

GOVERNMENT OF MIZORAM

DIRECTORATE OF SCHOOL EDUCATION

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C I R C U L A R

(IFMIS chungchang hriattirna pawimawh)

Hei hi School Education Department hnuai Drawing & Disbursing Officer (DDO) zawng zawngte hriat tur pawimawh, IFMIS (Integrated Financial Management Information System) chungchang a ni e. He hriattirna bawhzui hian DDO tin te'n IFMIS portal (<https://ifmis.mizoram.gov.in/IFMIS/login>) ah chak takin hma lo lâk nghâl theuh tur a ni e.

Mizoram sawrkar thuchhuak angin April ni 1, 2022 a tang chuan Department tina DDO zawng zawngte'n IFMIS portal kaltlangin online hmang chauvin Treasury ah bill kan theluh a ngai tawh dawn a. IFMIS hmang thei lo leh thiam velo office te chuan pawisa an hmang ve thei dawnlo tihna tluk a ni tawh a. Chuvangin, a tlâw b'ik Department nilo turin kan zavaia kan tanho a ngai a ni. A taka IFMIS hmang ve tura office tinin tih tur pawimawh kan neihte chu hetiang hian a ni:

IFMIS portal (<https://ifmis.mizoram.gov.in/IFMIS/login>) luhna tur atan hian hlawh siamtu office (DDO) tinin 'User ID leh password' kan neih vek a ngaiin, IFMIS hotuten min siam sak a ngai a, chûngte chu – **Creator** leh **Verifier**. Tin, Head of Department office tin erawhin Approver leh Accounts Officer (AO) te an neih tel a ngai baw. A hnuai tarlan ang hian.

Creator - Regular a thawk clerical staff te hmingin siam tir tur; **EST** (Establishment tihna) leh **AS** (Accounts Section tihna) User a hran ve ve in. **EST** User a tangin employee data registration te, hlawh siam a nih theih nana allowance/advance mapping leh pay fixation etc te khawih tur a ni. **AS** User a tangin hlawh leh hnathawh bill zawng zawng siam tur a ni thung.

Verifier – Office-a DDO hminga siam tir tur. Heta tang hian employee data registration te, **EST** leh **AS** User a tang a thung tawhte lo verify tur a ni a. Tin, treasury a theluh tur, **AS** User a tang a bill siam tawh sa chu DDO User a tang hian Digital Signature hmanga online a thawn tur a ni. DDO tinin Digital Signature neih vek a ngai (DDO tu emaw kha office dangah insawn ta se, a thar siam a ngai kher lo; a neihsa kha a ring chhonzawm thei).

Approver – Hei hi Head of Department (HoD) hminga siam tir tur. **EST** User a tang a Employee Data thung tawh, DDO in a lo verify tawhte chu HoD hian a lo approve ang (non-gazette chin zawng chauh). Gazette officer chin chu Chief Controller of Accounts (CCA) in a lo approve thung dawn a ni.

AO – HoD a tang a DDO te hnena LoC (Letter of Credit) p'ek chhuah chu, portal ah **AS** User hmangin thun tur a ni a. Hei hi Department-a FAO/ Deputy Director(Accounts)/ Jt. Director (Accounts) in **AO** (Accounts Officer) User a tangin a lo approve ang a, chu chu bialtu Treasury Officer hnenah a thawn ve leh ang. LoC hi Treasury Officer in portal a tangin a lo approve thlap loh chuan LoC dawngtu DDO khan IFMIS portal a tangin bill a thelut thei lo a ni.

Log-in credential (User ID) hrang hrang te hmang hian IFMIS portal ah uluk takin mahni office tinah hna lo thawh char char tur a ni, hetiang hian:

'EST' USER AṬANGA TIH TUR TE:

- 1) **Sawrkar hnathawkte ziahluh:** Sawrkar hnathawk nghet zawng zawngte chu Employee Data Collection tih format awmsa hmanga lakhawm vekin a mal tē tē in thun vek tur. Chu chu DDO ah forward tur a ni a, DDO in a lo verify ang; HoD in non-gazette ho lo approve in, gazette officer ho chu CCA in. Log-in hnu a tih dan tur indawt chho chu hetiang hian a ni –

Employee management > employee data collection > create employee > forward

[Regular ho chu 'Employee Data Collection' ah thun tur a ni a; a nghet lo ho - Provisional Employee leh Contract te - erawh chu 'Employee Registration' ah]

- 2) **Hlawh siam tura inbuatsaih:** Hlawh bill siam chu **AS** User aṭanga tih tur a ni nâ in, tih tur hmasa a awm nual a. **EST** User aṭangin Acquittance Roll (A-Roll) keu chungin mimal tin hlawha bet allowance (DA, HRA, SCA & **DA impounded to GPF tel lovin**) leh deduction/loan/advance ang chîte ziah luh (map) hmasak vek phawt a ngai. Log-in hnu ah hêngte hi (Employee Management aṭangin) tihfel hmasak phawt a ngai –

- ❖ **Allowance Mapping:** DA,HRA,SCA nilo zawng allowance dang lâ te tan chiah.
- ❖ **Master Mapping:** Deductions - GPF/NPS/Income Tax; Subscription – GIS; Employee Quarters Mapping – *Hemi ti tur hian Master > Budget Management > Quarters > ah Quarters Type I,II,III,IV,V...ti-a create hmasak a ngai.*¹
- ❖ **Employee Advance Details:** MCA,SA,FA,HBA,PCA,HUDCO,LIC-HBA la mekte tan. HBA vawi khat aia tam la tan HBA-I,II,III.. tiin ziah luh mai tur.
- ❖ **GPF Advance Details** chu portal an siam dik vêleh khawih theih a ni ang.
- ❖ **Arrear and Professional Tax:** Professional Tax leh Pay Arrear hi pêk dawn hunah chiah ziah luh a ngai.
- ❖ **Increment:** Gazette officer chin chu CCA in a lo siam ang, a dang zawng chu DDO in a tifel ang. Hetah hian pay diklo palh te pawh siam that hunlai tak a ni.
- ❖ **Salary Fixation:** A chung a mi anga mimal tinin allowance, loan/advance an hlawh a bet/paih turte mapping kan tih zawhah hian, mimal tinte chu Salary Fixation tih chhungah hian create vek a ngai. Hei hi vawikhat tih a tâwk a, thla tin tih a ngai hran lo. Mahse, an hlawh a danglam hun hunah update ziah erawh a ngai dawn a ni.

NOTE: Hengte hi tih fel zawhah DDO User aṭangin 'E-Billing' chhungah Salary Bill Configuration tihfel hmasak a ngai. 'Public Account' & 'Receipt' head of accounts te mapping tihfel zet tur a ni bawk.

- ❖ **Monthly/Bulk Salary Process:** Mimal emaw a hlâwma hlawh siam a nih theih nan hei hi kan tih leh a ngai.

¹ GAD Office Memorandum vide No.D.11014/1/2019-GAD (GM) dated 14th April, 2021 angin License Fee hi revised rate ang hian deduct tawh tur a ni (w.e.f 1.4.2021):

Type	Living Area (Sq. mt)	Licence Fee	
		Existing flat rates	Revised rates
I	30	130	180
II	31-50	250	370
III	51-75	400	560
IV	76-92	550	750
V	93-160	1000	1400
VI	161-225	1400	1840
VII (Bungalow)	226-350	1900	2350
VIII (Bungalow D)	351-522	2800	3250

A chung a mi te hi kan tihfel kim hunah **AS** User a t̄angin hlawh bill kan siam thei dawn chauh a ni.

- 3) **Transfer & Pension/Boral te:** Employee Management a t̄angin hengte hi khawih tur a ni. 'Transfer (Old Office)' tih a t̄angin insawn chhuakte chu tihfel tur. Pension/boral tawhte chu 'Cessation of Service' a t̄angin tihfel tur a ni. Chutiang chu DDO in a lo verify ve leh ang a; HoD in non-gazette ho a lo approve ang a, CCA in gazette officer chin.
- 4) IFMIS portal hi a enkawltute'n an peihfel hunah chuan, employees data upload fel (complete) tawhte hi EST User a t̄anga edit theihin siam a ni ang.

'AS' USER A T̄ANGA TIH TUR TE:

- i) **Beneficiary Management:** Office in kan d̄awr t̄hin supplier/contractor/firm mimal emaw pawl leh mahni office bank account kimchang thun tur a ni. Hei hi Treasury in bill a pass huna Direct Benefit Transfer tihna tur a ni. Bill engpawh kan siamin, pawisa a lo luhna tur bank account kimchang kha IFMIS portal ah thun zel a ngai.

Beneficiary Management chhungah hian Beneficiary Registration hi hl̄awm hnihah t̄hen a ni – pakhat z̄awk hi '*GST/Tax Payer Only*' tih niin office in kan d̄awr t̄hin supplier/contractor/dawr te, GST TDS kan lo deduct sak ngaite bank account kimchang thunluh tur a ni. A dang leh, '*PFMS Agency/Individual*' tih hnuaiah hian Bank Details thlan tur pahnih (Agency PFMS leh General Beneficiary) a awm a. Agency PFMS ah hian Centrally Sponsored Scheme SNA (Single Nodal Agency) bank account ziahluh tur a ni a; General Beneficiary ah hian GST chawi ngailo kan dawr t̄hin supplier/contractor/mimal te leh mahni office bank account kimchang thunluh thung tur a ni.

- ii) **E-Billing:** Treasury a theluh tur E-Bill te chu **AS** User a t̄anga siam tur a ni. Hlawh leh personal claim (TA/DA, HBA, MR, GPF bill etc.) te chu 'Employee Bills' a t̄anga siam tur a niin, a dang zawng (contingent leh GIA bill etc) te chu 'Non-Employee Bills' a t̄angin a ni thung. Chutiang thil tih fel zawhah chuan DDO ah forward tur.

DDO in a lo approve a, Digital Signature hmanga a sign (Treasury-a a submit) fel zawhah **AS** User a t̄angin chumi E-Bill (pdf) chu print a, sanction order leh voucher original copy te nen Treasury ah theluh mai tur a ni. IFMIS portal ah engkim kan ziahluh vek tawh avangin GAR bill form kan hman t̄hin ang kha siam a ngai tawh lova, LoC copy pawh theluh a ngai lo. LoC neih loh erawh chuan E-Bill hi a siam theih loh a ni.

- iii) **Government Receipts:** E-Billing tih rual hian, 'Employee Bills' leh 'Non-Employee Bills' engpawh nise GST/Income Tax TDS emaw, tax dang leh loan/advance rulhna ang chi reng rengah chutiang p̄ek tur nei beneficiary tin tan E-Challan siam zel tur a ni. Chumi E-Challan chu print out in, E-Bill (print out) copy rualin Treasury ah theluh tel ve kha a t̄awk mai a ni. GST Return filing erawh chu GST portal ah tihfel hnu in chumi chu IFMIS portal ah thunluh chauh tur.

BILL SIAM HUNA HRIAT TUR DANG PAWIMAWH THENKHAT TE:

IFMIS kan hman hma-a Bill siam nana GAR Form kan hman thin ang zêl kha a tlangpuiah chuan hman tur a ni mai a. School Education Department hnuai DDO te chuan hei hi hriat tlân tur a ni:

- Deficit leh Adhoc GIA School staff te hlawh siam nan chuan form 'GAR-34' hman tur a ni a. An hlawh zât diktak Direct Benefit Transfer turin 'Multiple Beneficiary' tih kha thlangin, mimal tin bank account ah an hlawh lâk tur zel kha chhu lûtin 'add' kim hnu-ah 'create' mai tur a ni.
- MR Teacher te hlawh siam nan chuan form 'GAR-29' hman tur a ni a; Deficit leh Adhoc GIA School staff te hlawh siam dan kalphung ang chiah hian, Direct Benefit Transfer tih ngei tur a ni.
- LoC neih loh (emaw neih daih loh) chuan DDO in Treasury ah bill a submit thei lo. HoD/Directorate ațanga LoC pêk chhuah kha Treasury Officer in a lo approve zêl a ngai a ni. HoD/Directorate-a **AO** (FAO/DD Accounts/ JD Accounts) User ațanga LoC pêk chhuah hi DDO leh Treasury in a lo ti danglam thei lo.
- IFMIS portal ațanga automatic a lo in generate, Bill Number chu digit 11 a ni zêl tawh ang a, Treasury ah Token Number hran a awm tawh lovang.
- Treasury a bill kan submit tawhte "Payment Status" hi IFMIS portal home page (a hnuai dinglam kil) ah en theih vek a ni nghe nghe.

REGULAR LO TE HLAWH SIAM DAN TUR:

A nghet lo ho (Deficit & Adhoc Aided School a thawk leh MR Teacher te) te hlawh siam dan tur chu hetiang hian ruahman a ni. An bank account kimchang (account holder's name, bank account number, bank name, bank branch, IFSC & MICR te), IFMIS portal a thun turin an passbook emaw cheque thlalak lo lâkkhawm vek a ngai a ni (Lumpsum GIA School telin):

1. **MR (Muster Roll) Teacher** te employee data hi thun a ngai lo a. Mahse, **AS** User hmangin Beneficiary Management chhunga Beneficiary Registration (individual) ah mimal tin bank account kimchang thun vek tur a ni (passbook/cheque thlalak upload tel vek a ngai). A fill up dan tur tih danglam hlek ngai bîkte chu hetiang hian:

Purpose of Registration : MR Teacher Wages
House No. : School hming ziah nise
Locality : Designation ziah mai nise

2. An data thun ve a ngai lo nâ in, **Adhoc leh Deficit School a thawkte (teacher & staff)** bank account kimchang chu **AS** User hmangin Beneficiary Management chhunga Beneficiary Registration (individual) ah thun luh vek tur a ni bawk (passbook/cheque thlalak upload tel vek a ngai). A fill up dan tur tih danglam hlek ngai bîkte chu:

Purpose of Registration : GIA School Employees Salary
House No. : School hming ziah nise
Locality : Designation ziah mai nise

3. **Lumpsum GIA dawng zawng zawng school bank account pawh AS User** hmangin Beneficiary Management chhunga Beneficiary Registration (individual) ah thun luh vek tur a ni bawk (passbook/cheque thlalak upload tel vek a ngai – **mimal bank account hman phal a ni lo**). Lumpsum GIA School hnuai thawkte data leh bank account erawh chu thun a ngai lo. A fill up dan tur tih danglam hlek ngai b̄kte chu:

Purpose of Registration : Lumpsum School GIA
House No. : School hming ziah nise

4. Tun hnuai SEDP fund a t̄anga an rawihte data leh bank account erawh chu engmah thun loh tur a ni.

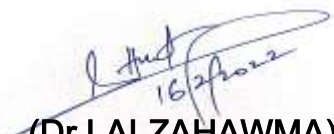
Harsatna neite chuan a hnuai hming ziak emaw, IFMIS Helpdesk Toll Free No. 18003453873 ah hian office hun chungin biak theih reng an ni. A hmuna kal theite tan IFMIS Helpdesk office awmna chu Secretariat Annexure-I, First Floor (Aizawl North Treasury bul chiah), Treasury Square, Aizawl, Mizoram ah a ni.

IFMIS chungchanga thu thar chu a t̄ul hun apiangah kan in hriattir belh z̄el ang a, IFMIS portal lamah pawh lo ngaihven reng turin kan in chah bawk e.

Sd/-(JAMES LALRINCHHANA)
Director
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Copy to:

1. All DDOs under School Education Department for compliance and necessary action.
2. Website manager, School Education Department for necessary action.
3. Guard file.


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