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#### NOTIFICATION

**No. A. 33039/1/2009-P&AR(TRG), the 1<sup>st</sup> October, 2019.** In the interest of public service, the Government of Mizoram is pleased to make the following regulations for training of various Government servants under the Government of Mizoram, namely :-

**1 Short title and Commencement :**

- (a) These Regulations may be called the **Mizoram (Training on Basic Service Rules and Financial Rules) Regulations, 2019**
- (b) They shall come into force from the date of publication in the Official Gazette.

**2. Definitions :** In this regulation, unless the context otherwise requires -

- (a) "Governor" means the Governor of Mizoram.
- (b) "Government" means the State Government of Mizoram;
- (c) "Head of Department" means the Head of Department under Delegation of Financial Power Rules, 1978;
- (d) "Institute" means the Administrative, Training Institute, Mizoram, Aizawl.

**3. Eligibility for training and duration of the Course Limitation :**

- (1) a regular employee under the Government of Mizoram who is posted to a post which necessarily requires knowledge on
  - (i) establishment and administration, and or
  - (ii) accounts matters
- (2) a regular employee under the Government of Mizoram having minimum continuous service as below:

(i) Level 8 & 9 of the Pay Matrix	-	1 (one) year
(ii) Level of 7 of the Pay Matrix	-	2 (two) years
(iii) Level of 6 of the Pay Matrix	-	3 (three) years
(iv) Level of 5 & 4 of the Pay Matrix	-	5 (five) years

The course shall be conducted once in a year, alternately as grouped below:

- Group 1 - (i) & (ii) above  
Group 2 - (iii) & (iv) above

The Training Course is restricted to only once during entire career. As such, if the Training Course is attended during the tenure in the lower grade and has successfully passed the examination, then the same training course shall not be allowed for the same person after promotion to the next higher Grade/Post.

- (3) Only candidates duly nominated by the controlling authority in the standard form duly prescribed by the Administrative Training Institute, Mizoram will be eligible for admission.
- (4) No candidate over 51 years of age shall be entertained.
- (5) Duration of the course shall be a minimum of 2 (two) months or more as may be prescribed by the Government from time to time
- (6) The venue of the training shall be at the Administrative Training Institute at Aizawl.

**4. Training Syllabus & Examination :**

- (1) The syllabus of the training shall be as per detailed annexure to these Regulations vide ANNEXURE - 'A'.
- (2) At the end of the Training Course, final examination shall be conducted in different subjects having allocated full marks as indicated at ANNEXURE - 'B'
- (3) The trainees should compulsorily appear in the examination except on production of medical certification of inability.
- (4) Only such candidates who have obtained the prescribed pass mark in each paper shall be declared to have passed the Training Course.

Provided that any candidate, who has not obtained pass marks in the examination in any paper for any sufficient reason to the satisfaction of the authority conducting the examination, may reappear in the next subsequent examinations, but no candidate shall be permitted to appear more than 2(two) times after he/she failed the examination in any of the papers.

- (5) The rate of remuneration for Officials engaged for conduct of the examination shall be similar to the rates prescribed for conduct of Limited Departmental Examination which fall outside the purview of Mizoram Public Service Commission.

**5. Incentive Awards for trainees :** Successful candidates in the examination to the training course shall granted two years' advance increment to be absorbed to future increments with effect from :-

- (a) the date on which the result of the final examination of the course is declared by the A.T.I.
- OR
- (b) the date on which the normal increment falls due after declaration of such results, which would mean two advance increments over and above the normal increment, whichever date is opted by the person concerned.

**6 Travelling Allowance and Daily Allowance for outstation participants :**

Travelling Allowance on ordinary tour to and from the Institute, Aizawl will be admissible for outstation participants. Daily allowance at prescribed rates will be admissible for halts at Aizawl during the course.

**7 Accommodation of trainees during training :**

Accommodation shall be provided by ATI, Mizoram to out-station trainees upon application, subject to availability.

**8 Sanctioning Authority of Incentive Awards :**

The Head of Department under which the trainee is working shall, by issue of a suitable order, sanction incentive awards made available under Regulation 5.

9. **Repeal and Saving :**

The Mizoram (Training in Accounts Course) Regulations, 2012 notified vide No.A.33039//2009-P&AR(TRG) dt. 19.12.2012 and published in the Mizoram Gazette VOL-XLII, S.E 1934, Issue No. 1 dt. 18.01.2013 shall stand repealed and replaced from the date of commencement of these Regulations.

Notwithstanding such repeal, all things done under the Regulations so repealed shall be construed to have validity done under the corresponding provisions of these Regulations.

By Order, etc.

**Lalnunmawia Chuaungo,**  
Chief Secretary, Government of Mizoram.

ANNEXURE - 'A'

**SYLLABUS FOR THE MIZORAM (TRAINING ON BASIC SERVICE RULES AND FINANCIAL RULES) REGULATIONS, 2019.**

**A. ESTABLISHMENT & SERVICE MATTERS**

- I. Constitution of India (Article 14, 309, 311, 335)
- II. Fundamental Rules/Supplementary Rules Part-I :-
  - Definition
  - General condition of service
  - Increments
  - Fee and Honorarium
  - Pay Fixation
  - Joining Time
  - Foreign Service
  - Suspension, Removal and Dismissal.
- III. FRSR Part - II Travelling Allowance Rules and Instructions on Travelling Allowance issued by the Government of Mizoram from time to time
- IV. State of Mizoram Act, 1986
- V. FRSR Part - III - Central Civil Services (Leave) Rules, 1972
- VI. Government of Mizoram (Allocation of Business) Rules in force at the time
- VII. Government of Mizoram (Transaction of Business) in force at the time
- VIII. Central Civil Services (Classification, Control and Appeal) Rules, 1965
- IX. Central Civil Services (Conduct) Rules, 1964
- X. Manual on Office Procedure
- XI. Selected Topics on Establishment and Administration
  - (a) Procedure to be followed by Departmental Promotion Committee under the Government of Mizoram
  - (b) Recruitment
    - (i) Recruitment through Employment Exchange (as per Swamy's Complete Manual on Establishment and Administration and instructions issued by the Government of Mizoram from time to time).

- (ii) Consultation with & Recruitment through MPSC {as per the Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended from time to time} and any Other Board set up by the Government from time to time.
- (iii) The Mizoram Direct Recruitment (Conduct of Examination) Guidelines, 2018 as amended from time to time
- (c) Probation & Confirmation under the Government of Mizoram
- (d) Fixation of Seniority (as per Swamy's Complete Manual on Establishment and Administration)
- (e) Joint Consultative Machinery
- (f) ACP and the like (as per instructions issued by the Government of Mizoram from time to time).
- XII. Mizoram State Employees (Performance Appraisal Report) Rules, 2010 and Instructions on Procedure for Maintenance of Annual Confidential Reports of Officers and Staff issued by the Government of Mizoram from time to time
- XIII. General Provident Fund (Central Services) Rules, 1960
- XIV. Central Service (Medical Attendance) Rules, 1944 and Instructions on Medical Reimbursement issued by the Government of Mizoram from time to time
- XV. Mizoram State Government Employees Group Insurance Scheme (MSGEGIS), 2014
- XVI. Central Civil Services (Pension) Rules, 1972 :-
  - General conditions
  - Qualifying service
  - Emoluments/Average emoluments
  - Various type of retirement
  - Type of pension and amount of pension
  - Death-cum-Retirement Gratuity
  - Family Pension
  - Condition of Pension
  - Retirement benefits of temporary employees.
- XVII. Mizoram New Defined Contributory Pension Scheme, 2010, as amended from time to time

## B. ACCOUNTS MATTERS

- XVIII. Constitution of India  
(Article 365,266,267,275,276,282,283,284,285,292,293)  
A - Finance:
  - Taxes not to be imposed save by authority of law Consolidated Funds and Public Accounts of India and of the States
  - Contingency Fund
  - Grants from the Union to certain States
  - Taxes on profession, trades, callings and employments
  - Expenditure defrayable by the Union or a State out of its revenues.
  - Custody etc. of Consolidated Funds, Contingency Funds and Money credited to Public Accounts
  - Custody of sectors deposit and other moneys received by Public servants and Courts
  - Exemption of property of the Union from State Taxation
 B- Borrowing :
  - Borrowing by the Government of India
  - Borrowing by State
- XIX. General Financial Rules (GFR), 2017:
  - General System of Financial Management. (Chapter -2)
  - Budget Formulation and Implementation. (Chapter -3)
  - Government Accounts (Chapter - 4)

- Works (Chapter - 5)
  - Procurement of Goods and Services (Chapter - 6)
  - Inventory Management (Chapter - 7)
  - Contract Management (Chapter - 8)
  - Miscellaneous Subjects and Appendices.
- XX. Central Treasury Rules Volume - I (Excluding Part VII, Section I & II, Part XI, XII & XIII Except Period of Retention and Destruction of Records in Treasuries, Part XIV Executive Instruction (Whole).
- XXI. Receipt and Payment Rule, 1983 (Whole)
- XXII. Mizoram Treasury Manual, 2011 (Whole)
- XXIII. House Building Advance (HBA) Rules and Rules on Other Advances
- XXIV. Delegation of Financial Power (DFP) Rules, 1978 and Re-delegation of Financial Power Rules, 2011 (Mizoram)

**C. OTHERS**

- XXV. RTI Act, 2005 and Mizoram RTI Rules, 2010
- XXVI. Mizoram Right to Public Services Act, 2015 and Mizoram Right To Public Services Rules, 2015
- XXVII. Prevention of Corruption Act, 1988
- XXVIII. Mizoram Lok Ayukta Act, 2014

**ANNEXURE - 'B**

**MARKS CARRIED BY EACH TOPIC FOR THE FINAL EXAMINATION TO THE TRAINING ON BASIC SERVICE RULES AND FINANCIAL RULES**

No. of Papers	10
Full Mark in each Paper	100
Total Marks	1000
Pass Mark in each Paper	40

PAPER	SUBJECTS	DISTRIBUTION OF MARKS
I	1   CONSTITUTION OF INDIA (ARTICLE 14, 309, 311, 335).	15
	2   FRSR PART-I	50
	3   FRSR PART - II TRAVELLING ALLOWANCE RULES	25
	4   PRACTICAL ON TRAVELLING ALLOWANCE BILL	10
	<b>TOTAL</b>	<b>100</b>
II	1   STATE OF MZORAM ACT, 1986	10
	2   FRSR PART - III - CCS (LEAVE) RULES 1972	40
	3   GOVERNMENT OF MIZORAM (AOB) RULES IN FORCE AT THE TIME	10
	4   GOVERNMENT OF MIZORAM (TOB) RULES IN FORCE AT THE TIME	30
	5   PRACTICAL ON LEAVE ACCOUNT	10
	<b>TOTAL</b>	<b>100</b>
III	1   CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL AND APPEAL) RULES, 1965.	40
	2   CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964.	30

	3	MANUAL ON OFFICE PROCEDURE	30
		<b>TOTAL</b>	<b>100</b>
IV	1	SELECTED TOPICS ON ESTABLISHMENT AND ADMINISTRATION	100
V	1	THE MIZORAM STATE EMPLOYEES (PAR) RULES, 2010 AND INSTRUCTIONS ON PROCEDURE FOR MAINTENANCE OF ACR OF OFFICERS AND STAFF ISSUED BY THE GOVERNMENT OF MIZORAM FROM TIME TO TIME.	30
	2	GPF (CENTRAL SERVICES) RULES, 1960	30
	3	MEDICAL ATTENDANCE RULES/M.R. BILL.	30
	4	PRACTICAL ON MEDICAL REIMBURSEMENT BILL	10
		<b>TOTAL</b>	<b>100</b>
VI	1	MSGEGIS, 2014	20
	2	CENTRAL CIVIL SERVICES (PENSION) RULE, 1972	50
	3	THE MIZORAM NEW DEFINED CONTRIBUTORY PENSION SCHEME, 2010, AS AMENDED FROM TIME TO TIME.	30
		<b>TOTAL</b>	<b>100</b>
VII	1	CONSTITUTION OF INDIA (FINANCE AND BORROWING)	20
	2	GENERAL FINANCIAL RULES (GFR), 2017	40
	3	CENTRAL TREASURY RULES VOLUME - I	40
		<b>TOTAL</b>	<b>100</b>
VIII	1	FORMS OF ACCOUNTS BASIC RULES, 1983	20
	2	MIZORAM TREASURY MANUAL, 2011	15
	3	HOUSE BUILDING ADVANCE RULES AND OTHER ADVANCES	35
	4	DELEGATION OF FINANCIAL POWER RULES, 1978 AND REDELEGATION OF FINANCIAL POWER RULES,	30
		<b>TOTAL</b>	<b>100</b>
IX	1	RTI ACT, 2005 AND MIZORAM RTI RULES, 2010	25
	2	MIZORAM RIGHT TO PUBLIC SERVICES ACT, 2015 & MIZORAM RIGHT TO PUBLIC SERVICES RULES, 2015	25
	3	PREVENTION OF CORRUPTION ACT, 1988	25
	4	MIZORAM LOK AYUKTA ACT, 2014.	25
		<b>TOTAL</b>	<b>100</b>
X	1	PRACTICAL ON PREPARATION OF PENSION PAPERS	30
	2	PRACTICAL ON PAY BILL	20
	3	PRACTICAL ON CASH BOOK	20
	4	PRACTICAL ON PAY FIXATION	30
		<b>TOTAL</b>	<b>100</b>