

MIZORAM COOPERATIVE APEX BANK LTD HEAD OFFICE, AIZAWL
(PLANNING & MONITORING DEPARTMENT)

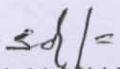
No.MCAB/P&M/23/2020-21/190

Dated Aizawl, the 12th Aug.2020

C I R C U L A R

Mizoram Cooperative Apex Bank Ltd. Chief Executive Officer Chamber-a Senior Officers meeting date 11th August 2020 ah kan Bank Daily Transactions, Voucher posting leh passing chung chang te sawiho a ni a. He meeting thutlukna angin, tun chinah chuan a hnuai tarlante hi zawm ngei tura ngen leh hriattir kan ni.

- 1). Passing Officer ten voucher pass dawnin F (pass) hmet nghal mai lova Y (verify) hmet phawt a, voucher a luhna turah a lut dik tih chian hnuah chauh pass thin tur a ni. Passing dik loh vang hian Bank transaction hian a tuar nasa hle a, chuvangin Passing Officer mawhpurhna hi a sang hle tih hriattur a ni.
- 2). Nitin transaction day-end hma-in Manager emaw Second Officer emaw ngeiin Day book (option 554) a Voucher luh dan check nawn leh vek tur a ni a, dik lo emaw tihsual a awm chuan siamthat nghal tur a ni a, hemi hnua Day-end chauh tur a ni.
- 3). Exceptional Transaction Report (option 691) hi Chief/Branch Manager ngeiin nitin check thin tur a ni.
- 4). A chungar tarlante bakah Chief/Branch Manager chuan nitin GL P/L Differece Report (option 562) te, Balance sheet (option 561) te leh Profit & Loss (option 560) te en thin tura beisei kan ni.


(R.VANLALMUANA)
Dy General Manager, P&M Deptt. etc

Memo No. MCAB//P&M/23/2020-21/190

Dated Aizawl, the 12th Aug. 2020.

Copy to:

- 1). All Chief/Branch Manager for information and immediate action.
- 2). DGM/All Heads of Deptt, HO, MC Apex Bank Ltd for information.

 12/8/20

Dy. General Manager