

Directorate of Institutional Finance and Small Savings Govt. of Mizoram

PAY ROLL SAVINGS GROUP DIN DAN LEH A CHUNG CHANG TE

1. Sawrkar Office te , sikul leh college te, leh hmun danga thla tin bi-a hlawh la thinte tan Payroll Savings Group hi dintheih a ni a. Mizoramah chuan Pay Roll Savings atana Account hman lai mek chu Post Office 5-yr Recurring Deposit Account hi a ni.
2. Pay Roll Savings groups din a nih chuan, member-te zing atangin ‘Group Leader’ tur thlan/ruat a ni ang a. Tin,hnathawhna hmuna hotu ber chu ‘Supervising Officer’(Endiktu) a ni ang.
3. Group Leader atan hian Cahier hi hman a ni deuh ber a. A chhan chu thil pawimawh kawh himna (Safe custody) a neih remchan vang a ni.Amaherawhchu cashier a remchang lo anih chuan Group member zinga mi rintlak tupawh hman theih a ni.
4. Group member-te chuan an thla tin hlawh lak atanga an tangka khawl thin tur zat chu ‘Letter of Authority’(Form Enclosed) hmangin Supervising Officer hnenah hriattir ang a.Chu chu Group Leader in ‘Pay Roll savings Register’- ah (Proforma enclosed) ziak lutin a chhinchhiah ang. He register hi group Leader in fel takin a vawng ang a, thla tina member tinte tangka khawl zat a ziak lut ang a,chu chu member te a hmuhtir pahion an hming a ziahtir bawh ang.
5. Account hawng thar tur hian Application Form (Form enclosed) a ngai a.Chu chu group leader in Dak in atangin an mamawh ang zat a la ang a .
6. Group Leader chuan member te Application Form leh tangka khawl tur a la khawm ang a,’Schedule of deductions ‘(Form Enclosed) copy 3 leh ‘Pay in Slip’ te nen dah in a the luh tur.
7. Payroll Savings Group din fel a nih hnuah, Group din a nih chung chang ‘Order’ (Form Enclosed) chhuah tur a ni.
8. Pay Roll Savings –a tangka khawl tur hi Pay Bill emaw,Acquitance Roll emaw , atanga tihfel tur a ni lo va.A hranpain Group Leader –in (hlawh sem rualin) a khawn khawm thin ang.
9. Pay Roll Savings Account (Recurring Deposit Account) hi mi pakhatin duh zah zah hawn theih a ni.
10. Pay Roll Savings Group din a nih chuan, thla tin leh thla thum dan zeal khawn zat(Monthly & Quarterly report) chu Director ,Institutional Finance & small savings , hnenah hriattir thin tur a ni(Form enclosed).
11. Group Leader hna chu Group member te tangka khawl tur lak khawma Dak ina dahsak thin a ni a.chumi avang lawmman (commission) pawh hi pek a ni.

SAWRKAR OFFICE PANGNGAI NI LOTE TANA COMMISSION LAK DAN

12. Heng Form-te hi hman tur a ni:-
(1) Abstract schedule (Form enclosed)
(2) Bill for Working Expenses (Form enclosed)

Heng Form te hi kimchang taka fill up a nih hnuah ,Schedule of deductions thil telin ,a hnuai Address ah hian thawn tur a ni:

The Regional Director
National Savings Organisation (Govt. of India)
Udaipath, R. G. Baruah Road,
GUWAHATI- 781 034 (ASSAM).

13. TRANSFER LEH PREMATURE WITHDRAWAL/ CLOSURE CHUNGCHANG

Pay Roll Savings Pass book hi transfer theih a ni a. Sawrkar hnathawk chu transfer a nih pawhin, a hnathawhna hmun tharah(Pay Roll Savings Group din ve a nih chuan) a Pay Roll Savings chu a chhonzawm zel thei a ni.

14. Pay Roll savings atana account hman, Post Office 5-yr recurring deposit account hi a puotlin hun chhung (period of maturity) kum 5 a ni a .Amaherawhchu a neituin rokhawlhna avanga lakchhuah/tihtawp a duh a nih chuan , KUM KHAT a tlin hnuah , a pung tlem deuhin a la chhuak thei ang.

NOTE:- Thil chiang lo emaw hriat chian duh a awm a nih chuan , heng mite hi rawn tur a ni:-

- 1) Director, Institutional finance & Small Savings / Assistant Director , Institutional Finance & Small Savings , Finance Department , Tuikhuahtlang.
- 2) Deputy Regional Director, National Savings Organisation , Govt. of India, Mizoram , Aizawl Tuikhuahtlang.
- 3) Postmaster Head Post Office / Sub-Post Office.

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