



The Mizoram Gazette

EXTRA ORDINARY

Published by Authority

RNI No. 27009/1973

Postal Regn. No. NE-313(MZ) 2006-2008

VOL - XLVIII Aizawl, Thursday 20.6.2019 Jyaistha 30, S.E. 1941, Issue No. 398

NOTIFICATION

No.B.12019/69/2019-SWD, the 17th June, 2019. The Governor of Mizoram is please to notify Mizoram State Child Protection Society Financial Management Guidelines, 2019 with immediate effect and until further order as follows:

1. Short Title and Commencement:

- (i) These guidelines may be called the Mizoram State Child Protection Society Financial Management Guidelines, 2019.
- (ii) The Guidelines contains:
PART-I : Financial Management System.
PART-II : Guidelines for organizing Trainings; Meetings;
Awareness/Capacity Building/Sensitization Programme.
PART-III : Delegation of Financial Powers under MSCPS.
- (iii) These Guidelines shall be deemed to have come into effect from the date of publication.

2. Applicability and Administration of the Manual:

- (i) The financial management guidelines shall be followed by all the implementing units/offices set up under this Society.
- (ii) This guidelines will be administered in the manner given below:
 - (a) Governing Body of the Society will authorize and approve the guidelines.
 - (b) These guidelines are a dynamic document and may be amended by the Governing body as and when required. All amendments made to the Guidelines will be circulated to all the implementing units/Offices by SCPS.
 - (c) This Guidelines will govern the Financial Management system of Mizoram State Child Protection Society and should be maintained by the Principal Programme Manager of the MSCPS.

PART-1 FINANCIAL MANAGEMENT SYSTEM

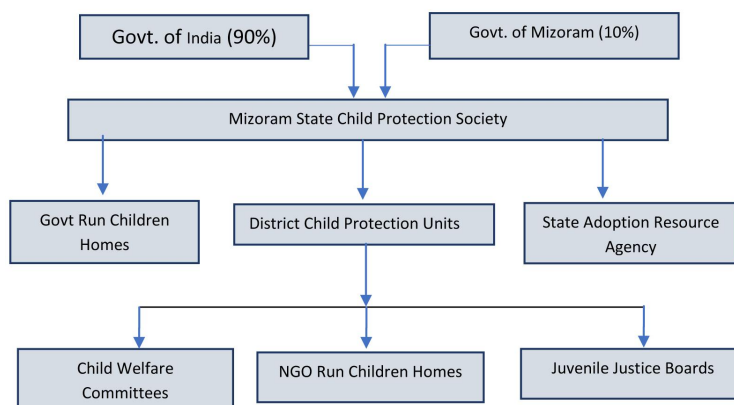
3. Fund Flow Arrangement:

3.1. Society Fund:

- (i) The fund of the Society shall be called Society Fund and shall consist of the following namely:
 - (a) Funds received from the Central Government.
 - (b) Funds received from the State Government.
 - (c) Grants, Donations or assistance or any other receipt from the NGOs, individuals and corporate bodies.
- (ii) All money constituting the Society Fund shall be credited to any Nationalized Bank or any other Scheduled Bank as the "A/C of the Society Fund".

- 3.2. Fund Flow at MSCPS:** The Government of India (GoI) through MWCD provides funds to MSCPS through annual budgetary allocation. The State Government sanctioned its 10% share from the approved budget of GoI. There is no physical transfer of funds from Government of India and Government of Mizoram to MSCPS. The society is funded by Government of India (90%) and Government of Mizoram (10%).

Fund Flow Process:



- 3.3. Accounting Centres:** The accounting centres for the Society will be as follows:

- (i) State Child Protection Society (SCPS): The overall Child Protection Service Scheme monitoring office.
- (ii) State Adoption Resource Agency (SARA): The Scheme implementation office at the state level in relation to Non-Institutional Service Programs.
- (iii) District Child Protection Unit: The Scheme implementation office at the district level. The DCPU will be responsible for accounting expenditures by CWC, JJB and NGO run Child Care Institutions.
- (iv) Child Care Institutions: The scheme implementation offices within districts.

3.4. Transfer of funds:

- (i) The Secretary of the Society will open a Joint Account with the President for management of the Fund. The Principal Programme Manager, MSCPS will submit requirement of expenditure to the Secretary for onward approval to President. The Principal Programme Manager, MSCPS

- is authorised for making sanctioning order and payment order to different implementing units/offices under Child Protection Service Scheme as approved by President/Secretary.
- (ii) The Principal Programme Manager, MSCPS will devolve funds to the different implementing units/offices in accordance with the Annual Approved Budget. The District Child Protection Officer in turn will devolve funds to the respective NGO, CWC and JJB.
 - (iii) Devolving of funds should be done quarterly.
 - (iv) All funds released by the State to the Districts will be treated as inter unit transfers until expenditures are incurred at these levels.

3.5. Expenditure and payment of money:

- (i) No officers or authority shall incur any expenditure from the Fund unless such expenditure has been sanctioned by a general or special order of the competent authority.
- (ii) No expenditure shall be made in excess of the limits sanctioned for the purpose in the sanctioning order or the budget, as the case may be.
- (iii) All sanction of expenditure shall indicate the details of the provisions under the relevant budget head. A sanction shall unless specially mentioned by the authority passing the order come into effect from the date of its issue.
- (iv) No authority shall exercise his sanctioning power in respect of the expenditure, in which he either directly or indirectly has some interest. In such a case the matter shall invariably be referred to his next higher authority for according the sanction in otherwise.
- (v) That there shall be adequate provision of fund authorized by a competent authority fixing the limits within which the expenditure shall be incurred.
- (vi) That there shall be proper sanction, either general or special, accorded by the authority component therefore authorizing the particular item of expenditure.
- (vii) Each head of the office shall be responsible for enforcing the financial order and strict economy at every step and also for observance for all the relevant financial rules regulations and discipline.
- (viii) All bills presented for payment shall be examined in accordance with the relevant provisions of the rules and these regulations and disbursing officer shall if the claim is admissible and proper, the signature of the claimant is true, the bill is in order and the receipt is a legal acquaintance, make an order to pay the bill under his hand seal on the bill. The order shall specify the amount payable both in words and in figures.

4. Planning and Budgeting:

4.1 Budget Period: Budget Period to be followed by the Society will be the financial year i.e. from April to March of each year.

4.2. Budget calendar: The budgeting process for the budget year will start after the completion of six months of the current financial year, thereby leaving six months for budget preparation, review, consolidation, revision, approval and allocation of approved budgets to the various Society Units. The milestones in the budgeting process along with the target timeline are laid down in the following budget calendar:

SN	Activity	Responsible Agency	Completion Timeline
1	Letter by Principal Programme Manager to SARA and all DCPU for submission of plan/budget proposal	Principal Programme Manager, SCPS	October
2	Pre Budget conference/ planning with all stakeholders within districts and finalizing district budget	SARA/DCPO	November

3	Submission of budget estimates by all stakeholders to SCPS	SARA/DCPO	December
4	Preparation of Annual Budget by SCPS	SCPS	January
5	Submission and approval of budget to the State Government and submission to MWCD	SCPS State Government	February
6	Submission of budget estimates to MWCD	State Government	March

4.3. Budget Proposals and framing of Budget Estimates:

- (i) Annual Work Plan & Budget will be prepared every year by following CPS guidelines and after assessment of the need of each individual district by the districts.
- (ii) State Principal Programme Manager MSCPS, Programme Manager SARA and District Child Protection Officers will be responsible for preparation of the Annual Work Plan & Budget (AWP&B) of their respective component/ functional area after consultation workshop/ meetings with other offices and statutory bodies. District Child Protection Officers will be responsible for compilation of the proposals of different functional areas and preparation of complete District plan.
- (iii) In case of exceptional exigencies, SCPS shall take midterm corrective measure other than re-appropriation in the approved budget and submit the same to the competent authority for approval at the earliest opportunity.

5. Re-appropriation of funds:

The expenses of the Authority shall be made in compliance of the budget provisions. In case the need for re-appropriation exists, the Approval authority for re-appropriation shall be the Secretary and President of the Society.

6. Accounting & Financial Procedures:

- (i) The accounts of the Society shall be maintained on cash basis using double entry book keeping principles with provision to migrate to accrual account.
- (ii) Standard books of accounts (Cash Book, Journal, Ledger, etc.) including TALLY Software shall be maintained in respect of funds received under CPS, Juvenile Justice Fund and other sources.
- (iii) The Books of Account shall be updated and tallied regularly.
- (iv) The following books, accounts and registers shall be maintained by the Society:
 - Cash Book, Ledger, Journal.
 - Register: Journal/Magazines/News Papers, Cheque issue, Bill, Stock, Fixed Assets, Advances, Non-consumable articles, Consumable articles.
 - Bank Pass Book, Bank reconciliation statement.
- (v) The vouchers after being approved by the competent authority maintaining accounts in various levels shall be posted in cash/bank books.
- (vi) All cash/ bank payments shall be accounted for/through payment voucher. The Payee must sign the voucher for having received the payment.
- (vii) Vouchers shall be issued officially to a designated person who shall be responsible for the custody and accounting of the same.
- (viii) Vouchers shall not be overwritten. In such cases it is best that the voucher be cancelled and retained for future inspection.
- (ix) Unutilised or cancelled vouchers shall be retained in the voucher books itself for inspection by the audit subsequently and shall not be destroyed under any circumstances.
- (x) Vouchers and the cash memos need to be stamped with a rubber stamp of a particular project or agency.

- (xi) A "PAID" stamp should be put on all vouchers for which payment has been made.
- (xii) Vouchers need to be approved by the person initiating the expenditure (who can sign on the supporting document as well). In case the competent person is not present, the voucher must be verified/approved by any other person standing-in for the person before release of payment.
- (xiii) All cash payments exceeding Rs.5000/- should be receipted with a revenue stamp.
- (xiv) Cash transactions are generally made for petty expenses and when/where banking facilities are not available. As per Income Tax Rules, no claim exceeding Rs.20,000/- should be settled through cash payments. These should invariably be by account payee cheques.
- (xv) The Ledger accounts shall be arranged and grouped in such a manner that the desired information is promptly secured.
- (xvi) Combined Ledger accounts can be maintained for various detailed heads. The contingent Register may be maintained in such a manner that it is used as Ledger for recording expenditure under miscellaneous items.
- (xvii) The formats for monthly statements of account and expenditure will be as per "Statement of expenditure Form" prepared by State Child Protection Society (SCPS).

7. Accounting for Advances:

- (i) Advances to Suppliers/ Service Providers (as per terms of the contract/ Purchase Order/ Rate Contract/ Service Contract) can be released. The advance shall be recorded in an Advance register. The advance to staff shall also be recorded in a separate "staff advances register". Staff can obtain advances mainly for the following expenses:
 - Travel and Subsistence.
 - Purchase of goods from the market.
 - Day to Day expenses.All such requests should be made only after it is duly approved by the competent authority as per the delegated authority limits.
- (ii) The advances shall be adjusted on receipt of goods/ services, through journal voucher.
- (iii) The release of advance shall be done through payment voucher. The adjustment of advances shall be done through the journal voucher.
- (iv) It is mandatory that there are no advances outstanding as on 31st March, i.e. the end of the financial year.

8. Accounting for fixed assets: The accounting for fixed assets shall be done for all offices. Accounting of fixed assets shall be done in respect of assets acquired for the project. The procedure of maintenance of the fixed assets register is as follows:

- (i) Whenever a fixed asset is purchased a payment voucher shall be prepared whereby the respective account head is debited and bank/ cash account is credited. The relevant asset code and description is specified in the voucher itself.
- (ii) The fixed asset register shall give details as regards to the nature of asset; date of purchase; location; Cost; Asset code and voucher reference of purchase.
- (iii) The fixed asset register shall be updated as soon as the Cash/ bank payment voucher is passed for purchase of the fixed asset.

9. Bank Transaction:

- (i) All receipts are to be acknowledged by issuing an official receipt. The date of receipt, its accounting and the date of deposit of the cheque/draft to the bank account should be the same. The relaxation can be only in view of banking hours or bank holidays.
- (ii) The bank deposit slip should be attached with the Receipt Voucher.

- (iii) No receipt should be issued on the last day of the month if the instrument cannot be deposited with the bank on the same day.
- (iv) Payment has to be made only against original bills and claims. Any type of copy of bill or claim should not be entertained.
- (v) All supporting documents should be attached with the Payment Voucher and filed according to serial number.
- (vi) If there is more than one bank account, separate Payment Voucher files to be maintained.
- (vii) All letters/instructions to the bank should be signed by the authorized signatories only.
- (viii) Never sign cheques in advance or in blank.
- (ix) Un-cashed cheques should be cancelled within a reasonable period. Do not leave specimen signatures around.
- (x) Cheque books should always be kept under lock and key. Only authorized persons should be allowed to handle them.

10. Bank Reconciliation Statement:

- (i) Bank balance shall be reconciled as per the bank statement and the bank book as and when needed. The unmatched transactions would be grouped under the following heads:
 - (a) Cheque deposited but not credited.
 - (b) Cheque issued but not presented.
 - (c) Excess/ less amount debited / credited by bank.
 - (d) Bank interest.
 - (e) Bank charges.
- (ii) Appropriate correction entries shall be pass wherever necessary for the differences in the bank statement and bankbook.

11. Financial Reporting: Reports can be divided into Internal Reports and External Reports:

Internal Reports:

S.N	Title of Report	Periodicity	Timeline	Prepared By	Submitted to
1	Monthly Expenditure Report	Monthly	5 th of the every succeeding month	Govt. Run CCI	SCPS
				DCPU	SCPS
				SARA	SCPS
2	Monthly Bank Reconciliation	Monthly	5 th of the every succeeding month	Govt. Run CCI	SCPS
				DCPU	SCPS
				SARA	SCPS

External Reports:

S.N	Title of Report	Periodicity	By When	Prepared By	Submitted to
1	Utilisation Certificate	Annual	30 th April of the succeeding FY	SCPS	SWD for onward submission to MWCD
2	Statement of Expenditure	Annual	30 th April of the succeeding FY	SCPS	SWD for onward submission to MWCD
3	Consolidated Audit Report	Annual	30 th July of the succeeding FY	Statutory Auditor	SCPS, for onward submission to SWD

12. Audit Arrangements

- (i) **Statutory Audit:** Statutory Audit of MSCPS will be conducted by independent Chartered Accountants firms as per terms of reference. However, the accounts of the MSCPS will be open to audit both by C&AG of India as well as by the Principal Accounts Office of MWCD. The State Child Protection Society will submit consolidated annual audit report for State to MWCD through Directorate of Women and Child Development.
- (ii) **Internal Audit:** SCPS, Mizoram will be responsible for carrying out internal Audit. The Internal audit will include payment audit as well as independent appraisal of the financial, operational and control activities of the programme.
- (iii) **Statutory Audit Calendar:** The following time table is prescribed for the external audit arrangements which should be followed:

S.N	Activity	Timeline
1	Date of approval for engagement of Auditors by competent authority	Between Jan & Mar of every year
2	Date of engaging CA firm	By April of every year at the outset
3	Completion of Audit of MSCPS	By June of every year
4	Review and Analysis of State Audit Report by SCPS	By July of every year
5	Submission of consolidated Audit Reports to MWCD	By 30 th July of every year

- 13. **Procurement Guidelines:** For procurement, General Financial Rules, 2017 shall be applied as and when required.

- 14. **Local Purchase Committee:** A departmental local purchase committee will be constituted for regulating procurement of goods and services only on each occasion as laid down under GFR Rules, 2017:

LEVEL	CHAIRMAN	MEMBERS		
SOCIETY	President	Secretary	One Governing Body Member	Principal Programme Manager, SCPS
SCPS	Principal Programme Manager, SCPS	Programme Officers	Accounts officer	Accountant
SARA	Programme Manager, SARA	Programme Officer	Programme Assistant	Accounts officer, SCPS
DCPU	District Child Protection Officers	Protection Officers	Legal-cum-Probation Officer	Accountant
CCI	Superintendent	Case Worker	Counsellor	Accountant

PART -2
GUIDELINES FOR ORGANIZING TRAINING/ MEETING/ SENSITIZATION/ AWARENESS/ CAPACITY BUILDING EXPENDITURE

SN	Particulars / Items	State Level		District Level	
		MSCPS Training Hall	Outside	Within Office Building	Outside
1	Hall Rent including Sound System, Projector & Decoration	Rs 5,000/-	Rs 15,000/-	Rs 2,500/-	Rs 5,000/-

2	Workshop / Training Kit	Rs 150/- per head	Rs 200/- per head	Rs 100/- per head	Rs 150/- per head
3	Banner	Rs 1,000/-	Rs 2,000/-	Rs 1,000/-	Rs 2,000/-
4	Video Coverage / Photography	Rs 5,000/-	Rs 10,000/-	Rs 5,000/-	Rs 5,000/-
5	Printing & Xerox	Rs 5,000/-	Rs 10,000 /-	Rs 2,500/-	Rs 5,000/-
6	Refreshment	Rs. 250/- per head per day	Rs. 350/- per head per day	Rs. 150/- per head per day	Rs. 250/- per head per day
7	Travel Cost	1) MSCPS Staff, CWC/JJB/ Committee members at district level - As per MSCPS Travelling Allowance Rules. 2) Stakeholders under ICPS - As per MSCPS Travelling Allowance Rules & As per their corresponding level in the said Rules.			
8	Lodging of participants	1) MSCPS Staff, CWC/JJB/ Committee members at district level - As per MSCPS Travelling Allowance Rules. 2) Stakeholders under ICPS - As per MSCPS Travelling Allowance Rules & As per their corresponding level in the said Rules.			
9	Daily Allowance/Honorarium	1) Committee Member (State & District Level) : Rs 500/- per day 2) Committee Member (Block Level) : Rs 300/- per day 3) Committee Member (Village Level) : Rs 200/- per day 4) MSCPS Staff : Rs 200/- per day 5) Other Stakeholders under ICPS :Rs. 200 per day			
10	Honorarium for Experts	Rs. 1000/- per session of 60 minutes duration.			
11	Accommodation/fooding for Experts	Rs 5,000/- per day (maximum)	Rs. 3000/- per day (maximum)		
12	Travel Cost of Experts	Actual expenditure		Actual expenditure	
13	Training Report	As per actual price, if required			
14	Misc.	Rs10,000/-	Rs 20,000/-	Rs 5,000/-	Rs 10,000/-

PART-III DELEGATION OF FINANCIAL POWERS UNDER MSCPS

1. **Delegation of Financial Powers:** The Society shall adhere to provisions of the Delegation of Financial Powers given below and have them ratified by the Governing Body as the case maybe. All powers for approval and authorization/ sanction for release of funds and incurring expenditure should be vested with the programme functionaries of all implementing agencies. All powers should start and end within the Society structure itself.
2. **Duties and responsibilities:**
 - 2.1 **Governing Body:**
 - (i) The Governing Body shall decide the extent of the financial powers to be delegated to the related authorities and officials. In the matters where there is no detailed rules and procedure with regard to incurring expenditure, the State Govt. rules and procedures shall be followed.
 - (ii) Subject to the approval of the Governing Board and also the budget provision, the President shall exercise full financial powers in relation to the affairs of the Authority.

2.2 Duties and responsibilities of President:

- (i) The President being the overall executive of the Authority shall be responsible for proper financial administration & activities of the Authority and shall exercise the financial powers as indicated in Table-I as may be modified from time to time by the Governing body.
- (ii) Shall have the power to delegate his financial powers to the Secretary or any other member of the Governing body.
- (iii) Shall ensure proper arrangement for safe custody and security of cash balances, stores and other properties of the Authority and further ensure that reports and accounts are prepared and submitted properly, correctly and promptly.
- (iv) Shall ensure the timely formulation of annual plan, implementation and monitoring and submission of periodical, performance reports as and when required by the State Government or Central Govt. as the case may be.
- (v) Shall exercise all financial powers as assigned by Governing Body.
- (vi) Shall open a Bank A/c in any nationalized Bank at the head quarter and deposit all the money received from Govt. of India. State Govt and other sources in it.

2.3 Duties and responsibilities of the Secretary:

- (i) The Secretary shall assist the President in all matters in the discharge of the duties and responsibilities of financial matters.
- (ii) To supervise the day-to-day works of the budget & accounts sanctions in the office of the various office under MSCPS.
- (iii) To examine personal claims of the employee and give necessary advice.
- (iv) To maintain the records of finance related committee meetings, coordinate the preparation of agenda notes and follow up the decisions taken therein.
- (v) The Secretary shall exercise the financial powers as indicated in Table-I as may be modified from time to time by the Governing body.

2.4 Duties of Principal Programme Manager, MSCPS:

- (i) To assist the President and Secretary in the discharge of their financial responsibilities.
- (ii) Shall be the Drawing and Disbursing Officer (DDO) at State Level. He/She shall make sanctioning order and payment order to different units under CPS as approved by Secretary/ President.
- (iii) To prepare periodical returns on income & expenditure relating to transactions.
- (iv) To supervise the day-to-day works of the budget & accounts sanctions in the various offices under ICPS.
- (v) To compile correct accounts and statistics.
- (vi) To impart training to all stakeholders for maintenance of accounts and computation thereof.
- (vii) To arrange the logistics of seminars, training programs, conference etc., as required by various programme officers.
- (viii) He/She will also do other duties as assigned by the President/Secretary from time to time.
- (ix) The Principal Programme Manager, SCPS shall exercise the financial powers as indicated in Table-1 as may be modified from time to time by the Governing Body.

2.5 Duties of Programme Manager SARA, District Child Protection Officer and Superintendent of Govt run CCIs.

- (i) District Child Protection Officer (DCPO) shall be the Drawing and Disbursing Officer (DDO) at District level. He/She shall make sanctioning order and payment order to different units at district level.

2	Publication Expenditure on printing of office materials, manuals, and other documents, priced or unpriced etc.	UptoRs. 10 lakhs at one time	Upto Rs. 5 lakhs at one time	Upto Rs. 3 Lakhs at one time	Upto Rs. 1.5 lakhs at one item	Upto Rs. 1 lakh at one item	Upto Rs. 20,000/- at one item
3	Advertising and publicity Expenditure on printing of publicity material etc.	Upto Rs. 10 lakhs at one time	Upto Rs. 5 lakhs at one time	Upto Rs. 2 lakhs at one time	Upto Rs. 1 lakh at one item	Upto Rs. 80,000/- at one item	Upto Rs. 30,000/- at one item
4	Furnishings Expenditure on furnishings of office, & other buildings etc.	Upto Rs. 10 lakhs at one time	Upto Rs. 5 lakhs at one time	Upto 3 lakhs at one time	Upto Rs. 1.5 lakhs at one time	Upto Rs. 1 lakh at one time	Upto Rs. 50,000/- at one time
5	Professional and Special Services Hiring of experts, Legal services, and consultants	Full Powers	Upto Rs. 5 lakhs at one time	Upto Rs. 2 lakhs at one item	Upto Rs. 60,000/- at one time	Upto Rs. 50,000/- at one time	Upto Rs. 30,000/- at one time
6	Disposal articles/ materials/ furnitures /equiptments	Full Powers	Full power	-	-	-	-
7	Minor Works It includes minor additions/ alteration to existing work or new work classified as minor	Full Powers	Upto Rs. 5 lakhs at one time	Upto Rs. 2 lakhs at one time	Upto Rs. 60,000/- at one time	Upto Rs. 50,000/- at one time	Upto Rs. 30,000/- at one time
8	Vehicle Hiring	As approved by ICPS Guidelines and as per Govt. approved rates and as amended from time to time		-		-	-