



ZORAM MEDICAL COLLEGE & HOSPITAL

Government of Mizoram

Falkawn, Aizawl District, Mizoram - 796005

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Web Manager

OFFICE ORDER

Dated Falkawn, the 12th June, 2026

No.B.12020/1/2021-ZMC/227: Pursuant to the minutes of the Officers meeting on 20th May, 2026 and for the smooth functioning of Zoram Medical College & Hospital, **the Resource Mobilisation Committee (RMC) for Zoram Medical College & Hospital** is hereby constituted with immediate effect and until further order as below:

- | | | |
|---|--------------------------|---|
| 1 | Chairman: | Director, ZMCH |
| 2 | Member Secretary: | Deputy Director (Finance & Accounts), ZMCH |
| 3 | Members: | i. Medical Superintendent, ZMCH
ii. Registrar, ZMCH
iii. Dean, ZMCH
iv. Estate Officer, ZMCH
v. Sub Dean (Planning), ZMCH
vi. Sub Dean (Academics), ZMCH
vii. Sub Dean (Hospital Administration), ZMCH
viii. Sub Dean (Hostel Administration), ZMCH
ix. Deputy Director (Admin), ZMCH
x. Assistant Registrar (Administration), ZMCH
xi. Assistant Registrar (Academics), ZMCH
xii. Superintendent, ZMCH
xiii. Librarian, ZMCH
xiv. Assistant Engineer [Civil], ZMCH. |

Functions of Resource Mobilisation Committee:

- The committee will have a Monthly meeting to identify sources of funds and their utilization thereof. For this purpose, all sources of funds including State budget allocations, Academic fees collection, user charges, schemes and projects are to be identified and detailed fund positions are to be submitted to the Member Secretary in the format provided (Annexure I).
- All ongoing projects/procurements, including projects/procurements that have been approved by subordinate committees mid-quarter are to be submitted to the Member Secretary in the format provided (Annexure II).
- All liabilities including projected liabilities and committed expenditures are also to be submitted in the format provided (Annexure III).
- All new proposals for procurement of goods, services or works are to be submitted in Annexure IV.
- Proposals that have been approved by the Committee or have been approved by subordinate committees will have to submit a Completion Report in Annexure V.

Given the data provided by the custodians of the various resources, the Board will then decide on which proposals to be executed and by which source of fund. It will also decide on which proposals are to be rejected or kept pending for a later period. The pending proposals will be recorded by the Member Secretary and will be responsible for reporting them in the subsequent meeting.



ZORAM MEDICAL COLLEGE & HOSPITAL

Government of Mizoram

Falkawn, Aizawl District, Mizoram - 796005

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Proposals that require expenditure of recurring nature need not be proposed repeatedly; a one-time approval is sufficient, which may be reported in the Liability Report (Annexure III) in subsequent Board meetings. Proposals which have been approved but have not been executed during the quarter will be required to submit a non-completion report of the list of pending approved proposals in Annexure VI for further deliberation by the Board.

It will be the responsibility of the Member Secretary to compile all the reports and prepare a summary for onward submission to the RMB.

Sd/-Prof. ZORAMTHARA ZADENG

Director

Zoram Medical College & Hospital

Dated Falkawn, the 12th June, 2026

Memo No.B.12020/1/2021-ZMC/22[#]

Copy to:

1. Medical Superintendent, ZMC&H.
2. Dean, ZMC&H.
3. All Persons concerned, ZMC&H.
4. Nursing Superintendent, ZMC&H.
5. Website Manager, ZMC&H.
6. Guard File.

Mutha
Director

Zoram Medical College & Hospital

Financial Status Report

		Cash in Hand				
		Bank 1	Bank 2	Bank 3		
Cash at Bank		Bank 1	Bank 2	Bank 3		
		TOTAL				
Sl No	Budget Head No.	Particulars (Name of Budget Head)	Budgeted Amount (for current FY)	Progressive Expenditure (excluding expected expenditure)	Balance	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
		TOTAL				

Mid-Quarter Procurement Report

Sl No	Particulars	Nature of Procurement (Goods/Service/ Works)	Vendor (in case of Goods or Services)		Source of Fund/Funding Agency	Head of Account	Amount	Status (Paid/Not paid/partially paid)	Remarks
			Contractor/Executing Officer (in case of works)						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL									

Director, Government of Karnataka
 Department of Public Works
 Bangalore
 Date: _____
 Signature: _____
 Name: _____

Liability Report

Sl No	Particulars	Nature of Liability (Committed expenditure/Procurement liability)	Nature of Procurement (Goods/Service/Works)	Source of Fund/Funding Agency	Head of Account	Estimated cost	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL							

Proposals

Sl No	Particulars	Nature of Procurement (Goods/Service/ Works)	Source of Fund/Funding Agency	Head of Account	Estimated Amount	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
TOTAL						

Completion Report

Sl No	Particulars	Nature of Procurement (Goods/Service/ Works)	Source of Fund/Funding Agency	Head of Account	Estimated Amount	Status of Payment	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL							

Non-Completion Report

Sl No	Particulars	Nature of Procurement (Goods/Service/ Works)	Source of Fund/Funding Agency	Head of Account	Estimated Amount	Status of Payment	Reasons for Non-Completion
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL							