

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

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

Dated Aizawl, the 16<sup>th</sup> July 2019

**OFFICE ORDER**

In pursuant to the meeting held on 12<sup>th</sup> July 2019 at the Office Chamber of State Protocol Officer, Deputy Manager, State Guest House is hereby informed to maintained Cash Book in the manner prescribed as below:

1. Cash Book mentioning Receipts & Disbursement should be closed every month and countersigned by the Deputy Manager
2. Deputy Manager, State Guest House should count all pages of the Cash Book and get it certified in the first page of the Cash Book mentioning number of pages of the Cash Book.


**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 16<sup>th</sup> July 2019

Copy to:

1. Deputy Manager, State Guest House for information and necessary action
2. Notice Board.



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