawl a awm chuan a zat ziahluhna tur a ni a. “Rs.” tih zawnah hian Pawisa zat ziah tur a ni a, “p” tih zawnah hian pawisa nawi zat ziah tur a ni.
- 7) Column 8 & 9 ah hian “kuta kawl” leh “Bank a kawl” belhkhawm pawisa kha ziah leh tur a ni. Entirna atan “kuta kawl hi cheng 500.00 nise, Bank a dah chu Rs. 3,500.50 nise, a pahnih belhkhawm chu Rs. 4,000.50 a ni.
- 8) Tlar (row) chhukthla lamah hi lo en leh ta ila. A hmasa berah hian Sum awmsa a awm chuan “Month & Date” zawnah tahrik thla leh ni ziah zawhah “Particular” zawnah “Sum awmsa” tih emaw O.B (Opening Balance) tih emaw ziah tur a ni a.

- 9) Tlar (row) 1 hi dah awlin a hnuai a chung lama kan tarlan tak angin kan sum dawnna kha ziah tur a ni a, Thla/Ni, Dawnna chhan, a zat nen.
- 10) Chumi thlaah vek chuan kan dawng nawn anih chuan a hnuaih Column 1 dah awlin ziah leh tur a ni.
- 11) A tawp ber tlar (row) 3 velah “Total received” tih “Particular” zawnah kan ziah ang a. Chutah chuan O.B tel lovin chumi thla chhunga kan sum dawn zawng zawng belhkhawm kan ziak lut ang. Hei hi a theih chuan PENTUI SEN a ziah theih nise.
- 12) Chumi hnuai chiaah “Grant total” kan ti ang a, O.B telin, chumi thla chhunga sum dawn zawng zawng chu kan belhkhawm ang a, a piah, pawisa ziahna tur zawnah kan ziak ang. Hei hi a theih chuan PENTUI SEN a ziah theih nise.

A hnuai entirna kan pek hi ulak takin en ila kan hrethiam mai awm e:-

RECEIPT

Page No 12

For the month of January

Month & Date		PARTICULAR	Ledger Folio	Amount		Bank Amount		Total Amount	
				Rs.	P.	Rs.	P.	Rs.	P.
1	23	O.B		-	-	500	00	500	00
1	24	Ran chhiah atangin Pu Thanherha, V.C Tlangau hnen atanga dawn	1	2,500	00	-	-	2,500	00
1	25	Finance Commission atanga Zun in 1 siamna tura dawn (Lehkha No. G.12012/1/2015- LAD(FC)/125 Dt. 15.1.2015)	3	5,000	00	15,000	50	20,000	50
		<i>Total received</i>		<i>7,500</i>	<i>00</i>	<i>15,000</i>	<i>50</i>	<i>22,500</i>	<i>50</i>
		<i>Grant total</i>		<i>7,500</i>	<i>00</i>	<i>15,500</i>	<i>50</i>	<i>23,000</i>	<i>50</i>

A hnuai mi hi sum chhuak ziahluhna (payment) tur a ni thung a:-

PAYMENT

20 _____

Page No 12

Month & Date	PARTICULAR	Ledger Folio	Amount		Bank Amount		Total Amount	
			Rs.	P.	Rs.	P.	Rs.	P.

- 1) “.....20.....” tihah hian “20” hmalamah thla hming ziah a hnung lamah kum ziah tur – ‘January, February etc...’ a kan pawisa hmanna ber thla leh kum kha ziahluh tur.
- 2) “Month & Date” tihah hian a thla leh ni ziah tur.. Entir nan, January ni 28 a chhuak ni ta se, “1/25”; March ni 3 ni ta se – “3/3” tia ziah leh mai tur.
- 3) Column 3-na a “Particular” a tih hi kan pawisa hman/pek chhan ziahna tur a ni a, entirna atan ‘Ran chhiah’ kan dawn atanga Lawmman atana a khawntu kan pe anih chuan “Ran chhiah atanga pawisa hmuh atangin Chumi/khami hnen V/C thurel angin pek a ni” tih emaw Finance Commission atang kan dawn anih chuan “Finance Commission atangin chumi/khami siamna tur Pi/Pu hnenah V/C Sitting Thurel No.... Dt ... angin Chumi/khami leina tur pek a ni” tih tur a ni. Chutiang bawkin MGNREGS atang pawhin nise, “MGNREGS Material component hmanga chumi/khami siamna tur P.O atanga kan dawn chu chumi/khami leina tan Pi/Pu hnenah pek a ni...” tih leh mai tur a ni.
- 4) Column 4-na a “Ledger Folio” tih hi chu kan lei leina apianga Cash Memo emaw, Receipt emaw kan chilkhawm ziahna No kha ziahluhna tur a ni.
- 5) Column 5 leh 6 –naah hian “Amount” tih a awm a. Hei hi kuta kawl pawisa zat ziahluhna tur a ni a. “Rs.” tih zawnah hian Pawisa zat ziah tur a ni a, “p” tih zawnah hian pawisa nawi zat ziah tur a ni.

- 6) Column 7 & 8 ah hian Bank *cheque* hmanga pek emaw, *withdrawal slip* hmanga pek emaw anih chuan hetah hian ziah tur a ni
- 7) Column 9 & 10 naah hian Cash a pek leh Bank a pek belhkhawm ziahna tur a ni a, a pahniha pek anih loh chuan belhkhawm a ngai lova, a pawisa ngai chiah chiah kha ziah nawn leh mai tur a ni.
- 8) Tlar (row) chhukthla lamah hi lo en leh ta ila. A hmasa berah hian kan sum hmanna hmasa ber Thla, Ni leh ‘Hmanna dik tak chhan’ leh a zat kha ziahluh tur a ni.
- 9) Tlar (row) 1 hi dah awlin a hnuai a chung lama kan tarlan tak angin kan sum hmanna kha ziah tur a ni a, Thla/Ni, Dawinna chhan, a zat nen.
- 10) Chumi thlaah vek chuan kan hmang nawn anih chuan a hnuaih Column 1 dah awlin ziah leh tur a ni.
- 11) A tawp ber tlar (row) 3 velah “Total Expenditure” tih “Particular’ zawnah kan ziah ang a. Chutah chuan O.B tel lovin chumi thla chhunga kan sum hman zawng zawng belhkhawm kan ziak lut ang. Hei hi a theih chuan PENTUI SEN a ziah theih nise.
- 12) Chumi hnuai chiahah “Closing Balance” kan ti ang a, Phek vei lama ‘Grant Total’ tih tlar (row) zawn zelah ‘Total Expenditure’ atangin chumi thla chhunga sum hman zawng zawng kan paih ang a, chuta sum la awm chu kan ziak ang. Hei hi PENTUI SENA ZIAH TUR A NI.

A hnuai entirna kan pek hi ulak takin en ila kan hrethiam mai awm e:

PAYMENT

20 15

Page No 12

Month & Date		PARTICULAR	Ledger Folio	Amount		Bank Amount		Total Amount	
				Rs.	P.	Rs.	P	Rs.	P
1	25	Ran chhiah khawntu lawmman atan Pu Thanherha, V.C Tlangau hnena V.C Rorel Ni 17.1.2015 anga pek		500	00	-	-	500	00
1	25	V.C Sitting-naa Thingpui inna senso	2	300	00			300	00
1	30	Finance Commission atanga Zun in siamna tura dawn buaipuitu Pu Laibuaithanga, VCM hnena Dt. 25.1.2015 VC Sitting thurel anga pek		-	-	10,000	00	10,000	00
		<i>Total Expenditure</i>		<i>800</i>	<i>00</i>	<i>10,000</i>	<i>00</i>	<i>10,800</i>	<i>00</i>
		<i>Closing balance</i>		<i>6,700</i>	<i>00</i>	<i>5,500</i>	<i>50</i>	<i>12,200</i>	<i>50</i>

Hriat belh tur pawimawhte:

- a) V/C ten mi engemaw zat kan inhlawh tir a, pawisa anihin Cash Book ah an Zavaia hming ziah kher a tul lo, a thawk zat leh an hlawh zat belkhawm chu Cash Book ah ziah luh a, a hranpaa Register-ah ah a thawktute leh an thawh ni te ziakin, an hming za wnah anmahni ngeiin Signature pek tira vawn mai tur a ni a. Chu Register chu kawl that thlap a, Account bu nen vawn kawp reng tur a ni.
- b) Sorkar emaw mimal emaw hnen atanga pawisa kan dawn reng rengin Sanction-na lehkha a tel thin a, chu chu Cash Book ah sanction number leh Date kan ziah luh hnuah a hranpaa File-ah dahthat leh thlap tur a ni. Hei hi a bothlau mai mai lohna turin chilh that thlap tur a ni.
- c) Cash Book hi thla 3 danah vawi khat tal a dik leh dik loh mi thiam zawk te endik tir thin nise, V/C Dan dinglai angin kum khatah vawi 2 (thla 6 danah vawi khat) zel Report pek a ngaih thin kha hrereng ila, V/C Secretary ten ngunthluk takin ennawn fo ila a tha ang e.
- d) Audit kan tih hma reng rengin Pawisa kawltu, Village Council President emaw Treasurer nen emaw kan pawisa chhinchhiah dan a inmil leh mil loh endun fo a tha.
- e) Khawtlanga thawhhona boruak that lehzual theih nan sorkar mi ruat kher lo, NGO liana hotute hnenah Thla 6 danah V/C Account hi Audit tir ve thin hian khawtlang inpawhna leh inrintawna a siam a, a zawngchhang tlak hle.

VC account vawn dan chungchang a Auditor-te hmuh dan (observations) tlangpui:

- 1) Copy of estimate, sanction/approval order vawn that loh.
- 2) Completion report leh utilization certificate submit loh.
- 3) Hnathawh (works) thlalak awm kim lo.
- 4) Cash book close dan dik lo.
- 5) Sum dawn leh hmanna cash book-a enter kim lo.
- 6) Pass Book leh Cash Book date in mil lo.

- 7) Cash book-a phok awm zat ziaak lo leh countersign lo.
- 8) Cash book closing a VCP leh Treasurer ten countersign lo.
- 9) Voucher ah items/bungraw lei quantity/rate/date chuang lo.
- 10)Voucher verify lo.

Sorkar a ni emaw pawl a ni emaw kalphung fel leh thatak nei chuan a chungang kan tarlan ang khian account/cash book dik leh felfai takin kan vawng thin. Sorkarin rem a tiha Panchayti Raj System kan hman ve dawn anih pheih chuan kan lo thiam lawk a pawimawh hle.

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Chapter - IV

OFFICE KALPHUNG (OFFICE PROCEDURES)

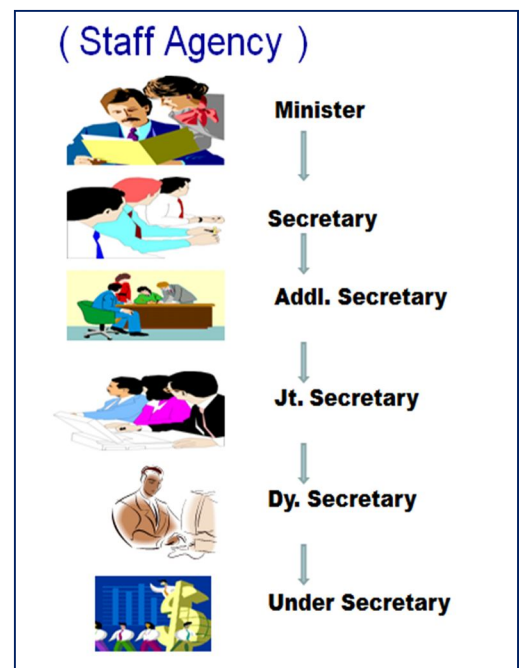
SESSION	Office Procedures (Office kalphung)
OBJECTIVE	VC Secretary-te sorkar kalphung zirtir leh felfai taka record vawn dan thiamtir.
CONTENT	<ul style="list-style-type: none">• Sorkar inrelbawl dan leh kalphung• File vawn dan• Official lehkha ziah dan hrang hrang
DURATION	One day
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation• Practical- official letter ziah dan a taka zirtir
LEARNING OUTCOME	He training atang hian Secretary ten sorkar kalphung an hriat bakah dik leh felfai taka record vawn dan an thiam tawh ang.

Thuhmahruai:

Village Council-te hi khawtlang roreltu an nih avangin an hna kawng hrang hrangah office kalphung tlangpui hriat chu thil tul tak a ni a, Village Conucil atana tangkai awm chin Sawrkar Office kalphung hriat nana a hnuai mite hi tarlan a ni.

Kan hriat theuh angin India ram chu Democracy a ni a, ram hruaitu atana kum nga danah kan thlan chhuah ten ro an rel thin a. A rorelna hi India ram Danpui (Constitution of India) behchhan a ni a. Dan siamtu an ni a, Dan thenkhat hi Parliament a hmun thuma a thenkhat hmun khat bakah State Assembly zah ve tala an pawmpui ngai chi a awm, chung te chu kan Fundamental Righ (Mitin chanvo) anih laiin Dan thenkhat chu danpui hnuai Sorkarin Dan tesep awlsam taka a siam mai theih a ni.

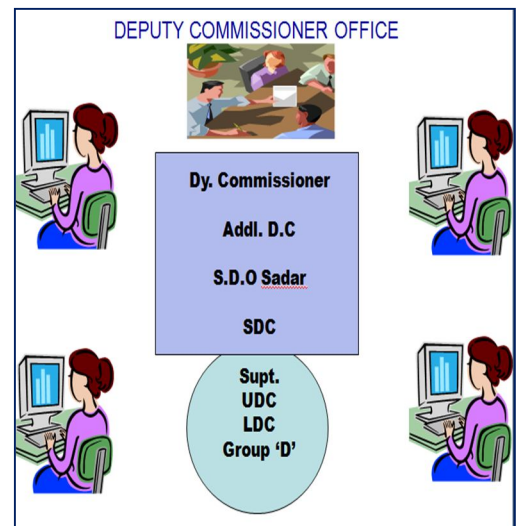
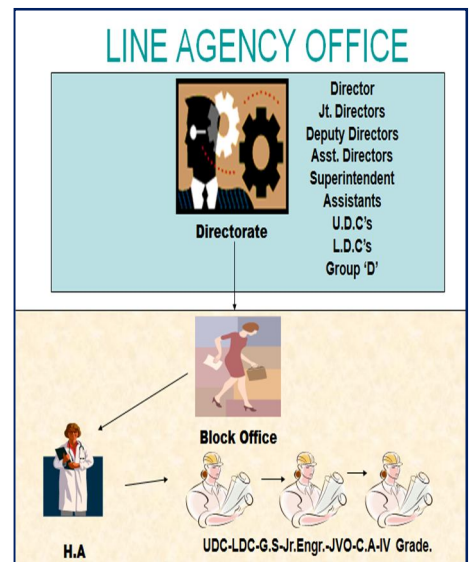
India ram hian sorkar inrelbawl thilah min hringtu British sorkara kalphung kha kan la zawm deuhva. Thuneihna hi Legislative (Dan siamtu), Executive (Dan siam kengkawhtu) leh Judiciary (Dan hmanga roreltu) te a then hran a ni. State-ah chuan Governor te hi an lal ber a, thuneitu erawh chu Council of Ministers te hi an ni a, Council of Minister te chuan Transaction of Bussiness Rules in a sawi angin hna chanpual siam a ni a, chungte chu anmahni puitu puitu sorkar hnathawk te nen an tihlawhtling thin. Sorkar kalphung hi Staff Agency leh Line Agency ti tea thenhran a ni a. Staff Agency an tih te chu Minister leh a Secretary te hi an ni a. Line Agency an tih te chu Director leh a hnuai mite hi an ni thung. Heng te Dan hnuai h tih tur mumal tak neia hnathawk an ni vek a ni.



1. **TRANSACTION OF BUSINESS RULES:** Hei Sawrkar hna kalpui dan tur te, Chief Minister-in Minister chanvo a sem dan tur te, Chief Secretary awm dan tur te leh Cabinet Meeting neih dan tur te he dan hian a sawi fel thlap a, mumal taka Sawrkar hna a kal theih nan a a dan pawimawh ber a ni.

2. **ALLOCATION OF BUSINESS RULES:** Hei hian Department hrang hrangte hnathawh tur chin leh mawhphurhna a thliarfel leh a, hemi atang hian Minister-te, Secretary-te hna chanpual sem pawh a awl phah ta em em a ni.

3. **DEPARTMENT:** Transaction of Business Rules first scheduled in a sawi angin Mizoramah hian Department 45 kan nei a, Department khaipa ber chu Secretary a ni a, Minister puitu leh thurawn petu ber a ni bawk. Secretariat-ah an thu a, an hnuaiah hian a tul dan angin Additional Secretary-te, Joint Secretary-te, Deputy Secretary-te leh Under Secretary-te an awm leh thluah a, Department awp tak taktu leh Sawrkar hnukpui an nih avangin an nih avangin Secretariat ho hi 'Administrative Department' ti a sawi an ni thin bawk. Secretary ho chungah Chief Secretary a awm leh a, Chief Secretary hi Sawrkar hnaa hotu ber (Head of Government) a ni. (Sawrkar hnaa a hotu lu ber a nih dan hi Chief Minister-te, Minister-te nih phung nen a inang lo tih chu hria ila). Secretariat hnuaiah hian Directorate leh District Office-te, Division Office-te a awm thla ve leh a, heng hi a hmun thu, a tak tak a bul tantu tih pawhin sawi ila a dik thei tho awm e. A tlangpuiin Directorate Office-ah te hian Field Staff-te pawh an thawk deuh ber a ni. Heng Work Department thenkhat P.H.E. te, P.W.D. te, P & E te bakah E & F Department hi chuan Directorate hming an pu ve lo.



4. **DELEGATION OF FINANCIAL POWER:** Hei hi sorkar sum khawih chet theihna tura thuneihna chin thliar leh bithliah felna a ni ber awm e. Hei hi sorkar hnaah chuan sum hman tur phal theih chin leh a hmang theitu (Sanctioning power) siam felna a nih avangin sawi rik zin pawl tak a ni. Head of Department kan tih te leh Head of Office kan tih te sum khawih theih chin thliarin Scheduled I, II, III thlengin sum hman phalna (pekna) thliar felna a ni. Sum lu “Head of Account” hrang hrangah an thu neihna chin a tarlang vek bawk a ni.

4. **ADMINISTRATIVE APPROVAL:** Hei hi Department hotuten Minister hnena phalna leh pawmpuina kawng hrang hranga an lak thin sawina a ni ber.

5. **DRAWING & DISBURSING OFFICER:** Hei hi D.D.O. ti a kan hriat lar tak hi a ni a. Department sum enkawltu a ni mai a, sorkar sum hman thu-ah thuneihna (Financial Power) a nei hran lo. District Office angah chuan Head of Office-te hian D.D.O. hna hi an chelh kawp mai thin a ni.

7. **SORKAR FILE KALHMANG:** Sorkar lehkha kan hmuhin a chung berah emaw, a sirah emaw number inziak leh a ni (Date) inziak kan hmu fo thin. File siam dan hi chi hnih a awm a, Functional Filing System leh Single File System a ni. India ramah hian Central Secretariat hian Functional Filing system hmang turin sorkar office te chu a hriattir a. He entirna hi lo en ila:-

No. G. 12033/1/2004-LAD(FC)/125 **Dt. 12.12.2014** tih hi lo ni ta se. ‘G’ tih te, ‘12033’ tih te, ‘1’ tih te, ‘2004’ tih te, ‘LAD(FC)’ tih te leh ‘125’ tih te hian awmzia leh kalhmang mumal tak a nei vek a ni.

‘G’ hi **Group Head** a ni a, a awmzia chu pawisa chungchang a kaww tihna a ni. A hnuaiah hian **Group Head** hrang hrang te kawh dan tarlan a ni:-

A – Establishment: Creation of Post, Recruitment etc.

B – Welfare: Staff welfare, Library etc.

- C – Vigilance: Rules, Petition, Court case etc.
- D – Common Office Service: Accommodation, Furniture, printing etc.
- E – Hindi: Hindi concerned
- F – Public Relation: Reception, Complaint etc.
- G – Finance, Budget, Cash and Accounts: Pay, grant etc.
- H – Parliament: Parliament & Assembly matters

‘12’ hi **Main head** an ti leh a digit 2 tur a ni a, Pawisa chungchangah a eng lam hawi nge tih tarlanna a ni a, hetah *“Special Finance Assistance”* tih lo kawk ta se. ‘11’ *“Office establishment”* a kawk leh daih ang. Number 11 atangin 33 thleng a awm a, number tin hian kawh hrang theuh a nei leh a ni.

Main Head piah chiah hian ‘0’ a awm ngei ngei tur a ni a, hei hi **‘Sub Head’** daidangtu tur a ni. A chung a entirna kan pekah hian **Sub Head** chu ‘33’ tih a ni a, he office hian *“Grant for Village Council”* an kawh tir tihna a ni a. **Sub Head** pawh hi Digit 2 tho tur a ni.

Sub Head zawh chiah hian ‘/’ hi daidangtu atan dah tur a ni a. ‘/’ leh ‘/’ inkarah hian Number ziah leh a ni a, ‘1’ inziak hi helam hawi, kum 2004 atanga File an hawn pakhatna a ni tihna a ni a. ‘/’ in a zawh hian hawn kum “Year” tarlan tur a ni a, Office thenkhatah chuan ‘2004’ ti lovin ‘04’ chauhva ziah chang an nei a. File an hawn kum kha a ni mai. A piahah an ziah hi chu Office hming kaihtawi leh a bik an tarlanna a ni a, ‘/’ zawha number ‘125’ an ziah lehna chhan chu kha File-ah khan Phek 125-naah a awm tih tarlanna a ni.

Tichuan, kan lehkha hmuh kha heti hian i han sawi dawn ila – *“Local Administration Department hnuai Finance Commission atangin pawisa a awm a, Special Fiance Assistance hnuai Grant for Village Council atangin kum 2004 a helam kawnga an file hawn hmasak berah phek 125-naah a he lekha kan dawn hi a chuang e”* tihna a nih tak ber chu.

Office kan va dawr reng rengin sorkar atanga kan lehkha hmuh atanga va dawr kan nih chuan a lehkha Copy hi ken theih nise, a rem lo a nih pawhin a File No. leh Date tal hi chu kan chhinchhiah a ngai. Chutiang anih loh chuan kan bangbo hle ang a, tul lovah midang tihbuai vak theih a ni.

Tin, chung tlak zawnga dawr lova, a hnuai lam, Clerk/HA/Superintendent lam atanga dawr tan hi a fuh zawk. Anmahni min chhan dan atangin chung lama tuan hi a fuh ber fo thin.

8. **LEHKHA LUT LEH CHHUAK AN SAWNGBAWL DAN:** Sorkar Office-a lehkha thehluh lo dawnsawn dan leh sawngbawl zui dan tlem sawi hmasa ila. Village Council-te hriat atana tha leh tlawmngai pawl (N.G.O.) te tana tangkai awm chin tarlang dawn bawk ila a tha awm e.

A tlangpuiin sorkar Department-a lehha thehluhte chu “Dak” bawmah a lut hmasa a, chu chu hotu lu ber Directorate-ah chuan ‘Director’-in emaw a lo dawng a, Director in a lo hmu ngei a ni tih lan nan a sirah a hming a ‘initial’ a, “Dak” bawmah dah lehin Director P.A. ten register-ah an lo ziak lut hmasa vek bawk thin. Lehkha dawn zawng zawng chu Superintendent hnenah a pe chhuk a, Superintendent chuan a hmu hmasa tur awm Officer leh chu lam changtu Officer hnenah a pe kual leh vek thin a. Hemi hnu hian Superintendent-ah a lut khawm leh a, ani’n lehkha lo dawng khawmtu Clerk hnenah a pe a, lehkha lo dawng khawmtu Clerk chuan a dawn ni leh eng thilte nge tih te a chhinchhiah a (register-ah a ziak leh tlap a), chumi hnuah a khawihitu tur tak clerk hnenah a pe ta a. Clerk chuan file-ah a dah lut a, Action lak zui dan tur leh sawi tul apiangte zia kin file chu Superintendent hnenah emaw, a changtu Officer hnenah kal zel turin a dah lut (put up) ta thin a ni. Action lak dan tur ang taka thil tihfel a nih hnuah hotu sang hnena thlen tur emaw, Department danga thawn tur emaw chu thawn chhuah a ni leh ta a. Lehkha lo lut kha khawih (action lak) zuina tur a awm loh chuan file-ah dah that a ni mai thin a ni.

Sorkar hnenah Village Council emaw, mi mal leh pawl hrang hrangte pawhin lehkha kan thehluhin ka thehluhna tak Department hotu luber address-in lehkha chu thehluh thin tur a ni. Entir nan – Directorate-ah lehkha kan thehluh dawn a nih chuan Jt. Director te, Deputy Director-te leh mi dangte address loin ‘Director’ kha address mai tur a ni. Hei hi thil tih dan tlanglawn ber a ni. Village Council-ten Joint Director hnen atangin sorkar lehkha kan dawng anih pawhin kan chhan letnaah khan Director address-in lehkha buatsaih tho tur a ni. Amaherawhchu, Head of Office (District Office) leh B.D.O. etc. atanga lehkha kan hmuh erawh chu office nei hrang an nih avangin a thawntu address-ah chiah khan chhana chu thawn leh ve leh mai tur a ni.

Lehkha kan thawnte hnena mi bak, chu lehkha chu midangin lo hmu ve sela, action pawh lo la ve se kan tih angah hian ‘Copy to’ tiin midang kan thawn ve thin a. Hetiangah hian tih dan tlangpui a awm ve thin a, lehkha kan address-na takin a dawn tur copy-ah khan a hnuaiah hming sign a, ‘Copy to’ a dawngtu turte hnuaiah sign loh a ni tlangpui a. A hnuaia ‘Copy to’ ho lehkha turah khan a hnuaiah sign ve thung tur a ni. Sign lohnaah hian mi tam takin ‘Sd/-’ tiin an dah thin a. Hei hi tul lo a ni a, dah awl mai tur a ni. Village Council-ten hriattirna chhuah ta sela, chutiangah chuan ‘hriattirna’ thu leh hla hnuaiah President emaw Secretary emawin hming sign kher a ngai lova, ‘Sd/-’ tia designation ziah leh mai a tawk viau. A copy midang pek turah chuan a hnuaia mahni hming leh designation ziah a, hming sign tur a ni. Sorkar lehkha-ah chuan lehkha thawnchhuah tur duan chhin draft kha hming sign tu turin a pawm (approved) hnuaiah hming a sign a, chu chu chhut that hnuaiah ‘Sd/-’ tih mai a ni tawh thin. Pawl leh Kohhranahte pawh committee kohna angahte Secretary-in hming sign na tur ‘Sd/-’ kan han ti ngawt a. A awmzia kan hriat loh vang a ni thei a, chin loh atan a tha hle a ni.

9. **FILE HAWN DAN:** Village Council-te chuan kan office theuhah lehkha chi hrang hrang dawn leh thawn chhuah kan nei fo anga, chungte chu file-ah fel taka dah tur a ni, a theih chuan thil chi khat kha file pakhatah dah khawm ngei theih ni sela. File chuan subject leh number nei hrang ve se duhthusam a ni ngei ang. Sorkar kalphung

pangngai anga File Number pek ve kher pawh a tul lova, **Single File System** an tih mai anga pek a tha ber ang.

1. No. 1/2015/Sitting – V/C Sitting kohna, Minute leh a kaihhnawih ziahna tur.
2. No. 2/2015/Notification – V/C in mipui tana hriat tur tul leh pawimawh dah nan hman nise.
3. No. 3/2015/MGNREGS – MGNREGS lam kaihhnawih dan nan.
4. No. 4/2015/SSA – SSA leh sikul kaihhnawih dah nan.
5. No 5/2015/VWSC – Village Water & Sanitation kaihhnawih.
6. No 6/2015/REV – Ram chungchang kaihhnawih
7. No. 7/2015/FC – Finance Commission atanga lehkha hmuh ... chutiang zel.

A chungang entirna kan han pek hi a hriat thiam theih mai ang a, hetiang hian a lut leh a chhuak zawng zawngah tih vek theih nise. Lehkha reng reng hi a tlakdarh palh lohna turin Number pek vek nise, lehkha lut hmasa ber chu No. 1, 2, 3, tiin, a dang pawh pek zel nise. Heng te hi **File Tag**-a a chilkhawm theih nise, **File tag** hi kan nei lo a nih pawhin siam a harsa lo, khawl la hrui hrual a, a hmawr lehlam kha Perek te-ah sui h tawp mai ila, chu perek te chu lehkha thil tur thil tlang nan a hman theih nghal a, a hrui chuan veh leh mai tur a ni.

Village Council Dan hmanlai, 2014 chang16 (5) naah khan V.C.P chuan lehkha hmuh reng reng chu a hming a ziah hnan hnuah Secretary hnenah a pe chhawng ang tih a chuang a. Chang 18 (2)(e) ah V.C Secretary chuan lehkha chhuak leh lut zawng zawng chu a dahtha vek ang tih a chuang bawh a. Chuvangin, pawlawh leh duhdah taka V.C Lehkha hi dah bothlau tur a ni lo.

Lehkha thawnchhuah reng reng chu copy khat kawh that ve tur a ni a, dah ngei tur a ni. Chu chu Office copy tiin sorkar Department-ah chuan sawi a ni ber thin a. V/C te pawhin ‘Office copy’ hi siam ve thin ni sela a tha hle ang.

10. GUARD FILE: Guard File chu nakin hnu pawha en let atana tangkai tur lehkha dah khawmna ti mai ila a fiah tho awm e. Village Council tinin Village ramri

chin sawifiahna te, sorkar atanga lehkha pawimawh bik, kum 5 ral hnu pawha la pawimawh tur hmuh te, Village Council-in thupek leh hriattirna pawimawh bik a siam te, chhiarpui Census thilte pawh chung Guard File-ah chuan ni thei se a tha hle ang. L.A.D -in Village Census Record atana hriat tur awm ang ang V/C atanga lak khawm ang chite pawh vawn that a tha hle ang.

Heng bakah hian Pawisa hmuhna leh hmanna (Sanction Order) ang chite pawh hi Guard File-ah chuan dah theih nise. **Guard file** hi Stationaries Dawr lian deuhvah chuan a siamsa (Readymade) a awm a, heng te hi lei mai theih a ni a. Kan lei thei lo anih pawhin mahniin a siamchawp theih tho bawk a. Register emaw, Exercise bu hlui emaw chhunga a phek te kha a chilhna bul atanga inches 2 velah a dung zawnga tanbun mai tur a ni a. Chu tanbunah chuan Gom/Fevicol/Dendrite/Muhmal emaw in kan lehkha hmuh kha char zawm tawh mai tur a ni.

11. OFFICIAL LEHKHA ZIAH DAN

11.1 OFFICIAL LETTER: Office-a lehkha kan thehluh hian sei taka ziah kher a tul lova. Kan sawi tum tifiyah tura thuhma tlem kan tarlan bakah kan sawi tum tak kha paragraph pahnihnaa sawi a, a tawpa tlipna ziah mai hi a tawk a ni. A sei lutuk tur a ni lova, a tawi lutuk tur a ni hek lo.

- 1) Kan lehkha thehluh turah chuan a hmasa berin kan Village Council hming leh Address, a chung berah Hawrawppui in kan ziak ang a.
- 2) A dawtah lehkha dinglam sirah kan lehkha Number leh Date kan ziak ang.
- 3) Chumi hnuah kan zuk thawna tur Designation hming, Office leh Address kan ziak leh ang.

OFFICE OF THE THANGNANG VILLAGE COUNCIL/COURT
THANGNANG : AIZAWL DISTRICT
MIZORAM

To

The Director
Local Administration Department
Mizoram: Aizawl

Subject : **Finance Commission Fund 2nd Installment dilna**

Ref : I lekha No.G.12033/1/2004-LAD/FC/127 Dt. 12.2.2015

Ka pu,

A chung a I lekha kan tarlan ang hian Thangnang Village Council chuan 13th Finance Commission atanga Zun In sakna tur Rs.50000.00 (Cheng sing nga) kan hmuh atangin 1st installment Rs.25000.00 (Cheng singnih sang nga) chu Dt. 12.4.2015 khan kan la chhuak. VC sitting Dt. 15.4.2015 thurel angin Zun In hi sak a ni a, min bialtu C.O leh J.E pawhin a hmunah Dt. 30.4.2015 khan min en sak tawh a, tha an ti hle a ni. C.O report leh thlalak pawh kan rawn thil tel e.

Khawngaih takin a chhonzawm lehna tur 2nd installment, Rs.25000.00 (Cheng singnih sang nga) min pe leh thuai turin kan ngen a che. Kan ngenna hi min tih hlawnhtlinsak chuan kan lawm hle ang.

Encl: C.O report leh thlalak

I rintlak

(THANGA)

President

Thangnang Village Council
Thangnang, Mizoram

Memo No.7/2015/FC

Date 12.9.2015

Copy to:-

- 1) The District Local Administration Officer (DLAO), Aizawl District, Mizoram I lo hrit atan.
- 2) The Circle Officer, DLAO Office, Aizawl District, Mizoram I lo hriat atan.

(MAWIA)

Secretary

Thangnang Village Council/Court
Thangnang, Mizoram

- 4) Chumi zawhah 'Subject' zawnah kan tum thil sawi tum tawngkam khat lekin kan zia ang.
- 5) Kan lehkha thawn a chuan lehkha hmasa a chhonzawn emaw, lehkha hmasa chhanna emaw anih chuan 'Ref.' kan ti ang a, an lehkha emaw kan lehkha emaw lehkha no leh date chauh kan tarlang ang.
- 6) Ka pu/Pi tiin bul kan tan ang a, chumi hnuaiyah Paragraph tharin thuhmahruai leh a bulthut kan sawi ang.
- 7) Para 2-naah kan duh tak kan sawi chiang ang a, a tawpah lawmthu sawiin kan tlip ang.
- 8) A tawpah 'I rintlak' tih zia kin a hnuaiyah kan hming hawrawppuiin kan zia ang a, kan Designation kan zia ang. Kan hming chung zawnah hian kan sign ang.
- 9) Copy pek a ngaih chuan a hnuaiyah Memo No. leh date zia kin chumi hnuah 'Copy to' kan ti ang a.
- 10) Copy kan pek reng rengte hi an lal dan indawta ziah hmasak zel theih nise a tha.
- 11) Copy kan pek ho hming leh address kan ziah zawhah chu lehkha thawntu emaw, buaipuitu emaw chuan a hming leh a designation a zia anga, a sign hnan thlap tur a ni.

11.2 DEMI-OFFICIAL LETTER: Hetiang hi chu mimal indawrna ni si, Official thil sawina si a ni a, VCP in khawdanga VCP zia ka VC thil tho si a a va dawr dawn chuan a hman ve theih ang a. Hetiangah hi chuan V.C Letter Head-ah a va dawr tur Hming leh a Designation kha zia sela, a dang chu a chung a mi ang deuh veka tih tho tur a ni.

11.3 OFFICE ORDER: Hetiang hi chu V/C Office chhunga Discipline kenkawhna tur ang atan hman thin nise, Office hawn hun leh khar hun Chokidar/Tlangau hriattirna tur leh Office thil pawimawha V/C in mi aiawha a tirh changa hman nise. Letter Head hnuaiyah a Date ziah tur a ni a. Chumi hnuaiyah a lai takah OFFICE ORDER tia hawrawppuia ziah tur a ni a.

Kan thu chhuah tur File Number kha kan zia hmasa ber ang a, chumi chu kan thu pek tur ziah chhan/chhuah chhan kha kan zia hmasa ang a. Paragraph hranah kan thuchhuah tum tak chu chiang tak, tawi tak, ngaih kawih theih loh sia, fiah takin kan zia thla ang. A theih chuan Point peka ziah ni thei se a tha lehzual.

OFFICE OF THE THANGNANG VILLAGE COUNCIL/COURT
THANGNANG : AIZAWL DISTRICT
MIZORAM

Date: 12.9.2015

OFFICE ORDER

No. 2/2015/Notification: Thangnang Village Council in hma a lo sawn a, mipuiin awlsam zawka min dawr theihna atan Village Council Sitting No.2/2015 thurel angin hetiang hian ruahmanna siam a ni.

1. Pathianni tih lovah chuan tuktin zing 6-8 inkarah office hawn thin a ni ang.
2. A chung office hawn hun tarlanah hian Tlangau Pu Liana hi a kal hmasain a lo hawng hmasa thin ang a, a khar leh lam pawh mawh a la ang.
3. Office hawn hun baka pawimawh a awm chuan V/C Secretary hnenah kal thin tawh tur a ni ang.

(THANGA)

President

Thangnang Village Council
Thangnang, Mizoram

Memo No. 2/2015/Notification

Date 12.9.2015

Copy to:-

- 1) Thangnang Village Council Member zawng zawngte.
- 2) Pu Liana, Tlangau I lo hriat atan leh he thu hi mipuiah lo puangzar tura hriattir I ni bawk e.

(MAWIA)

Secretary

Thangnang Village Council/Court
Thangnang, Mizoram

A thuchhuahtu in hming a sign hnan hnuah a copy pek tur a awm chuan Memo No. tarlan a, a copy kan pek tura hming leh kan pek chhan tarlan tur a ni a. Chumi hnuah a lehkha buatsaihtuin hming a sign hnan ang.

11.4 ORDER: Hei hi a chung a kan tarlan tak ang khian a tih dan tur a inang reng a, mahse, hei hi **Pawisa Chungchang bik** tarlanna/sawina atan hman bik a ni.

OFFICE OF THE THANGNANG VILLAGE COUNCIL/COURT
THANGNANG : AIZAWL DISTRICT
MIZORAM

Date: 12.9.2015

ORDER

No. 2/2015/FC: Pu Thangrenga, VC Treasurer hnenah hmanraw leina leh hlawhfa rawihna atan Rs.20000.00 (Cheng sing hnih) chu Dt. 3.4.2015 V/C sitting thurel angin pek a ni. Bungraw leina leh hlawhfate hlawh pekna receipt/voucher/memo mumal tak siama hman tur a ni.

Pawisa hi Thangnang Village Council/Court in 13th Finance Commission atanga kan khawtlang tana Zun In siamna tur kan dawn Rs.50000.00 (Cheng sing nga) atanga 1st installment kan dawn tawh Rs.25000.00 (Cheng singnih sang nga) atangin pek tur a ni.

(THANGA)

President

Thangnang Village Council
Thangnang, Mizoram

Memo No. 2/2015/FC

Date 12.9.2015

Copy to:-

- 1) Pu Thangrenga, Treasurer, Thangnang Village Council I lo hriat atan leh a tul anga I lo bawhzui atan.
- 2) Thangnang Village Council Member zawng zawngte.

(MAWIA)

Secretary

Thangnang Village Council/Court
Thangnang, Mizoram

Pawisa khawinna te, pekna te leh pawisa kaihnawih hrim hrim atan mi pakhat aia tamin an hriat tulna atan hetiang hian tih thin tur a ni. Letter Head hnuaiyah a Date ziah tur a ni a. Chumi hnuaiyah a lai takah ORDER tia hawrawppuia ziah tur a ni a.

Kan thu chhuah tur File Number kha kan ziaik hmasa ber ang a, Pawisa kan pek/dawn chhan leh a zat hi Figure bakah a thuin ziah tur a ni. Pawisa reng reng hi a theih chin chinah a thu a tel ngei tur a ni. A tawpah hming a sign hnan hnuah a copy

pek tur a awm chuan Memo No. tarlan a, ac opy kan pek tura hming leh kan pek chhan tarlan tur a ni a. Chumi hnuah a lehkha buatsaihtuin hming a sign hnan ang.

11.5 Notification/Circular: Hei hi khawtlang tana thil tha leh mipui te hriat tur hrim hrim Dan leh thupek (Law & Order) kehkawhna ang chi te, mipui inhrilhriatna ang chi hrim hrim (Information) atan **Notification** hi an hmang bik deuhva. **Circular** erawh hi chu mipui tam zawkin an lo hriat theihna atan Dan leh Thupek kher lo pawh, Khawnvartui sem, Ration Sem leh a dangte an lo hriat theih tura Notice Board a kan tarlan ang chi te hi a ni.

OFFICE OF THE THANGNANG VILLAGE COUNCIL/COURT
THANGNANG : AIZAWL DISTRICT
MIZORAM

Date: 12.9.2015

NOTIFICATION

No. 2/2015/Notification: Thangnang khuain hma a lo sawn a, faina leh thianglimna kawnga chak zawka ke kan pen theihna turin a hnuah thupek hi The Mizoram Animal (Control & Taxation) Act, 2008 in thuneihna min pek ang leh mipui thatna atan tihchhuah a ni e.

1. Mi tumahin Ui leh Ar khuahkhirh lovin khawlaiah an tlat tir mai mai tur a ni lo.
2. Ui neitute reng rengin an Ui chu an thlung bet tlat tur a ni a, pawna an kal chhuahpui pawhin a thlunna hrui nen a neitu chuan a kai tur a ni.
3. Vawk reng reng a inah dah tur a ni a, midang tana rimchhiain a vulh tur a ni lo.
He thupek pawisa lote chu Village Council Court thuneihna angin Rs. 50.00 (Cheng sawm nga) thleng chawitir theih an ni.

(THANGA)

President

Thangnang Village Council
Thangnang, Mizoram

Memo No. 2/2015/FC

Date 12.9.2015

Copy to:-

- 1) Pu Thangrenga, Treasurer, Thangnang Village Council I lo hriat atan leh a tul anga I lo bawhzui atan.
- 2) Thangnang Village Council Member zawng zawngte.

(MAWIA)

Secretary

Thangnang Village Council/Court
Thangnang, Mizoram

11.6 Press Communiqué/Press Release: Ram a changkang zel a, thingtlang khuaah pawh Chanchinbu kan lo nei ta thluah hlawm a. Village Council zingah pawh Chanchinbu chhawr tangkai thiam apiang chu mipui ngainat an ni a. Mahni thiltih puangzar thiam lo chu V/C chak lo nia mipuiin an hmuh theih mai thin avangin Chanchinbu/Media chhawr tangkai thiam tura kan inzir zel hi a pawimawh hle a ni. Mi thenkhatin kan thil tih tha tak chu a dik lo zawngin an lo vawrhdarh thei a, mipui ngaihndan a su danglam dawrh thei thin a ni.

OFFICE OF THE THANGNANG VILLAGE COUNCIL/COURT
THANGNANG : AIZAWL DISTRICT
MIZORAM

Date: 12.9.2015

PRESS RELEASE

No. 2/2015/Notification: Tunkar Nilaini (Dt. 9.9.2015) khan Pu Thanga, VCP, Thangnang office dawra Aizawl lam kal chu a lo haw a. Kan khawngtlang tana pawimawh hrang hrang sawiin LAD Minister leh Rural Development Minister-te a rawn hmu a. LAD Minister Pu Lalawmpuia chuan 13th Finance Commission atanga Zun In kan sakna tur atan sum min pek dawn thu a sawi a, hei hi kan VCP chuan office lamah rawn bawhzuiin 1st instalment atan Rs.25000.00 (Cheng singhnih sang nga) a rawn hawn nghal a ni. V/C sitting remchang hmasa berah a hmun tur tifel a hna tan thuai a ni ang.

R.D Minister Pu Hminga pawh rawn hmuin, BADP atanga kan hall sakna tur min ngaihtuhsak turin a ngen. Minister chuan kan lehkha thehluh chu lo bawhzui min tiam a, kan BDO pawh Annual Plan-a tel turin phone hmangin a hrilh ngal.

(THANGA)

President

Thangnang Village Council

Thangnang, Mizoram

To

The Editor

THANGNANG CHANCHINBU

Thangnang, Mizoram

Subjec: Press Release

Ka pu,

A chung a Press Release kan chhuah hi i chanchinbu-a min lo tihchhuah sak theih chuan ka lawm hle ang.

I rintlak

(ENGA)

Secretary

Hei vang hian Press/Media kan chhawr tangkai thiam a tul hle. V/C Secretary hian a bikin mawh a phur a, V/C hnathawh chu Kartin kan puangzar thei lo anih pawhin a khat mawi tawkin Tualchhung Chanchinbuah kan pe reng tur a ni a. (Hetiang hian tih mai tur a ni.)

11.7 Advertisement: Village Council ten hnaruaik kan neih reng rengin a zau thei ang berin mipui hriatah kan puangzar thin tur a ni a. Notice Board-a tar mai hi a tawk lova, a theih phawt chuan Tualchhung Chanchinbu-ah Hnaruaik hnawhkhahna tur thu chu kan puangzar tur a ni a.

OFFICE OF THE THANGNANG VILLAGE COUNCIL/COURT
THANGNANG : AIZAWL DISTRICT
MIZORAM

Date: 12.9.2015

ADVERTISEMENT

No. 2/2015/Notification: Thangnang Village Council hnuaiah Ofiice Chokidar leh Tlangau hna pakhat ve ve a ruak a, a dil duh chuan Dt. 30.9.2015 ralhma ngeiin VCP emaw Secretary hnenah emaw kutziak ngeiin thelul tur a ni.

Thiamna lamah chuan Pawl li (Class-IV) pass an ni tur a ni a. Hlawh chu thla khatah Rs.1500/- (Cheng sangkhat za nga) a ni ang a, kum khat atan chauh a ni ang. Chiang zawka hre duh tan Ofiice hun chungin zawhfiah theih a ni.

(THANGA)

President

Thangnang Village Council

Thangnang, Mizoram

To

The Editor

THANGNANG CHANCHINBU

Thangnang, Mizoram

Subjec: Advertisement

Ka pu,

A chungah Advertisement kan chhuah hi i chanchinbu-ah wawi 2 min chhuahsak turin ka ngen a che. Chhuah man chu in rate dinglai angin a hnuai hming ziaktu hnenah I chhuah ngei a ni tih tihchianna nen bill I rawn submit dawnnia.

I rintlak

(ENGA)

Secretary

Hnaruak kan puanzar dawn reng rengin, heng te hi chiang takin tarlan tur a ni (1) Hna hming, (2) Post awm zat (3) Hlawh zat tur (4) Hna nghet nge nghet lo (5) chiang zawka an hriat theihna tur leh (8) Dil theih hunchhung te hi a ni.

Langtlang leh dik taka hna lak hi tum tur a ni a, mi tha ber leh fel ber nia kan ngaih hi lak tum fo tur a ni. Kan mi lak tur chuan kan inchungkhatna te, Party mi kan nihna te, kan inthenawm khawvenna avang chauhva inla kan nih chuan kan tisual fo ang a, mi tling leh tha ten hmun an chan loh chuan khawvel hi a chhe zawnga kalpuitute zingah kan tang mek a ni tih hriatreng fo a tha. Thil hote emaw kan tih atanga kan dik chuan tam takah pawh kan dik tluantling thei ang.

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Chapter - V

VILLAGE COUNCIL MEETING/SITTING CHUNGCHANG

SESSION	Village Council Meeting/Sitting Chungchang
OBJECTIVE	VC sitting/meeting kalphung zirtir
CONTENT	<ul style="list-style-type: none">• Meeting neih dan• Minute ziah dan• Meeting thuchhuak
DURATION	1:30 hour
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation• Practical- official letter ziah dan a taka zirtir
LEARNING OUTCOME	He training atang hian Secretary ten meeting neih dan leh minutes ziah dan an zirthiam tawh ang.

1. THUTKHAWM (MEETING): Village Council tin hi V/C Danbu 1953 angin Kum khatah wawi ruk (6) tal an thukhawm tur a ni a, Member zinga engmah sawi lova Sitting wawi 3 a kal loh zawn chuan ban theih a ni bawk.

Meeting/sitting kan neih reng rengin heng te hi hriat tur a ni :-

- a) Meeting tur hian rorel anih hmain Member ten an thu rel tur an lo hriat lawk theihna turin Agenda (Rel tur) a awm tur a ni a, a theih pheih chuan Meeting/sitting neih hma ni 3 a la awmin kohna ziakna siam ngei tur a ni.
- b) Meeting/Sitting kohnaah chuan A hmun, A hun, Dar zat leh Agenda tarlan chian hle tur.
- c) Secretary in President hrilh angin meeting kohna hi a siam tur a ni.
- d) Thurel tur (Agenda) chu a pawimawh dan indawt-a rem a, ziah tur a ni.
- e) Meeting Chairman chu VCP a ni ang a, a remchan loh emaw, VCP in ti tura a tih chuan Vice President a ni ang.
- f) Secretary in meeting minute a ziak ang a, a remchan loh chuan treasurer emaw Member dang tupawh, VCP in ziak tura a tih apiangin an ziak ang.
- g) Chairman in thuhma tlem a sawi zawhah Agenda pakhatna atangin sawiho tan turin a pharh ang a, Agenda dang nena sawi kawp a rem anih chauh lo chuan Agenda dang nen sawikawp loh tur a ni a, Agenda lo sawi an awm chuan Chairman in a khap ang a, an tih luih fo chuan V/C Dan angin chairman in a hnawtchhuak thei.
- h) Agenda sawi zawh apiangin Chairman in minute ziah dan tur a phuah chhin ang a, chumi chu a tha em tiin member te a rawn leh thin ang a. member tam zawkin an remtih chuan chutiang chuan Minute ziah tur a ni.
- i) Vote inang a awm chuan V/C Dan hmanlai angin chairman in a duh lam lamah Vote a pe thei.
- j) Agenda sawi zawhah AOB (Another Other Bussiness)-ah luh chauh tur a ni a. Agenda aia pawimawh hi AOB-ah dah loh tur a ni.

k) Thurel zawh anih chuan Secretary in Minute chu a chhiar chhuak ang a, siam that ngai lai te a awm anih chuan an siamthat hnuah Chairman in a hming a sign hnan ang a, a zawhah Secretary in a hming a sign hnan leh ang. Chairman hi VCP anih loh chuan a hnuaiiah VCP hian a sign hnan leh tur a ni.

2. **MINUTE ZIAH DAN** : Minute ziah hi thil harsa lo tak a ni a. **‘Minute’** kan han tih chu Meeting/Sitting ilova a tel ten kan pawm tlan thu kan tih thluk ziahna kha a ni mai a. Minute ziah dawn hian heng thil te hi kan hriat ngei ngei ngai te chu an ni.

a) Minute bu a awm ngei ngei tur a ni a, Register bu chhah thei ang ber hman hi a tha.

b) Minute bu hi duhdah taka enkawl tur a ni lova, sorkar Document pawimawh anih avangin tha takin, him taka vawn tur a ni a. V/C thar te hnena hlan chhawn leh thin tur a ni. Hemi chungchangah Secretary hi mawhphurtu a ni.

c) Minute ziah dawn chuan a chung berah VILLAGE COUNCIL HMING leh SITTING VAWI ENGZATNA NGE tih tarlan ngei ngei tur.

d) Chumi hnuaiiah A HMUN leh A HUN tarlan tur a ni a.

e) Chumi hnuaiiah V/C Member kal te hming bakah sawm tel an nih chuan kan mi sawm tel te hming tarlan tur a ni.

f) Chumi zawhah Thurel (Resolution) pakhatna atangin kan ziak tan ang a, kan thurel tur THUPUI kha a theih chuan hawrawppuiin ziah a, a hnuaiiah kan rel dan leh kan thutlukna ziah tur a ni.

g) Member tinte thusawi zawng zawng ziah a tul lova. Amaherawhchu, kan thurel tihfiahna atan agenda lo zik chhuah chhan chu tawi kim taka ziah hmasak fo hi a tha.

h) Chairman in Minute a ziah dan tur a sawi ang thlapa ziah tur a ni a, Chairman in sawi nachang a hre lo anih chuan Secretary in Minute dan tur lehkhapuan hranah a ziak chhin ang a, chumi chu Chairman a pek hnuah Chairman in a sawi ang thlapa minute ziah tur a ni.

- i) Minute hi uluk taka ziah tur a ni a, hrilhfiahna hrang awm thei ang chu thu reng reng hman tur a ni lo. A fiah tur a ni a, a kim tur a ni bawk. Kum 50 ralhnuah pawh a chhiartu ten ‘enge an sawi’ tih an hrethiam tur a ni.

3. MEETING THUCHHUAK: Meeting/sitting-ah chuan eng thil pawh kan sawi thei a. Mimal leh pawlho chungchang pawh kan lo rel a ni thei. Member tumahin sawi chhuak tura ruat nilovin lo sawi hi mi puitling lo zia a ni a. Mipui hriat awm chi a awm a, Chairman in ‘sawi tam nise’ tia member te min chah anih lem loh chuan a tul ang chu V/C Secretary in ‘Notice’ hmangin a tarlang mai tur a ni a. Member dangin lo sawi chhuah chiam te hi a rem lo thin. Meeting/Sitting-naa kan thu sawiho chu midang tumahin an hre ve tur a ni lo. Mahni nupui/pasal te hnenah ngei pawh V/C Sitting-a kan thu sawi dan sawi leh midang sawi dan sawi chhuah leh hi a rem lo tih kan hriat reng a pawimawh. Meeting thuchhuak chu a bawhzui tura ruat ten an bawhzui ang a. A hranpaa ruat an awm loh chuan V/C Secretary mawhphurhna a ni.

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Chapter - VI

RAM KANG VENNA DAN

The Mizoram (Prevention and Control of Fire in the Village Ram) Rule, 2001

SESSION	Ram kang venna dan
OBJECTIVE	Ram tih kang pawina leh harsatna min thlen dan zirtir leh an ven dan zirtir.
CONTENT	<ul style="list-style-type: none">• Ram kan venna kawnga VC hmalak dan tur• A hremna dan
DURATION	1:30 hour
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation• Discussion, experience sharing
LEARNING OUTCOME	Ram kang venna kawnga tun aia nasa zawkin VC ten hmalak dan tur an zirthiam taw hang.

Thuhmahruai:

Kan ram hi ram kang avangin a chhe nasa hle a, chhuan lo la kal zel tur tan thlaler ramro ah a chang mai ang tih a hlauhawm hle a ni. Mitin hian ram kang venna kawngah mawhphurhna sang tak kan nei theuh. Mipuite hrilhria leh zirtir tur hian Village Council te an pawimawh em em a ni.

Ram kang venna dan tha tak mai kan neih ‘The Mizoram (Prevention and Control of Fire in the Village Ram) Rule, 2001’ hi Village Council ten kan hman tangkai a pawimawh hle.



Village Council tin ten hetiang hian hma an la tur a ni:-

- 1) Village Council tin ten an thuneihna huam chhunga (jurisdiction) huan lo ram vat zawng zawngte (khaw dang a awm ho pawh huamin) Marh 15 ral hma a hal vek turin a hriattir ang.
- 2) Kum tin Village Council-in thupek chhuahin, lo vah zawh hun tur leh tih tur dang dangte zawh hun an bithliah ang a, hun tiam chhunga zo hman ngei turin lo nei turte'n hma an la tur a ni.
- 3) Village Council tinin thupek chhuahin lo hal ni tur an ruat ang a; hal hun hun hma, a rei lo berah Ni thum (3) tal a la awm tihah vangtlang an hriattir ang. Lo-te chu Ni ruatah ngei an hal tur a ni.

- 4) Village Council tin ten an thuneihna huam chhunga huan lo ram hal tur zawng zawngte an vah bak ti kang miahlo turin mei lam sial leh a kan zawh hma chu veng tlat turin uluk takin a hriattir tur a ni.
- 5) Village Council thupek zawm duh lo a, ram ti kangtu chu Village Council Court-in Rs.500/- thleng chawitir theihna an neih hmangin hrem ngei tur a ni. Village Council Court pawisa lo chu an bialtu Magistrate hnenah thubuai siamsak vek tur a ni.
- 6) Ram kang venna hi a hlawhtlin theih nan Village Council ten an veng chhung tlawmngai pawl zawng zawng leh pa rawn kaite phungbawmah sawmin Joint Committee-te neih puiin hmalak ho dan an sawi ho thin tur a ni.
- 7) Ram kang hi lo hal vang chauh nilovin ram kal leh khualzin meizial bung leh mei ti mit lova kal san atangin pawhin a chhuak fo thin a chuvangin meizial bung paih tur leh meichhem reng rengin kalsan dawn a timit zel turin meizial zu te, zin mite, ram kal leh ram riak ho te pawh uluk taka hriattir tur a ni.
- 8) In nghak tute pawhin an meichhem, gas stove, electric plug leh switch hman zawh veleh an timit emaw an off emaw thlap tur a ni a, plug a thil invuah pawh phawi vek tur a ni.
- 9) Electric/gas stove, etc avang a kangmei chhuak tih mit a nih theih nan chhungkaw tinin tui tin (bucket) nga khat theuh tal in tinin hman mai theih turin an nei/kawl reng tur a ni.
- 10) Ram kang a lo awm palh a nih chuan Village Council member khawchhunga awm remchang apiangin Tlangau puantirin a rangthei ang berin an thelhit nghal tur a ni.
- 11) Ram kang ven dan tur leh hmalak dan tur ngaihtuahna ah hian Forest Department a thawkte an awm chuan Village Council ten phungbawmah an sawm thin tur a ni.

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Chapter - VII

RAN KHUAHKHIRHNA DAN

The Mizoram Animal (Control & Taxation) Act, 1980

SESSION	Ran khuahkhirhna dan
OBJECTIVE	Ran khuahkhirh pawimawhna leh kan hriselna nen a in zawm dan zirtir.
CONTENT	<ul style="list-style-type: none">• Ran enkawl leh khuahkhirh dan• Ran man dan leh lak kir dan• Hremna dan
DURATION	1:30 hour
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation• Lecturing and discussion• Experience sharing
LEARNING OUTCOME	Ran khuahkhirh a pawimawhna leh tulna an hriat mai bakah midang an zirtir chhawng thei ang.

Thuhmahruai:

Faina leh thianglimna mai bakah hriselna kawnga hmalakna tur pawimawh tak kan neih chu kan ran vulh leh khuahkhirh dan hi a ni. Ran ek leh zun atang hian natna tamtak kan kai thei ani tih kan hriat a tha. Tin, khawi fai leh thianglim mai bakah changkang ni tur chuan helamah hian tun aia nasa zawka tan lak a ngai. Hemi kawngah hian Village Council-te pawn tih tur leh mawhphurhna sang tak kan nei.

Kan khua leh vengte a lo fai zawk leh kan lo hrisel zawkna tura hmalakna kawnga dan pawimawh tak kan neih The Mizoram Animal (Control & Taxation) Act, 1980, kum 1991-a siamthat hi kan hriat leh zirthiam hi tul hle.

1. Ran khuahkhirh:

- (1) Ran reng reng vengtu awm lovin thlah mai mai loh tur a ni.
- (2) Ran neitu tu mahin a ran chu mi huan leh ram, mimal ta emaw vantlang ta emaw chungah a luhtir tur a ni lo.
- (3) Ran vulhtu chuan ran zun leh ek leh ran chaw bangte hnawksak leh mit tikham tur zawngin a dah mai mai tur a ni lo.

2. Rante chu hetiang hian khuahkhirh tur a ni:

- (a) Ar leh Vawk: Ar leh Vawk-te chu a bawmah khung tur a ni.
- (b) Kel:
 - (i) Kel neitu chuan a vengtu awmin emaw, hrui-a thlungin emaw a tlattir thei.
 - (ii) Kel neitu chuan a kel-te chu zanah a bawmah a khung emaw hruiin emaw a thlung tur a ni.
- (c) Bawng, Sial, Sakawr leh Lawi-te pawh a chungah tarlan Kel ang bawka enkawl leh khhuahkhirh tur a ni.

3. Vantlang tana rimchhia siam lo turin kan ranin leh a velte fai taka enkawl tur a ni.

4. **Ran man dan:**

- (1) Lo leh huan neitu chuan a ram chhunga ran tla leh pawih khawih chu a manin Village Council hnenah a hlan ang.
- (2) Mi ram chhunga ran tla, thil tichhia chu a ram neituin man tumin um ta sela, a tlanhhiatna lamah chu ran chu tlu sualin emaw, khamah lumin emaw lo thi palh ta se, a ram neituin ran neitu hnenah zangnadawmna pek a ngai lo.
- (3) Village Council chuan ran man an kuta hlante chu register-ah an chhinchhiah ang.
- (4) Chutiang a ran man Village Council kuta hlante chu hetiang hian register-ah ziah luh tur a ni:-
 - (a) Number leh ran pianphung sawiin
 - (b) A ni leh darkar chhinchhiahin
 - (c) Ran mantu hming leh chenna sawiin
 - (d) Hriat a nih chuan ran neitu hming leh chenna sawiin
- (5) Ran man a awm chuan Village Council-in Tlangau hmangin mipui hnenah a puang ang.

5. **Ran man chaw leh tui pek:**

- (1) Ran man chu riltamin dah tur a ni lo, Village Council-in chaw leh tui a pe tur a ni.
- (2) Chutianga ran man, chawm man chu Sorkar bituk zat Village Council chuan ran neitu hnen atangin a la ang.

Ran Chawm Man

Sl. No.	Ran hming	Ran puitling	Ran note
1.	Vawk	Rs. 3/-	Rs. 2/-
2.	Kel	Rs. 2/-	Rs. 1/-
3.	Bawng, Sial, Sakawr, Lawi	Rs. 2/-	Rs. 2/-
4.	Ran dang	Rs. 2/-	Rs. 1/-

6. Ran man lak kir dan

- (1) Ran man neitu emaw a aiawh emaw chuan a ran chu a la kir thei a; mahse, ran chawm man leh ran thlahdah man lei chawiin Sorkar bithliah zat Village Council kutah a pe tur a ni.
- (2) Ran man la chhuaktu chuan Village Council register-ah chuan a dawng kir ngei tih lan nan a hming a ziak (signed) tur a ni.

7. Ran lilam

- (1) Ni sarih chhunga ran mante chu tlan (claimed) an nih loh chuan Village Council-in lilamin a tiral ang.
- (2) Village Council-in Tlangau tirin ran lilam ni, hun leh hmun a puangzar ang.
- (3) Ran neituin a rante chu ni sarih ral hmain lak kir tum sela, ran chawm man leh ran thlahdah man a pek si loh chuan Village Council chuan chung rante chu a zavaiin emaw a then azar emaw, tul a tih zat a lilam thei.
Amaherawhchu, lilam atang chuan ran man pangai hmu thei dawn lo a inhriat chuan tha a tih ang kawng dangin Village Council chuan a tiral thei ang.
- (4) Village Council member tu pawh, Secretary leh an mi rawihte pawhin chutiang ran lilam chu anmahni hmingin emaw, mi dang hmingin emaw (directly or indirectly) an chhang tur a ni lo.
- (5) Lilam chhangtu (successful bidder) chuan a man chu a hmunah a pe nghal tur a ni.
- (6) Ran lilam man chu local fund-ah chhun luh a ni ang.

8. Ran chhiah lak:

- (1) Sorkar-in Rule siamin a bithliah zat ran chhiah khawn a ni ang a, chu chu ran neituin a pe ang.
- (2) Ran neitu chuan kum khat ran chhiah chu tum khatah a pe thei a, a duh chuan kum chanve zelah a zatvein a pe thei bawk ang.

Kum khat chhunga ran chhiah zat ran pakhat zelah:

1.	Vawk, a huanga khung	Rs. 5/-
2.	Kel vulhna hmun bik farm siama vulh leh a vengtu enkawl, vantlang pawl sawi lova vulh.	Rs. 5/-
3.	Bawng, Sial, Sakawr, Lawi - ran in-a vulh leh farm bika vangtlang pawl sawi lova vulh.	Rs. 5/-
4.	Bawng, Lawi leh Sakawr - leilet, puakphur leh fu her tura vulh, vengtu enkawl.	Rs. 5/-
5.	Kawng danga vulh, a chung a ziahlan ran engpawh.	Rs. 10/-

9. Ran chhiah la tu:

- (1) Ran chhiah chu Town Committee awmna khawpuiah chuan Town Committee-in a khawn ang a, hmun dangah chuan Village Council-in he Dan ang hian a khawn ang.
- (2) Ran chhiah khawn dan chungchangah Sorkar-in Dan (Rule) a siam ang.
- (3) Ran chhiah zatve chu Local Fund-ah dah luh a ni ang a, a zatve dang chu Sorkar-ah chhun luh tur a ni thung.

10. Hremna dan

- (1) Tu pawh rante thlahdah taka tuallai leh mi lo rama tlattir mai mai chu Rs.50/- chawitir a hrem theih a ni.
- (2) Chutiang ran tla mai mai in thil tihchhiat a neih chuan, ran neitu chuan a thil tihchhiahsaka hnenah zangnadawmna awm tawh a pe tur a ni.

11. Tu pawh ran man tur lo dang buai emaw ran man sa, a dahna atanga mahni thua lo la chhuak emaw, ran man lai Village Council kuta hlan tura kalpui mek lo dang buai emaw chu, thla thum lungin tantir thlenga hrem theih a ni.

12. Dan lo anga ran man:

- (1) Hemi dan kalha ran man leh hren a awm chuan ran neitu chuan magistrate hnenah a complain thei.

- (2) Chutiang chu amah ngeiin emaw a aiawhin emaw, mi dang thil awm dan hre chiangtuin emaw a siam thei.
- (3) Magistrate chuan ran man emaw hren emaw chu Dan lo anga tih nia a hriat chuan, a mantu/hrengtu chu ran neitu kuta Rs100/- chawi tur leh chumi bakah ran lak letna-a senso tul zat pe nghal turin a ti thei bawk. Ran chu chhuah loh a la nih chuan chhuah nghal tur te, a lei chawi pe turte leh ran lak letna-a tul zat pe nghal turin a ti thei bawk.

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Chapter - VIII

ACCOUNT VAWN DAN – STATE FINANCE COMMISSION GRANT

SESSION	Account vawn dan - State Finance Commission Grant
OBJECTIVE	State Finance Commission atanga pawisa hmuh/dawn dik leh felfai taka vawn dan thiamtir.
CONTENT	<ul style="list-style-type: none">• SFC grants tum leh pek chhan• Hna a thawh dan tur• Audit leh monitoring system• Permissible leh non-permissible works
DURATION	1:30 hour
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation leh discussion• Practical- a taka cash book fill-up dan tihpui.
LEARNING OUTCOME	Dik leh felfai zawkin account an enkawl/vawng thiam thei ang. Audit an hmachawn hunah an awlsam phah ang.

Thuhmahruai:

Kan hriat theuh angin Finance Commission chuan India sorkar leh state hrang hrangte sum insem dan tur chungchangah Sorkar laipuih rawtna a thlen thin. Finance Commission rawtna ang hian central sorkar leh state hrang hrang sorkarte hian sum an insem thin a ni. Mizoram State Finance Commission din a nihna chhan ber pawh state sorkar leh urban local bodies (Aizawl Municipal Corporation), rural local bodies (Village Council) leh district council sorkarte sum insem dan tur chungchang a state sorkara rawtna thlen a ni.

1st Mizoram Finance Commission chuan thingtlang tihhmasawna turin Mizoram sorkarah rawtna ni 04.05.2016 khan a thlen a, he rawtna hi Sorkar chuan pawmin Mizoram a vawikhatna atan Village Council-te hnenah an veng/khua tihhmasawn nan sum (Grants-in-Aid) a pe.

Village Council ten State Finance Commission atanga sum an hmuh te dik leh felfai zawka an vawn leh enkawl theih nan Sorkarin kaihhruaina a siamte hi kan zir chian a tul em em a ni.

Objectives and conditions of the grants:

- 1) Mizoram State Finance Commission in recommendation a siam te State sorkarin a lo pawm tawh angin Sorkarin chhiah a lakkhawm atanga za a sawmpanga (15%) Local Body te hnen a pek chhuah leh Local Body te sum indaihlohna phuhruk sak (deficit financing) chu a tak a hman tura ruahman a ni ta a ni.
- 2) He Grants-in-Aid hian khawtlang mipuite nitin khawsak leh nunphung a chawikang anga, hamthatna a thlen thei bawk ang.
- 3) He Grants-in-Aid hian Village Council te sumhnar a tipung ang a, sum lakluhna kawng a siam sak thei bawk ang.
- 4) He Grants-in-Aid hi khawtlang tana thil tangkai leh tlo, chhawrnahawm tak siam na'n hman tur a ni ang. Village Council Office mamawh atan pawh hman theih a ni ang. He'ng khawtlang tana asset siamah te hian Village Council-in neitu nihna a chang ang.

- 5) Village Council chu thiah emaw ban emaw a nih chuan Grants-in-Aid atanga asset siam/lei zawng zawngte chungah State sokarin neitu nihna a chang ang a, Village Council in thuneihna a nei lovang.
- 6) He scheme in a huam theih chin leh hna thawh theih chin chu 'Permissible Works' tih hnuaiah chiang taka ziah lan a ni.

Budget provision and formulation of Annual Action Plan

- i) Kum khat chhunga hnathawh tur duan lawk (Annual Action Plan) chu Local Administration Department (LAD) in pawisa awm thei zat a zir zelin a ruahman ang. He Grants-in-Aid semna atan hian Village Council zawng zawngte chu LAD in kum 2015-2016 a baseline survey a lo neih tawh hmangin mihring cheng zat a zir zelin category hrang hrangah then an ni. Hei hi Mizoram Finance Commission Pakhatna in a huam chhung hun atan hman a ni ang.

Sanction and execution of works

- a) Village Council te'n hnathawh theih zing atangin an huam chhunga hnathawh tur an thlang ang.
- b) Hnathawh tur (permissible works) an thlan chu khawtlang mipuite (Gram Sabha) rawnin an pawmpuina lak tur a ni ang.
- c) Local Administration Department-a Technical Wing ten Plan & Estimates siam chungchangah mawh an phur ang.
- d) Local Administration Department Director-in Administrative Approval a pe ang. Technical sanction chu LAD-a Technical Officers, he thil atana Director-in a ruat ten an pe ang.
- e) Directorate Office leh District Office zawng zawng ten hemi scheme hnuaia pawisa chet velna chu account hrangah an vawng ang.
- f) Finance Department, Governemnt of Mizoram hnen atanga Grants hi dawn anih veleh LAD in DLAO hnenah Letter of Credit (LoC) a pe ang a. DLAO te chuan anmahni huam chhung theuh a Village Council-te Savings Bank Account ah ni sarhi (7 days) chhungin Grants hi an transfer tur a ni ang. Bank Account-ah

pawisa pung (interest) a lo awm anih chuan Minor Works thawh nan hman theih a ni ang.

- g) Grants hi installment vawi hnih (2) a pek ang ni ang a, installment vawi hnihna chu pawisa hman dan leh a taka an thawh chin chungchang ziahna an theh luh dan a zirin pek a ni ang.
- h) Implementing agency (Village Council) te chuan signboard an tar zel tur a ni ang a. Background pawl (navy blue) ah hawrawp varin ziah tur a ni. Signboard-ah chuan hnathawh hming, pawisa sanction zat, hnathawh kum leh hna thawktu hming te ziah tur a ni.

Audit system and maintenance of Asset Register

- 1) He Grants-in-Aid scheme hnuai account zawng zawngte chu Local Fund Audit, Accounts & Treasuries, Govt. of Mizoram in an audit thin ang.
- 2) Village Council-te chuan he scheme hnuai hnathawh zawng zawngte fel fai taka chhinchhiahna Assets Register an siam ang.

Monitoring arrangement

- a) Lukhawng nei taka hna te hi thawh a nih theih nan leh hna te tha taka thawh zawh a nih ngei theih nan DLAO te leh LAD Technical Wing ten Village Council te hnathawh vil leh a hmuna endik leh Register endik ah mawh an phur ang.
- b) DLAO chuan a bial chhunga Village Council-te hnathawh zawng zawng chu kum chanve zelah Progress Report a thehlut thin ang. A vawikhatna chu 15th October aia tlai lovah an thehluh tur a ni a, a vawihnihna chu 15th April aia tlai lovah an thehlut thung tur a ni.
- c) Local Administration Department-in kum tinin State Finance Department hnenah Utilization Certificate a thehluh thin ang.
- d) LAD-a Officer leh DLAO te chuan an Department changtu Minister hovin hnathawh dan leh hmasawn dan thlirin kum tin vawikhat meeting an nei thin ang.

Administrative Cost

Plan & estimates siamna leh a vil zuina senso te leh enkawlina senso atan Non-Salary grants dawn zawng zawng atanga za zela pakhat (1%) dah hran a ni.

Permissible and Non-Permissible Works

Permissible Items

- 1) Khawtlang tana tui dah khawlina emaw ruahtui dah khawlina tanky siam.
- 2) Village Council house thawm that.
- 3) Village market.
- 4) Footpath, retaining wall, foot-steps, Lei (bridges), tuihawk luan kawr (side-drains) siam.
- 5) Thlanmual panna kawng siam.
- 6) Khawtlang tana park siam/intihhlimna hmun siam.
- 7) Village Council tan a office furniture leh stationary bungrua lei.
- 8) Anganwadi emaw nau awmna In sak.
- 9) Vantlang inthiarna In siam/sak.
- 10) Khawtlang mipuite hriselna leh invawng thianghlimna program.
- 11) Sport infrastructure.
- 12) Thil dang, khawtlang mipuite'n tul leh tha an tih te.

Non-permissible works

A chung a tarlan permissible works ni lo zawng chu non-permissible works ah ngaih a ni.

Permanent Register for movable and immovable assets:

- a) **Register of immovable assets:** Inthlanna neih zawh a Village Council thar siam a nih ve leh a inhlan chhawn theih turin Bungraw khawih chet theih loh chi (immovable assets) chhinchhiahna Register fel takin siam tur a ni. In (building), leh hmun/ram (land) ang te hi khawihchet theih loh thil neih zing a mi an ni.

- b) **Register of movable assets:** Bungraw khawih chet theih leh lak sawn theih chi (movable assets) te pawh Register siamin fel taka chhinchhiah tur a ni. hei hi inthlanna neih zawh a Village Council thar siam anih huna property inhlanchhawn te zingah a tel ang.

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Chapter - IX

ACCOUNT VAWN DAN – TFC/FFC

SESSION	Account vawn dan – TFC/FFC
OBJECTIVE	Dik leh felfai zawka TFC/FFC account/cash book enkawl leh vawn dan zirtir.
CONTENT	<ul style="list-style-type: none">• TFC/FFC account vawn dan kaihhruaina• Cash book vawn dan• Receipt leh expenditure column fill-up dan
DURATION	1:30 hours
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation leh discussion• Practical- a taka cash book fill-up dan tihpui.
LEARNING OUTCOME	Dik leh felfai zawkin TFC/FFC account an enkawl/vawng thiam thei ang. Audit an hmachawn hunah an awlsam phah ang.

Thuhmahruai:

Finance Commission liamta te mai bakah, tun Finance Commission pawh hian a ngaih pawimawh berte zinga mi chu PRI (Village Council) ten sum an enkawl dan kalphung tihchangtlun leh tih hmasawn hi a ni. Finance Commission rawtna zulzuiin TFC/FFC dawng Village Council-te chuan uluk leh felfai takin account an vawng ngei tur a ni.

Dik leh felfai zawka Village Council ten account/cash book an vawn leh enkawl thiam theihna tura buatsaih a ni.

A hnuaia kaihhruaina dan siamte hi an zawm ngei tur a ni.

1. Village Council reng reng in Finance Commission atan bik hian Bank hnai berah Village Council President tang lai leh Treasurer hmingin Joint Account an hawng ngei tur a ni.
2. Finance Commission grant pawisa leh a kaihhnawih account record-te hi VCP leh Treasurer ten an enkawl dun ang.
3. Finance Commission grant pawisa fai leh Bank Pass Book leh Cheque-te chu Treasurer in a kawng ang.
4. VCP chuan Finance Commission grant pawisa dawn emaw, pek chhuah emaw a hriatpui zel tur a ni a, hemi tihhlawhtlin nan hian pawisa dawnna receipt leh pekchhuahna voucher-ah VCP leh Treasurer ten hming an ziak (sign) ve ve tur a ni.
5. Bank Account chu VCP leh Treasurer tanglai hminga hawn anih avang main VCP leh Treasurer tanglai te personal property a ni lo tih hriat reng tur. Village Council chu dissolved anih chuan pawisa fai kawllai leh Bank Account Pass book leh Cheque-te sorkarin VC ai lo awh tura a ruat lawk kutah hlan nghal tur a ni. Village Council dissolved anih atangin VC ten account an khawih che tawh tur a ni lo.
6. Village Council President leh Treasurer-te sorkar pawmpuina a thlak a nihin, sorkarin a pawm zawkte zel kha account vawngtu an ni ang.
7. Village Council-te chuan sokarin a hriattir hun apiangin Finance Commission grant an hman dan report (utilization certificate) leh account record-te sorkarin pek luhna tura a ruat hnenah an pe lut thin tur a ni.

8. Sorkar thu zawm lo Village Council chu grant an hmuh leh zel tur tihtawp anih bakah, a tul angin an chungah sorkarin action a la thin ang.
9. VC ten Finance Commission grant pawisa an hman dawnin VC fund a pawisa lo lut leh thei tur chi rilru a vawng chungin thil an lei/siam tur a ni.

Entirnan: Finance Commission grant atanga Tui an lak chu a hmangtu chhungkaw tinin thla khatah Rs.5/- theuh pawh VC hnenah hman man (user charge) pe ta se, chumi tlingkhawm chuan kha tui lak enkawlina leh repair-na kha a tum thei dawn a ni.

CASH BOOK

1. Village Council reng reng Finance Commission atanga pawisa dawng chuan pawisa dawn leh hmanralna record-na tur Cash/Account Book a hranpa ngatin an vawng tur a ni.
2. Cash/Account Book atan hian Local Admionistration Department, Govt. of Mizoram in Cash Book for Village Council approved sa a neih chauh hman tur a ni.
3. Finance Commission pawisa dawn leh hman chhuah a awm reng rengin Cash Book-ah ziah luh nghal thlap zel tur a ni.
4. Thla tawp apiangin Cash Book hi closed thin tur a ni a, Cash Book total leh entry dangte chu a dik ngei a ni tih an finfiah hnuah VCP leh Treasurer ten hming an ziah hnan(sign) tur a ni.
5. Thla tawpa Cash Book close anih rual hian Cash Balance (pawisa fai kawllai) leh Cash Book Balance chu a inmil em tih hriat nan pawisa fai kawllai chu chhiar ziah tur a ni. A dik leh dik loh Cash Book ah record ziah thin tur a ni.

Hetiangin:-

Vawiin 31.5.2015 hian pawisa fai kawllai chhiar a ni. A vain Rs.1500/- (Cheng sangkhat zanga) a ni a, cash book balance nen a inmil e.

Rs. _____/- inmil lova, a inmil lohna chhan chu _____

Signed
VCP

Signed
Treasurer

6. VC ten Village Council hminga Cheque/Bank Draft an dawn, an Bank Account a la khung loh hman loh kawllai an nei anih chuan pawisa fai anga ngaih tur a ni. Cash Book ah pawh receipt side-a cash column ah ziah loh tur a ni.
7. Thla tawpa Cash Book closed anih rual hian Bank Pass book pawh bank ah update tir thin tur a ni.
8. Cash Book a ziahloh tawh reng reng chu nawhrehna (hnawih var emaw) hmanga nawhreh phal a ni lo. Kan ziak dik lo palh anih pawhin thai chhiat nuaih loh tur. Cash Book ah ziah soal palh a awm chuan cancelled a ni tih hriat nan pen in rin chhiat tur a ni a, a dik zawk chu a kar awl remchang laiah fiah leh fel fai taka ziah tur a niin chu chu VCP leh Treasurer ten hming an ziah hnan (initial) leh tur a ni.
9. Finance Commission pawisa vawngtu/kawltu Treasurer chuan pawisa chu a hrang hlakin a vawng/kawl tur a ni. Village Council pawisa dangte emaw, mimal pawisate emaw nen a dah pawlh hauh loh tur a ni.
10. Bank ah cheque hmangin emaw pawisa lakchhuah a tul hunah a theih chuan VCP leh Treasurer an kal tur a ni a. Engemaw rokhawlhna lian tak avanga an remchan loh chuan mi rinawm tak ni a hriatte chauh pawisa la chhuak turin an tir tur a ni ang. Cheque emaw pawisa tihbo a awmin Bank a thawkte (cheque bikah) an hriattir bakah Police-ah report an pe ngei tur a ni.
11. Cash Book chu phekk tir atanga a tawp thlengin number pek vek tur a ni a, phekk hmasa berah phekk number awm zat VCP leh Treasurer hming ziah hnan a chuang tur a ni.

Hetiingin:-

‘Cash Book phekk awm zat hi chhiar a ni a, a vaiin phekk 150 a awm’

Signed
VCP

Signed
Treasurer

12. Cash Book chu hman zawh hnuah a dang bu thar hman dawnin volume number pek phawt tur a ni a. Cash Book hmasa ber chu volume I, a dawttu chu volume II, chutiingin volume number pek tur a ni.
13. VC in Finance Commission pawisa a dawn reng rengin a petu hnenah a dawng ngei tih fiah nan receipt a pe ngei tur a ni a, receipt bung lehlam (counterfoil) emaw, carbon copy emaw pawh receipt file ah a vawng thlap tur a ni. Receipt reng rengah pawisa zat chu number leh thumal (in words and figures) in ziah bawh tur a ni.

Hetiingin:-

Vawiin ni 5.5.2015 hian Champhai Bethel VC hnen atingin TFC water supply scheme-a Thanga tuikhur siam nana cement bag hnih an leina Rs.850/- (Cheng zariat sawmnga) ka dawng e.

(LALREMA)
Champhai Bethel

RECEIPT SIDE

1. Finance Commission grant VC in a dawn veleh VC account-a a luh niah Cash Book receipt side ah ziah luh nghal tur a ni.
2. VC Account / Postal Saving account-ah dahluh anih chuan pawisa dah zat kha receipt side-a bank column ah ziah luh tur a ni a. Pawisa fai a dawng anih chuan receipt side-a cash column ah ziah luh tur a ni.
3. Particulars column-ah pawisa dawn a nih dan 1st installment a ni emaw, 2nd installment a ni emaw, kim taka ziah tur a ni. Grant pek a nihna sorkar lehkha number leh date ziah lan bawh tur a ni.
4. Receipt atan hian a hranpa in file fel tawka vawn tur a ni. Chutah chuan pawisa pek an nihna sorkar lehkha copy VCP leh Treasurer te hming ziah hnan te vawn that tir a ni. Cash Book receipt side-a Receipt No. column-a number pek kha file a vawn that sorkar lehkha copy pheh chunglam veilam sir ah ziahlan tur a ni.

5. VC in Finance Commission grant atanga thil a neihte atangin pawisa hmuh let leh (entirnan: vantlang Zun In/Bual In hman man, tuikhur siam hman man, etc) a neihte pawh kimchang takin receipt ziah luh vek tur a ni. Tu hnen atanga dawn nge, eng atan dawn nge, tih te ziahlan tur a ni. Receipt copy pawh a chung Sl.No.4 a ziahlan taw hang khian receipt file a vawn that tur a ni. VCP leh Treasurer ten hming an sign ang a, Cash Book receipt lama Receipt No. ah pawh number pek ve thlap tur a ni. Chuitiang pawisa hmuh let leh a neih chu pawisa fai anih chuan cash column ah ziah tur a ni thung. VC Bank/Posal Saving account a lut anih erawh chuan Bank Column ah ziah luh tur a ni.
6. Cash Book receipt side hi thla tawp apiangin closed tur a ni. Thla khat chhungin pawisa hmuhna lo tam deuhin receipt side-a pheh hmanlai kha kan hmang zo anih a, thla a la tawp si loh chuan khami pheh hman zawh taka receipt kha belhkhawmin pheh lehlamah carried over mai tur a ni.
7. Bank account atangin pawisa fai lakchhuah a nihin receipt side-ah cash column-ah ziah luh tur a ni. Particulars column ah chuan bank atanga pawisa lakchhuah tih ziahlan tur a ni.

EXPENDITURE SIDE

1. Receipt side a tarlan tawh pawisa hman anih reng rengin expenditure side-ah hman ralna ziah luh ngei tur a ni. Pawisa faia pek chhuah anih chuan Cash Column-ah, cheque/bank draft a pekchhuah anih chuan Bank Column ah ziah luh tur a ni.
2. Bank account atanga pawisa fai lakchhuah a nihin expenditure side-a Bank Column ah lakchhuah zat ziahlan tura a ni a, particulars column-ah chuan 'Bank atanga pawisa fai lakchhuah' tih ziah tur a ni.
3. Bank Account atanga pawisa fai lakchhuah a nihin voucher file-ah voucher dah a ngai lova, expenditure side a Receipt No. coulumn ah pawh number pek a ngai lo. Pek chhuah hmain receipt side a cash column ah ziahluh phawt tur a ni thung.
4. Pawisa fai emaw, cheque emaw, bank draft emaw pek chhuah a nihin, a dawngtu hnen atangin receipt lak ngei ngei tur a ni. Chu receipt-ah chuan VCP

- leh Tresurer ten hming an sign ang. Voucher file ah vawn that tur a ni a, Voucher/Receipt No. pek pawh kha Voucher/Receipt phak chunglam veilam sirah ziahlan tel tur a ni.
5. Particulars column-ah tu hnena pekchhuah nge, eng atana pek nge tih chiang taka ziah tur a ni a, cheque/bank draft hmanga pek chhuah anih chuan cheque/bank draft number leh date ziahlan tel tur a ni.
 6. Cheque ziah tawhsa tihbo a nihin a rang thei ang berin bank/postal office-a thawktute hriattir tur a ni. Cheque bo aiah cheque thar ziah leh anih chuan cheque hlui leh a thar number leh date te nen, kimchang takin particulars column ah ziah tur a ni. Amount awm zat pawh particulars column ah hian ziah tur a ni. Bank column-ah erawh chuan amount zat ziahlan tawh loh tur. Cheque hlui amount kha bank column ah ziahluh a ni tawh a, cheque thar amount kha ziah luh leh anih chuan double entry awm awm dawn a. Chuvangin cheque issue tawh tihbo aia a thar ziah anih chuan cheque thar amount kha bank column ah ziah tawh lovin particulars column ah note anga ziahlan mai kha a tawh.
 7. Cheque ziah tawh cash book ah pawh Bank Column-ah expenditure anga ziah luh tawh pawisa faia lakchhuah hmain tih thler palh emaw, pekchhuah a ngai leh lo emaw anih a cancelled a nihin particulars column-ah Cheque No. & Date leh Cancelled anih dan a, Bank Column-ah amount ziah luh leh tur a ni a, amaherawhchu, amount hma lamah hian Minus (-) chhinchhiahna ziah tur a ni. Closing hunah Bank Column-a lang zawng zawng belhkhawm atangin chhinchhiahna (-) awm kha paih leh mai tur a ni. tichuan cheque cancelled awm sela, Bank Balance dik tak a lo lang dawn a ni. Cheque cancelled hi hman a nih tawh loh nan pen-a thaichhiat tur a ni a, Bank a thawktute hriattir ve tur a ni.
 8. Thla tawp apiangin cash book hi close tur a ni. Expenditure side phak tawp lamah chuan receipt side lama Total Receipt kha ziah lan phawt mai tur a ni. Chumi hnuah khami thla chhunga pek chhuah zawng zawng (Cash Column leh Bank Column kha a hranpa ve ve in) belhkhawm kha ziah leh tur a ni a, chu chu Total receipt atanga paih leh khan closing balance a lo chhuak ang. VCP leh Tresurer ten hming an sign hnan tur a ni.

9. Expenditure side-a Closing balance kha phok lehlam thla thar account ah chuan receipt side ah opening balance anga ziah tur a ni.
10. Village Council –n bungrua emaw, ram emaw, chhe mai thei lo chi a lei reng reng chu Property Register-ah ziahluh tur a ni. Voucher ah pawh ‘property register phok (phok No. ziah tur) ah ziah luah a ni e’ tih kha ziah langin VCP leh Treasurer in hming an sign hnan tur a ni.
11. Village Council in Finance Commission grant pawisa fai a kawl emaw grant atanga thil a lei/siam atanga pawisa fai lo lut a kawl emaw kha Bank Account ah duh luah duh sela, expenditure side-a cash column ah a ziah lut ang a, particulars column ah pawh ‘Bank a pawisa deposit’ tiin ziah tur a ni. Receipt side lamah pawh Bank Account-a a luah ni ah khan Bank Column-ah ziah luah ve nghal tur a ni a, particulars column ah chuan ‘Bank a pawisa dah luah’ tiin ziah ve mai tur a ni. Bank in deposit slip/counterfoil an pek kha receipt no. pek tur a ni a, VCP leh Treasurer ten hming an ziah hnan hnuah Receipt file-ah vawn that tur a ni.

CASH BOOK

CASH BOOK

For the Month of _____

**RECEIPT
EXPENDITURE**

Date	Particulars	Receipt No.	Cash	Bank	Date	Particulars	Receipt No.	Cash	Bank
1/5/15	TFC 1 st Installment hmuh vide No.....			5000.00	5/5/15	Bank atanga pawisa fai lak chhuah (Cheque No.....)			1500.00
5/5/15	Bank atanga pawisa fai lak chhuah		1500.00		7/5/15	Cement 2 bags man (Hminga Store)	1	600.00	
					9/5/15	Mistiri rawihna @ Rs.450/- leh Helper @	2	650.00	
						Rs.200/-Hlawhfa chhun thingpui inns senso	3	150.00	
	Opening Balance	-	Nil			Total Receipt	-	1500.00	5000.00
	<u>May</u> thla chhunga TFC pawisa hmuh	-	1500.00	5000.00		<u>May</u> thla chhunga hman ral	-	1400.00	1500.00
	Total Receipt	-	1500.00	5000.00		Closing Balance	-	100.00	3500.00

<p>Vawiin _____ hi pawisa fai kawllai chhiar a ni a, a vaiin Rs. _____ (cheng _____) a ni a, Cash Book Balance Rs _____ nen a inmil e. A inmil lohna chu Rs _____ a ni a, a chhan chu _____</p> <p>Pass Book Balance chu Rs _____ (Cheng _____) a ni.</p> <p>VCP Seal</p>	<p>Cash Analysis: Closing Bslsnce pawisa hi engtia lo awm nge, khawi atanga dawn nge, eng atana hman tur nge tih leh a pawisa zat theuh nena sawi fiahna a hnuai mi ang hi a ni:-</p> <p>VCP Seal</p>
<p>Treasurer Seal</p>	<p>Treasurer Seal</p>

Chapter – X

VILLAGE COUNCIL ADMINISTRATION REPORT

(See Section 8 (5) of the Lushai Hills District (Village Councils) Amendment Act, 2014

SESSION	Village Council Administration Report
OBJECTIVE	Administration report ziah dan zirthiam tir.
CONTENT	<ul style="list-style-type: none">• Report ziah dan tur kaihhruaina• Report thehluh hun• Report ziah dan format/sample
DURATION	1:00 hour
RESOURCE PERSON	Faculties of SIRD&PR and Extension Training Centres and Master Resource Persons of SIRD&PR
TRAINING METHOD	<ul style="list-style-type: none">• Power-point presentation• Practical- report ziah dan a taka zirtir
LEARNING OUTCOME	He training atang hian administration report an zirthiam tawh ang.

Thuhmahruai:

The Lushai Hills District (Village Council) Act, 1953 in a phut angin Village Council tinte kum khatah vawi hnih sorkarah report an thehlut thin tur a ni. Report thehluh loh hi VC Act in a sawi angin VC dinglai thiat theihna khawp hial thutling a ngaih a ni.

Report dik leh felfai a hun taka thehluh thin hi Village Council President mawhpurhna nimahse a tak takah chuan Secretary kutah a tla fo thin. Chuvangin Secretary-te pawn Village Council Report ziah dan hi kan thiam a tul hle.

Report chungchanga hriattur pawimawhte:

1. Report hi April – September leh October – March inkar (kum khatah vawi 2) pek thin tur a ni.
2. Village Council fund atana fund hmuh zat hi V/C in development fund nilo, thil dang atanga an hmuh te huam tir tur a ni. Entirnan: Ranchhiah, hnatlang in runna te, V/C in lei a chawitir ang chi zawng zawng a huam ang.
3. Report hi dik tak leh uluk taka siam tur a ni.
4. Report hi mahni DLAO ah theuh thehluh tur a ni.
5. DLAO theuh ten Administration Report hi tha takin an vawng ang.

A hnuai tarlan format hmang hian report hi dik leh felfai taka ziah a mahni bialtu DLAO ah thehluh thin tur a ni:

Village Council Hming: _____ District: _____

1. Report hun chhung : April-Sept / Oct-March
(A dik zawk zawk thai rawh)

2. Tuna V/C tanglai te hming leh nihna

Member-te

President : _____ 1) _____

Vice President : _____ 2) _____

Treasurer : _____ 3) _____

Secretary : _____ 4) _____

Tlangau : _____ 5) _____

3. V/C sitting neih zat (Report hun chhung) : _____

4. In awm zat : _____

5. V/C fund atanga sum hmuh zat : _____

(Entirnan: Ran chhiah, lei chawitir, etc)

6. Khawtlang developement atana sum hmuh : _____

Zat

7. Tuna In dinglai zat : _____

8. Ranchhiah khawn zat : _____

9. Ran chhiah Sorkara thehluh zat : _____

10. Khawngtlang huap hnatlang neih zat : _____

11. Gram Sabha neih tawh zat : _____

12. Social Audit neih tawh zat : _____

13. Khawtlang thil/hnathawh report tur awm apiang:

14. Khawper (Sub-Village) in nei em: : Nei / Nei lo

(1) Neih chuan eng nge a hming? : _____

(2) In engzat nge awm? : _____

(3) Sorkar phalna a awm em?

Awm chuan Sorkar lehkha number : _____

Signature : _____

President Hming : _____

(Hawrawpuiin)

Seal :

-----XXX-----