

**GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
(PROTOCOL & HOSPITALITY WING)**

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No.F.19016/1/2012-Protocol (GAD)

Dated Aizawl, the 26th June 2019

OFFICE ORDER

It has been observed by the Government that the expenditure and revenue receipts of the State Guest House has been found disproportionate to the expenditure as a whole. In order to streamline and rationalize the process of booking, maintenance of cash, room rent, income from F & B and hiring charges of the Halls etc, all Officers and Staff under P & HW shall follow the following instruction strictly with immediate effect and until further orders.

I. Room Rent

Room Rent shall be submitted to the State Protocol Officer on or before every 10th day of the month with Receipt Counterfoil without fail. Format for submitting Room Rent shall be prepared by the State Protocol Officer

II. Income on F & B

Income on F & B shall also be submitted to the State Protocol Officer on or before every 10th day of the month with Receipt Counterfoil without fail. Format for submitting Income on F & B shall be prepared by the State Protocol Officer

III. Rent on Cultural Hall, Banquet Hall & Conference Hall

Rent on Cultural Hall, Banquet Hall and Conference Hall shall be submitted to the State Protocol Officer as well on or before every 10th day of the month with Receipt Counterfoil without fail. Format for submitting Rent shall be prepared by the State Protocol Officer

IV. Maintenance of Cash Book

Deputy Manager/Asst Manager shall keep and maintain Cash Book as per instructions of the Government from time to time and as per General Financial Rules.

V. Daily Accommodation Chart

Deputy Manager/Asst Manager shall furnish Daily Accommodation Chart via email **mizoramprotocol@gmail.com** without fail by 10:00 AM everyday. In case there is a failure of internet network, Report shall be sent via Whatsapp.

VI. Examination of Daily Accommodation Chart & Receipts

State Protocol Office shall compare and examine the revenue receipts, Accommodation Chart etc received from the State Guest House every month and the Daily Accommodation Chart shall also be carefully kept in the file by the concerned Dealing Assistant in the P & HW Office.

VII. Prohibition of expenditure from realization of rents, income etc

Room rent, realization from F & B, Cultural Hall, Banquet Hall and Conference Hall so collected shall not be spent by anyone without prior permission of the Competent Authority.

VIII. Prohibition of unauthorized use of State Guest House

Unauthorized use of Cultural Hall, Conference Hall and Banquet Hall is strictly prohibited

**Sd/-V LALENGMAWIA
State Protocol Officer &
Deputy Secretary to the Govt. of Mizoram
General Administration Department
(Protocol & Hospitality Wing)**

Memo No.F.19016/1/2012-Protocol (GAD):

Dated Aizawl, the 26th June 2019

Copy to:

1. Commissioner & Secretary, GAD
2. Deputy Manager, State Guest House for information and necessary action
3. Notice Board.



**State Protocol Officer
&
Deputy Secretary to the Government
General Administration Department**