



NO.C.31012/3/2023 – LADC/GAD
LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT

Dated Lawngtlai, the 18th February, 2026.

OFFICE MEMORANDUM

Subject: Streamlining the Process of Submission of Taxes (Revenue) collected by each Department.

The current system of submission of taxes collected by each department through the Taxation Department to the Finance Department has been reviewed. The Competent Authority has opined that the present system is not effective and is causing undue delays and deemed time-consuming.

In order to streamline the process and improve efficiency, it has been decided that on and from 1st April 2026, all departments shall submit taxes collected directly to the Finance Department, with a copy to the Executive Secretary by following the Procedure out-lined below:

- 1) All departments shall submit taxes collected to the Finance Department directly, quoting the relevant head of account and challan number, if any.
- 2) A copy of the submission, along with supporting documents, shall be sent to the Executive Secretary for records and monitoring.
- 3) The Finance Department shall acknowledge receipt of taxes and provide a confirmation to the submitting department.
- 4) The Taxation Department shall be kept informed of the new procedure and shall provide any necessary support or clarification as required.

Sd/- K. Lalthanzara
Executive Secretary
Lai Autonomous District Council
Lawngtlai

Memo.No.C.31012/3/2023-LADC/GAD

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Copy to:

- 1) P.S to Chief Executive Member, LADC.
- 2) P.S to Chairman, LADC.
- 3) P.A to All Executive Members LADC.
- 4) P.A to Adv. to CEM/ Vice Chairman (P)/ Deputy Chief Whip/ Chairman 'TC', LADC.
- 5) All HoD/ HoO under LADC.
- 6) The I&PRO, LADC for information & necessary action.
- 7) Guard file.

(THANSIAMA)

Deputy Secretary to the Lai Autonomous District Council
General Administration & Control Department