

NO.G.25020/1/2018-DES(A)
GOVERNMENT OF MIZORAM
DIRECTORATE OF ECONOMICS & STATISTICS
MIZORAM : AIZAWL

Dated Aizawl the 14th July, 2026

CIRCULAR

These guidelines shall govern the official procedure for preparing expenditure estimates for Surveys, Censuses and Civil Registration System under Economics & Statistics Department from the date of issuing this Circular.

COMMON GUIDELINES FOR PREPARING EXPENDITURE ESTIMATES FOR SURVEYS, CENSUSES AND CIVIL REGISTRATION SYSTEM UNDER ECONOMICS & STATISTICS DEPARTMENT

These Guidelines have been prepared to establish a uniform framework for the preparation of expenditure estimates for surveys and censuses undertaken by the Directorate of Economics & Statistics, Government of Mizoram. The objective is to ensure that estimates are prepared in a transparent, realistic, and consistent manner, while maintaining financial discipline and compliance with the applicable financial rules and Government orders.

The estimates shall be based on the actual operational requirements of each survey or census and shall take into account the approved survey methodology, field coverage, staffing pattern, and prevailing rates prescribed by the Government. All expenditure proposals shall be supported by detailed calculations and prepared in accordance with the provisions of the **Delegation of Financial Powers Rules, 1978; the Mizoram Re-delegation of Financial Powers Rules, 2025; the General Financial Rules (GFR), 2017; the Mizoram Treasury Rules and Treasury Manual, 2011; the Fundamental and Supplementary Rules (FRSR), Part II - Travelling Allowance Rules; Mizoram Travelling Allowance Rules; the Mizoram Public Procurement Rules, 2020; other relevant rules and Office Memoranda issued by the Finance Department; and such other orders, instructions, and amendments as may be issued by the Government from time to time.**

The Directorate may review and revise these Guidelines from time to time in the light of changes in Government policy, financial rules, survey methodology, or operational requirements, and new surveys and censuses. Until such revisions are issued, these Guidelines shall serve as the standard reference for the preparation of expenditure estimates relating to all surveys and censuses undertaken by the Directorate.

1. Travelling Allowance/Daily Allowance (TA/DA)

All claims for Travelling Allowance (TA) and Daily Allowance (DA) shall be regulated in accordance with the entitlement prescribed under the **Travelling Allowance Rules**, Finance Department Office Memorandum dated **18 February 2019**.

2. Entitlement of Investigators and Supervisors*

Investigators and Supervisors may claim:

- Advance and final TA/DA for the following surveys:
 - Retail Price Survey (RPS)
 - Wholesale Price Survey (WPS)
 - Consumer Price Index (CPI) Survey
 - Farm Harvest Price (FHP) Survey
 - Index of Industrial Production (IIP)
 - Sample Surveys - National Sample Survey (NSS), Annual Survey of Unincorporated Sector Enterprises (ASUSE), Periodic Labour Force Survey (PLFS)
 - Joint inspections, on-the-spot verification/inspections/supervision, CRS inspection
 - Ad hoc surveys and censuses
- Hotel charges, where admissible. **Daily Allowance (DA) shall not be admissible for any day on which hotel charges are claimed.**
- TA/DA for approved training programmes.
- Mileage Allowance

For journeys performed in own car/taxi	Rs. 24/km
For journeys performed by auto rickshaw, own scooter, etc.	Rs. 12/km

*Subject to Relevant Rules

S.R. 71 Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of **eight (8) kilometers** from the duty point (i.e, the place/office of employment) at his headquarters or return to it from a similar point.

NOTE:- The term "radius of eight kilometers" should be interpreted as meaning a distance of eight kilometers by the shortest practicable route by which a traveler can reach his destination by the ordinary modes of traveling.

(b) Regulation of T.A. : Traveling allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 km from the normal place of duty irrespective of whether the journey is performed by the Government servant from his residence or from the normal place duty.

2. For local journeys a Government servant will draw, for journey involved, mileage allowance and in addition draw 50% of daily allowance calculated at the rates laid down in Order (1) above, i.e., where the absence from headquarters is for less than twelve hours but exceeding six hours and exceeding twelve hours at 35% and 50%

respectively. He will be paid daily allowance even if the conveyance is provided free of charge for local journeys.

3. Supervision

A. Field Supervision

Each Supervisor shall conduct on-the-spot supervision supported by photographic evidence displaying the date, time, geographical location (latitude and longitude), and the name of the survey location, wherever feasible, at:

- at least one urban location; and
- at least one rural location.

B. Paper Supervision

No Paper Supervision Allowance (Honorarium/Scrutiny Fee) shall be admissible.

4. Standard Survey Schedules and Standard Supervision Format

Standard survey schedules and a standard supervision format shall be developed and adopted for all field surveys and supervisory inspections. The Directorate shall, as far as possible, develop these formats internally. Where specialised technical expertise is required, assistance may be sought from the Survey Design & Research Division (SDRD), Enterprise Survey Division (EnSD), and Data Processing Division (DPD) of the National Sample Survey Office (NSSO), Kolkata, under the Ministry of Statistics & Programme Implementation (MoSPI), Government of India.

5. Reimbursement of Incidental Expenses

Subject to availability of funds and certification by the controlling officer, Investigators and Supervisors may claim reimbursement of the following:

(i) Maxi Cab Charges

Maxi Cab fare at rate fixed by State Transport Authority of Mizoram.

6. Field Equipment

Each Investigator and Supervisor shall be provided with a training/fieldwork kit containing:

- one field bag bearing the Golden Jubilee logo;
- pen, paper/notepad
- writing board
- folder (clear bag)
- weighing tools (as required)
- digital equipments (tablets, mobile phones, etc.) (as required)

NOTE:- Weighing tools shall be provided for the Retail Price Survey (RPS), the Farm Harvest Price (FHP) Survey and other ad hoc surveys in all concerned districts, unless such equipment has been supplied recently and remains serviceable.

7. Publication and Printing

The provision for printing and publication shall be worked out on the basis of the actual number of copies required in accordance with the revised mailing list, including Ministries of the Government of India, Ministers of the Government of Mizoram, Members of Mizoram Legislative Assembly, Administrative Heads of the State Government, Heads of Departments, and other recipients as may be approved.

Printing of survey schedules, supervision formats, reports, bulletins, and other official publications shall ordinarily be entrusted to the Printing & Stationery Department, Government of Mizoram. Where printing cannot be undertaken by the Printing & Stationery Department due to capacity constraints, urgency, or other valid reasons, printing may be arranged through other agencies in accordance with the applicable procurement rules and with the approval of the competent authority.

8. Training

A detailed estimate of the fund requirement for training programmes shall be prepared, indicating the expenditure per participant or the applicable official rates under each cost component.

9. Civil Registration System

The rates and entitlements for expenditure incurred under the Civil Registration System (CRS) shall be regulated in accordance with the applicable financial rules and the decisions of the Inter-Departmental Coordination Committee as recorded in its Minutes of Meeting.

Summary of Rates

Item	Rate (₹)	Basis
TA/DA	As per entitlement	Finance Department O.M. dated 18.02.2019
Mileage Allowance	- For journeys performed in own car/taxi – ₹24/km - For journeys performed by auto rickshaw, own scooter, etc. – ₹ 12/km	Finance Department O.M. dated 18.02.2019
Maxi Cab Charges	₹3.5 per km	Maxi Cab Rate fixed by State Transport Authority of Mizoram via order dated 12.03.2024

References:

Fundamental and Supplementary Rules (FRSR), Part II - Travelling Allowance Rules

S.R. 71 Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of **eight (8) kilometers** from the duty point (i.e, the place/office of employment) at his headquarters or return to it from a similar point.

NOTE:- The term "radius of eight kilometers" should be interpreted as meaning a distance of eight kilometers by the shortest practicable route by which a traveler can reach his destination by the ordinary modes of traveling.

(1) Regulation of Daily Allowance - Daily allowance for the entire absence from headquarters, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as follows. Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates. :-

For absence not exceeding six hours: Nil

For absence exceeding six hours but Not exceeding twelve hours: 70%

For absence exceeding twelve hours: Full

2. In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above. The concept of twenty four hours is no longer operative. Similarly, daily allowance for days of departure from the arrival at headquarters, will also be regulated accordingly.

3. Where the second tour commences on the same day on which a Government servant returns from the first tour, each tour may be treated separately and daily allowance may also be calculated separately subject, of course, to the condition that daily allowance calculated separately for each tour on any calendar day shall not exceed one daily allowance(half daily allowance for local journeys).

(2) 'Local Journey' - (a) Definition : The phrase 'Local Journey' shall be constructed to mean a journey within the municipal limits or city in which the duty point is located. It shall include journeys performed within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the town or city in which the duty point is located. Journeys within the limits of an urban agglomeration within which a Government Servant's headquarters are located will also be treated as 'local journey'.

(b) Regulation of T.A. : Traveling allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 km from the normal place of duty irrespective of whether the journey is performed by the Government servant from his residence or from the normal place duty.

2. For local journeys a Government servant will draw, for journey involved, mileage allowance and in addition draw 50% of daily allowance calculated at the

rates laid down in Order (1) above, i.e., where the absence from headquarters is for less than twelve hours but exceeding six hours and exceeding twelve hours at 35% and 50% respectively. He will be paid daily allowance even if the conveyance is provided free of charge for local journeys.

(c) Option to claim either normal T.A. or conveyance hire charges for local journey beyond 8 km but within municipal limits - For local journey performed by a Government servant is public interest within municipal limits but exceeding 8 km, option may be made for the Government servant either to claim reimbursement of conveyance hire charges under the DFPRs or to claim traveling allowance under the normal T.A. Rules.

Sd/- B. LALRINHLUA
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Dated Aizawl the 14th July, 2026

Copy to:-

- 1) Sr. PA to Director, Economics & Statistics for information.
- 2) PA to Joint Director, Economics & Statistics for information.
- 3) All officers under this Directorate.
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- 5) Guard File.


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