



OFFICE ORDER

Aizawl, the 16th July, 2026

No.G.25011/1/2024-SLSA/65: It has come to the notice that during the audit of the accounts of Mizoram State Legal Services Authority for the Financial Year 2024-2025, the auditors have pointed out certain important observations which require immediate attention and strict compliance as follows:

1. **Honorarium of PLVs** – Honorarium in respect of PLVs should be paid with due care. Honorarium should be excluded for Sundays or public holidays unless the recipient has been officially deputed for a specific purpose. Care must be taken to avoid both overpayment and underpayment. Detailment should accompany the monthly report in case where PLVs are on duty on such holidays.
2. **Vouchers and Receipts** – All vouchers and receipts must be attached to the corresponding report and properly maintained for record purposes.
3. **Orders/Instructions** – All orders or instructions relating to financial matters under LAP or LADCS must be properly maintained and kept on record.
4. **Reports** – A photocopy of the programme conducted should be enclosed with the report along with photographs, expenditure statement & vouchers. It is mandatory to mention the total number of participants who attended the programme.
5. **Sanction Orders** – Every sanction order must bear not only the signature of the Secretary but also the initials of the dealing assistant.
6. **No Objection Certificate (NOC)** – If stationery items(centralized) are unavailable at the Office of Printing & Stationery, a No Objection Certificate (NOC) must be obtained before procuring them from other sources.
7. **Stock/Fixed Assets Register** – All stock and fixed assets register must be maintained and regularly updated in the Stock/Fixed Assets Register.

8. **Attendance Records** of PLV and Staff – All attendance register of PLVs and Staff must be maintained in separate attendance register for attendance record. Computer-generated attendance sheets should not be used for the purpose of sanctioning their honorarium and the bills must include manually filled attendance slip.
9. **Key Documents** – All supporting documents, including legitimate vouchers and receipts, should be properly maintained, duly completed, and kept in good order.
10. **Hiring of Vehicles:** Hiring of vehicles is prohibited in general, as each authority has been provided with an MUV. However, if the need so actually arise, formal approval for the same is to be secured from the State Authority.

Sd/-

(VINCENT LALROKIMA) MJS

Member Secretary

Mizoram State Legal Services Authority

Memo No. G. 25011/1/2024-SLSA/65

: Aizawl, the 16th July, 2026

Copy to:

1. Chairman, District Legal Services Authority of Aizawl/Lunglei/Champhai Judicial District for kind information.
2. Secretary, High Court Legal Services Committee for kind compliance.
3. All Secretary, District Legal Services Authority for kind compliance.
4. All Dealing Assistant of State Legal Services Authority.
5. Website Manager with a request to upload in the website.
6. Guard File.


(THOMAS LALRAMMAWIA) MJS

Joint Secretary

Mizoram State Legal Services Authority