



GOVERNMENT OF MIZORAM

**RULES AND REGULATIONS
OF THE
EDUCATION DEPARTMENT**

Education and Human Resources Department
Government of Mizoram.

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LCC. No. D. 5403
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No. G. 17019/1/89-EDN, the 18th January, 1990. Whereas the Government deems expedient to make Rules for Government Aided School Contributory Provident Fund so that all the employees may enjoy the benefits of the Provident Fund while in service, the Governor of Mizoram is pleased to make the following Regulations namely :-

Short title and commencement.

1. (1) These Regulations may be called the Mizoram Aided School Contributory Provident Fund Regulations, 1990.
- (2) They shall extend to all the Government Aided Schools in the State of Mizoram.
- (3) They shall come into force on the date as the Government may, by notification in Official Gazette appoint.

Definition.

2. In this Regulation unless the context otherwise required-
 - (a) "Controlling Officer" means the Joint Director of School Education for Aided School.
 - (b) "employees" means and includes the teaching and non-teaching staff holding substantive post in Government recognised Aided School; ..
 - (c) "Family" means-
 - (i) in the case of a males subscriber, the wife or wives and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber, provided that if a subscriber proves that his wife has been judicially seperated from him or has ceased under the customary law of the community to which she belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber family in matters to which these rules relate :
 - (ii) in the case of a female subscriber, the husband and children of a subscriber and the widow or widows and children of a deceased son of a subscriber :
 - (d) "fund" means the Contributory Provident Fund under these rule :
 - (e) "interest" means an interest which is paid on a deposit at a rate specified in clause 11 :
 - (f) "salary" means a monthly salary, and includes dearness pay appropriate to pay, leave salary or subsistence grant, if admissible and any remuneration of the nature of pay :
 - (g) "Scheduled Bank" means any bank in the Appendix C to these rules :

- (h) "School Authority" means a Managing Committee of an Aided School.
- (i) "subscriber" means a subscriber of the Fund under these Rules :
- Control of the Fund. 3. The Control of the Fund shall vest in the State Government. The State Government may, however, delegate their powers under these Rules to such officers as they may appoint in their behalf. Officers so appointed shall be called Controlling Officer for the purpose of these Rules.
- Amount of Contribution towards the Fund. 4. (a) Every employee shall contribute at the rate of eight percent of his salary to a Provident Fund of which an account shall be opened at the Post Office Savings Bank or at the Scheduled Bank.
- (b) Voluntary contribution to the regular amount shall be admissible.
- (c) The amount of his contribution to the Provident Fund shall be deducted from the monthly salary of each subscriber by the School Authority. In calculating the amount of deduction only the substantive pay of the subscriber shall be taken into account, and fractions of rupee of salary shall be disregarded.
- (d) When the subscriber is on deputation to a training institution, the office of that institution shall deduct the amount of his Provident Fund Contribution from his pay and shall remit it to the School Authority of the subscriber by money order, at his own expense.
- (e) Contribution during leave shall be optional.
- Contribution by the School Authority. 5. The School Authority shall make a contribution to the Provident Fund Account of each employee monthly equal to the deduction made from his/her salary under clause 4.
- Remission of Fund to the Bank Authority. 6. The deduction under Clause 4 and the contribution under clause 5 shall be remitted by the School Authority to the Post Master or the Bank Authority for credit to the account of each subscribers Provident Fund and it shall, whenever possible, be made between the 1st and the 4th of each month, in order that the interest may accrue for the month of deposit order.
- Procedure of depositing money. 7. (a) The School Authority shall remit the deductions under clause 4 and the contributions under clause 5 to the Post Office or Scheduled Bank which shall maintain the account accompanied by—
- (i) The Savings or Scheduled Bank Pass Books of the subscriber and

(ii) A statement in the form given in Appendix—A

- (b) The money received in the Post Office or Scheduled Bank shall be credited to the different accounts in accordance with the entries in the Statement; and the Post Master or Bank Authority, after satisfying himself that has been stamped with the Post Office dated stamp of the Scheduled Bank signed the list, stamp it with the Post Office dated stamp or the dated stamp of the Scheduled Bank and return it with the Pass Books to the School Authority.
- (c) The School Authority shall see that the entries in the Pass Books are correct.
- (d) The School Authority shall maintain a Ledger with a separate accounts for each subscribe in which the particulars given in the monthly statements shall be entered at and also the interest credited periodically and the withdrawals.
- (e) The accounts maintained by the School Authority shall be balanced annually on 31st March, and the balances shall be certified by the signature of the subscribers.
- (f) The accounts of the Fund shall be subject to audit by authorised audit Officers of Accountant General and Examiner of Local Account of the State Government.

Cash Certifi- 8.
cates of the
subscriber.

- (a) Cash certificates may be purchase out of the balance at credit of the subscriber's Provident Fund Accounts.
- (b) The applications for the purchase of such cash certificates are to be signed by the subscriber in the prescribed form and the Cash Certificate purchased in their names from their respective subscriber's Provident Fund Accounts or to his/her agent or massenger. The certificates which will be made out in the name of the subscriber concerned will be payable only to the Officers authorised by the State Government or Administration to control the subscriber's Provident Fund Accounts.

A remarks to that effect of each certificate after the name of the subscribers. The custody and control as well as the power to transfer and discharge such Cash Certificates from the name of a subscriber to that of another person or from one Post Office to another will require the concent in writing of the officers controlling the subscriber's Provident Fund.

- (c) Holding of Cash Certificates, purchase on behalf of the Teachers' Provident Fund in whose name such cash certificates remained undischarged, the amount due on them will be paid to the officers controlling the subscribers Provident

Fund and that amount will be treated as if it forms the part of a balance at credit of the subscriber's Provident Fund Account of the deceased in the Post Office Savings Bank or a Scheduled Bank.

Withdrawal during life time of subscriber.

9. Subject to the exception provided for in these Regulation the deduction and contributions with the interest thereon at the credit of a subscriber shall with the approval of the State Government or the Controlling Officers be withdrawn on his ceasing to be employed by the School Authority and shall be paid by them to the subscriber.

Disposal on the death of subscriber.

10. The closure of an account or withdrawal from it shall be made on the presentation at the office to which this accounts is maintained on an ordinary application for withdrawal signed by the nominee of the subscriber. The application shall be countersigned by the School Authority.

- (a) Each subscriber shall, when he/she joins the Fund signed the declaration in the form given in Appendix 'B' in the manner in which he wishes the amount at his credit to be disposed of on his death.
- (b) A subscriber may change his declaration at any time.
- (c) It shall be the duty of the School Authority to keep the declaration in safe custody.
- (d) If the subscriber has a family no declaration shall be accepted from him which seeks to alienate from his her family the amount at his/her credit or any part thereof at the time of his/her death.
- (e) On the decease of the subscriber the amount at his/her credit shall be withdrawn, with the approval of the State Government or the Controlling Officer by the School Authority and paid to the person or persons named in the declaration.

Interest

11. The School Authority shall pay to the credit of a subscriber interest, at such rate as the Government may from time to time prescribe, for the payment of interest on subscription to the General Provident Fund on the amount to his credit in the fund and it shall be creditable with effect from the 31st March of each year in the following manner :—
- (a) On the amount to the credit of a subscriber on the 31st March of the preceding year, less any sums withdrawn during the current year interest for twelve months;
- (b) On sums withdrawn during the current year interest from the 1st April of the current year upto the last day of the month preceding the month of withdrawal;

- (c) On all sums credited to the subscriber's accounts after the the 31st March of the current year;
- (d) The total amount of interest shall be rounded to the nearest rupee;

Provided that when the amount standing to the credit of a subscriber has become payable, interest shall thereupon be credited under this clause in respect only on the period from the beginning of the current year, or from the date of deposit, as the case may be, upto the date, on which the amount standing to the credit of the subscriber become payable.

Advance from the Fund :

12. (1) The School Authority may sanction the payment to any subscriber of an advance consisting of sum of rupees not exceeding the amount of three months pay or half the amount of subscriptions and interest thereon standing to the credit of the subscriber in the fund, whichever is less for one or more of the following purposes :
 - (a) to pay expenses in connection with illness, confinement or disability, including where necessary, the travelling expenses of the subscriber and members of his family or any persons actually dependent upon him;
 - (b) to meet the cost of higher education, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him;
 - (c) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with marriages, funerals of other ceremonies;
 - (d) to meet the cost of legal proceedings instituted by the subscriber for indicating his position in regard to any allegations made against him in respect of any act done or purported to be done by him in the discharge of his official duties, the advance in this case being available in addition to any advance admissible for the same purpose from any other source. Provided that the advance under this sub-para shall not be admissible to a subscriber who institutes legal proceedings in any court of law either in respect of any matter unconnected with his/her official duty or against Government or the Management, as the case may be in respect of any condition of service or penalty imposed on him.
 - (e) to meet the cost of his/her defence where the subscriber is prosecuted by Government or the Management, as the case may be in any court of law or where the subscriber engages

a legal practitioner to defend himself/herself in an enquiry in respect of an alleged official misconduct on his part.

- (2) The State Government may, in special circumstances sanction the payment to any subscriber of an advance if it is satisfied that the subscriber concerned requires the advance for the reasons other than those mentioned in sub-clause (1) above.
- (3) An advance shall not, except for special reasons to be recorded in writing be granted to any subscriber in excess of the limit laid down in sub-clause (1) or until repayment of the last instalment of any previous advance.

Provided that an advance shall in no case exceed the amount of subscriptions and interest thereon standing to the credit of subscriber in the fund.

- (4) When an advance is sanctioned under sub-clause (3) above before repayment of last instalment of any previous advance is recovered shall be added to the advance so sanctioned and the instalments for recovery consolidated amount.

**Recovery of 13.
Advance**

- (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number of instalment shall not be less than twelve unless the subscriber so elect and not more than twenty four in special cases where the amount of advance exceeds three month's pay of the subscriber under sub-clause (1) of clause 12, the sanctioning authority may fix such number of instalments to be more than twenty four but in no case more than thirty six, A subscriber may at his option make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees, the amount of the advance being raised or deducted if necessary to admit of the fixation of such instalments.
- (2) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall forthwith, be repaid by the subscriber to the Fund, or in default be ordered to be recovered by deduction from the emoluments of the subscriber in lump sum or in monthly instalments exceeding twelve as may be directed by the authority competent to sanction any advance for the grant of which, special reasons are required under sub-clause (1) of clause 12.
- 3) Recoveries made under this clause shall be credited as they are made, to the account of subscriber in the Fund.

Wrongful
use of
Advance.

14. Notwithstanding anything contained in these clauses, if the sanctioning authority is satisfied that money drawn as an advance from the Fund under clause 12 has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall forthwith be repaid by the subscriber to the Fund, or in default, be ordered to be recovered by deduction in one sum from the emoluments of the subscriber even if he be on leave. If the total amount to be repaid be more than half of the subscriber's emoluments recoveries shall be made in monthly instalments till the entire amount is repaid by him. Explanation—For the purpose of these regulations the term emolument does not include subsistence grant.

Withdrawal
from the
Fund -

15. (1) Subject to the conditions specified herein withdrawals may be sanctioned by the authority competent to sanction an advance for special reasons under sub-clause (1) of clause 12 at any time after the completion of twenty years of service (including broken period of service, if any) of a subscriber or within ten year before the date of his/her retirement on superannuation, whichever is earlier, from the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund for one or more of the following purposes namely: —
- (a) meeting the cost of higher education, including where necessary, the travelling expenses of any child of the subscriber in the following cases namely :—
 - (i) for education outside Mizoram for academic, technical, professional or vocational course beyond the School stage and,
 - (ii) for any medical, engineering or other technical or specialised course in India beyond the School stage provided that the course of study is for not less than three years.
 - (b) meeting the expenditure in connection with the marriage of the subscriber's sons or daughters and any other female relation actually dependent on him/her.
 - (c) meeting the expenses in connection with illness, including where necessary, the travelling expenses of the subscriber and members of his/her family or any person actually dependent on him/her.
 - (d) Building or acquiring a suitable house for his her residence including the cost of the site or repayment of any outstanding amount on account of loan expressly taken for this purpose, or reconstructing or making additions acquired by a subscriber;
 - (e) purchasing a house-site or repaying any outstanding amount on account of loan expressly taken for this purpose.

- (f) for constructing a house on a site purchase utilising the sum withdrawn under clause (e) above.
- (2) Whenever a subscriber is in a position to satisfy the competent authority about the Contributory Provident Fund Account with reference to the latest available statement of account together with the evidence as subsequent contribution, the competent authority may itself sanction withdrawal within the prescribed limits as in the case of refundable advance. In doing so, the competent authority shall take into account any withdrawal or refundable advance already sanctioned by it in favour of the subscriber. Where however the subscriber is not in a position to satisfy the competent authority about the amount standing to his credit or where there is any doubt about the admissibility of the withdrawal applied for, a reference may be made to the accounting authority by the competent authority for ascertaining the amount standing to the credit, the competent authority to determine the admissibility of the amount of the withdrawal.
- (3) Any sum withdrawn by a subscriber at any time for one or more of the purposes specified in clause (1) from the amount standing to his credit in the Fund shall not ordinarily exceed one half of the amount of subscriptions and interest thereon to the credit of the subscriptions in the Fund or six months pay, whichever is less. The sanctioning Authority may, however sanction the withdrawal of an amount in excess of this limit upto three-fourth of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund having due regard to (i) the object for which the withdrawal is being made; (ii) the status of the subscriber and (iii) the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.
- (4) A subscriber who has been permitted to withdraw money from the Fund under Sub-clause (1) shall satisfy the sanctioning authority within a reasonable period as may be specified by the authority that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole amount so withdrawn, or so much thereof as has not been applied for the purpose for which it was withdrawn, shall forthwith be repaid in one lump sum by the subscriber to the Fund, and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such number of monthly instalments as may be determined by the State Government.
- (5) A subscriber who has been permitted under clauses (c), (d) or clause (f) or sub-clause (1) to withdraw money from the amount standing to his credit in the Fund shall not part

with the possession of the house so built or acquired or house-site so purchased, by way of sale mortgage other than mortgage to the Government or gift without the previous permission of the State Government. He/she shall also not part with the possession of such house or house site by way of exchange or lease for a term exceeding three years, without the previous permission of the sanctioning authority. The subscriber shall submit a declaration not later than the 31st day of December of every year to the effect that the house or as the case may be the house site continue to be in his possession and shall if so required produce before the sanctioning authority in that behalf the original sale deed and other documents on which his/her title to the property is based.

If any time before retirement, he parts with the possession of the house or house site without obtaining authority, as the case may be, the sum withdrawn by him shall forthwith be repaid in one lump sum by the subscriber to the Fund and in default of such repayment, it shall be ordered by the sanctioning authority to be recovered from his/her emoluments either in lump sum or in such number of monthly instalments as may be determined by the sanctioning authority.

- Transfer of Employee. 16. When a subscriber leave the service of School for that of another School in the State, his/her accounts shall be transferred to the School to which the employee has been employed. In case a subscriber joins the service of Government, he/she shall be allowed to receive all deposits to his/her credit including the contributions of the School authority with interest to the date on which he/she joins Government service.
- Dismissal etc. of employee 17. a) If the services of a subscriber are dispensed with for no fault of his own or if he/she resigned on account of disablement of illness or for other reasons which seem adequate to the State Government or the Controlling Officer he/she shall receive all deposits to the School Authority with interest to the date on which his/her service terminates.
- b) If a subscriber is dismissed, or removed, or called upon to resign on account of fault, or resign without due notice or before he/she has put in five years service altogether in a School recognised by the Education Department or Government, the School Authority may, with the sanction of the State Government or the Controlling Officer, without all or any part of the contributions to his/her account made by them or by other School authorised under whom he/she has been employed with the interest accrued thereon, and pay to him only the balance at his/her credit without such contribution and interest.
- c) In such event the amount of the contribution and interest withheld shall be paid into the School Fund of the School

Authority, or, if more than one Authority has contributed then it shall be disturbed among the School Funds of the authorities concerned such parts as may be decided on in each case by the State Government or the Controlling Officer.

Closure of Accounts. 18 a) On a subscriber leaving the service his accounts shall be closed and unless the amount at his/her credit be withdrawn within a certain period, viz. one year if the balance is rupees ten or less, three years if the balance is over ten it shall be written off and it shall be treated as a dead account and the said amount shall be paid into the School Fund.

Interest on closed accounts. b) Subject to restrictions in clause (a) related claims may be considered and paid from the School Fund with the sanction of the State Government or the Controlling Officer. The fact that the account has been closed shall not operate as a bar to the interest allowed under the Post Office Savings Bank or a Scheduled Bank Account.

Lalrozama Sailo,
Deputy Secretary to the Govt. of Mizoram,
Education & Human Resource Department.

ANNEXURE—A

FORM OF STATEMENT TO ACCOMPANY DEPOSITS IN THE SAVINGS BANK ON A SCHEDULED BANK

(Clause 7 (a) (ii))

Name of School :-----

Month of -----

Account No.	Name and substantive pay of subscriber.	Amount of subscription.	Amount of school contribution.	Amount of total advance refunded	Remarks (Balance of advance may be noted in this column.)
1	2	3	4	5	6
TOTAL:					

FORM OF DECLARATION
(See Clause 10 (a))

Appendix—B

The Mizoram Aided School Provident Fund

Subscriber No-----

(For-----subscriber)

I accept the Rules framed for the above Provident Fund and I agree to abide by the,

In the event of my death accuring while my account in the Fund is open, it is my desire that the amount due to me from the Fund at the time of my death shall be distributed among the persons mentioned below in the manner shown against their names the amount due to any nominee who is a minor at the time of my death being paid to the person whose name appears in column 5.

Name & Address of nominee or nominee.	Relationship with the subscriber	Whether major or minor. State date of birth.	Amount share of deposit.	Name & Address of persons to whom payment is to be made on behalf of minor.
1	2	3	4	5
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

(a) Here state whether married or unmarried -----
 Station ----- Signature -----
 Name of Institution -----
 Witness : (1) -----
 (2) -----

APPENDIX - C

Name of Scheduled Banks/Post Office
(See Clause 2 (h))

1. State Bank of India, Aizawl, Mizoram and its branches within Mizoram.
2. United Commercial Bank. Aizawl. Mizoram and its branches within Mizoram.
3. Vijaya Bank. Aizawl, and its branches within Mizoram.
4. Mizoram Co-operative Apex Bank, Aizawl and and its branches within Mizoram.
5. Main Post Office, Treasury Square, Aizawl.

No.B13016/6/88-EDN, the 18th January, 1990. Whereas the Government deems expedient to make a new set of Rules for the maintenance of recognised Government Aided Schools in Mizoram, the Governor of Mizoram is pleased to make the following Rules for Recurring Grants-in-Aid for General Maintenance of Recognised Schools in Mizoram and Non-Recurring Grants-in-Aid to Recognised Schools in Mizoram namely :—

- | | |
|--------------------------|--|
| Short title. | 1. (1) These Rules may be called the Mizoram Aided School (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990. |
| Extent and commencement. | (2) It shall extend to the whole of Mizoram.
(3) It shall come into force on such date as the State Government may by notification in Official Gazette appoint. |
| Definitions. | 2. In this Rules, unless the context otherwise requires :— |
- (a) "Board" means the Board of School Education to which an institution is affiliated for the purpose of any public examination conducted by the affiliating Board;
 - (b) "Chairman" means the Chairman of the Managing Committee;
 - (c) "Committee" means the Managing Committee of the institution duly constituted and approved by the Government;
 - (d) "Department" means the Department of Education and Human Resources Department;
 - (e) "Director" means the Director of School Education and the Directorate means the Directorate of School Education;
 - (f) "Government" means the Government of Mizoram.
 - (g) "Grant" means Recurring Grants-in Aid for general maintenance of the institution and includes all financial assistances given on this to an institution in cash or kind;
 - (h) "Institution" means any educational institution in Mizoram recognised by the Government;
 - (i) "Non-Recurring Grants-in-Aid" means Grants-in-Aid for buildings and qualitative improvements, etc.,
 - (j) "Recurring Grants-in-Aid" means Grants-in-Aid for payment of pay and allowances of both teaching and non-teaching staff;
 - (k) "Secretary" means the Secretary of the Committee;
 - (l) "Treasurer" means any one member of the Committee declared to hold the office by a voted resolution of the Committee.

- Categories of Recurring Grants-in-Aid for general maintenance.
3. There shall be deficit recurring Grants-in-Aid for general maintenance namely ;—
- (a) Deficit Grants-in-Aid for general maintenance;
 - (b) Adhoc Grants-in-Aid for general maintenance.
- Conditions of Grants-in-Aid.
4. (1) The Institutions in Mizoram already receiving recurring deficit grants immediately preceding the introduction of these rules shall continue to receive the same provided that the Managing Committees of these institutions readjust themselves to conform to the rules formulated herewith from the date of their introduction and are not deemed, at any time, to be grossly neglecting or infringing these Rules or are found to be lacking in their ability to maintain a desirable standard of academic efficiency in their institutions, in which case the grants or withdrawn completely or suspended at the discretion of the Government.
- (2) The Government shall have power to and to the number of institution to be brought under deficit grants keeping due regard to their eligibility and availability of funds.
 - (3) Besides conforming to the general conditions hereinafter provided, any institution brought under deficit grants shall conform to the following other conditions —
 - (a) In the event of genuine complaints received by Government through the S.D.E.O./D.E.O./Director of Education concerned or directly, about the bad character, poor and inefficient performance, negligence of duty and any other undesirable activities of teachers and headmasters of Middle and High Schools which are of such nature as are harmful and detrimental to the progress and general interest of the school and as are violative of these rules, the Govt. shall have power to take up the matter directly and make final decision in consultation with the Managing Committee of the School.
 - (b) It shall not keep under its employment any staff member beyond the age of 60 (sixty) except with the specific approval of the Government.
 - (c) The conditions pertaining to the minimum enrolment as laid down under this sub-rule may be relaxed by the Government in exceptional and deserving cases.
 - (d) It must have been in existence for a minimum period of three (3) years running it effectively on its own resources and or on any adhoc grant if received from the Government.
 - (e) It shall ensure that no teacher under its employment takes more than two private tuitions in case of institutions upto the High School level with the prior approval of the District Education Officer.

- (f) It shall also ensure that no staff under its employment accepts any office not connected with the institution or indulges in active politics;
- (g) The staff under its employment shall give written undertakings agreeing to be governed by the Education Departments Conduct Rules and orders and to perform all curricular and cocurricular duties entrusted to them by the Head of the Institutions;
- (h) It shall not add or terminate any section of class without prior approval of the Director, nor shall it enrol more than 40 students in a section of any class in case of institutions up to the class X level without prior approval of the District Education Officer.
- (i) It shall not appoint any of its staff on a scale of pay and allowances higher than what may be applicable in case of his counterpart in the Government service nor shall it allow any higher start or grant any premature increment to any of its staff member except with the prior approval of the Government subject to the relaxation that in case of the appointment of a qualified serving person from another recognised institution. The Director will have power to allow the Managing Committee to appoint him on the pay he was actually drawing in the other recognised institution that was previously approved by the Director.
- (j) Before any institution is brought under deficit grant the teaching staff already in position in the institution shall be subject to a screening process by a committee duly constituted for the purpose within the relevant provision of these Rules and the Managing Committee of the institution shall undertake to dispense with the services of such members of the teaching and ministerial staff as may be considered unsuitable for continuance in the institution after such circumstances in which case the Governments' specified approval shall have to be obtained.
- (k) It shall not make appointment of any new teaching staff except from the panels prepared on the recommendation of selection committees duly constituted under these Rules for making approved panels which shall remain in force or one year from the date of their formation or till the same gets exhausted, whichever is earlier.
- (4) The Government reserves the right to decide which of the institutions shall be considered for the purpose of Grants-in-Aid and subject to this over-riding power of the following conditions before considered eligible for any kind of recurring grants-in-aid for general maintenance:

- (a) It shall have Managing Committee duly constituted and approved by the Government;
- (b) It shall normally have its own buildings and lands, the ownership of which should be legally vested in its duly constituted Managing Committee, such lands and building being considered adequate by the Department for effective education at various levels for which it runs the institution provided that the Government may, in very deserving cases, relax this condition and consider the desirability of making recurring grants to otherwise well-run institutions accommodate in suitable rented buildings pending construction of their own buildings;
- (c) Within two year, from the date of publication of these Rules, the Managing Committee of the institution shall get itself registered under the Societies Registration (extension to Mizoram) Act, 1977, (Mizoram Act 3 of 1977) or a public Trust constituted under any law for the time being in force, unless, of course, it is already registered under any of these;
- (d) It shall be considered by the Department to serve a real need of the locality/area where in it is situated;
- (e) It shall not start functioning without prior approval of the Department.
- (f) It shall not adversely effect the enrolment of any institution of the same type within three kilometres of its location;
- (g) It shall follow courses, curricula, syllabi and text books for the various stages of education as prescribed by the authority competent to do so i.e. Director for Classes I to VII officiating Board for classes VIII to X;
- (h) It shall not be run for profit to any individual or group of individuals;
- (i) It shall not make any discrimination in admitting students on grounds of religion, caste or creed;
- (j) It shall make adequate arrangement for class room accommodation, play field and sanitation;
- (k) It shall take effective steps to promote discipline and orderly behavior on the part of the students and the staff as also to maintain a high moral tone in the institution. Failure in this respect may result in suspension or withdrawal of the grant;
- (l) It shall be open to inspection by any officer authorised to do so by the Department;

- (m) It shall maintain such records and registers as directed by the Director;
- (n) It shall Promptly and occurately furnish such statistics reports and information as may be called for by the De-
partment or any other authorised officer;
- (o) It shall maintain full account of all its income and expen-
diture, the letter being supported by duly maintained acquit-
tance rolls/ vouchers. This must be annually audited by
the competent persons officers approved by the Director.
The annual audit report shall be considered by the Mana-
ging Committee of the Institution in a regular meeting soon
after the submission of the report and attested copies of the
audit report and Managing Committee adopting the same
shall be Submitted to the Director with a copy to District
Education Officer.
- (p) It shall not employ any teaching and/or other allied staff
having qualification less than what may be approved by the
Government or Board.
- (q) It shall not normally levy tuition and other approved fees
from the students at rates higher than those charged from
their counterparts in a Government institution at equivalent
level, provided that such fees may by allowed to be raised by
the Government in exceptional circumstance valid by the
Government.

Provided further that in addition to those approved
fees from the parents/guardian of each students once a year
upto the extent of two times, the monthly fees shall be
maintained for such collections and no amount from such
collections shall be spent for repairs/construction/reconstruc-
tion of the institution building without prior approval of
the Director;

- (r) The Managing Committee shall have a constitution for run-
ning it smoothly and effectively as also rules for the trans-
action of its business duly approved by the Government
and shall not make any amendment thereto without prior
approval of the Government.

Approved
Income.

- 5. The approved income of a school shall include —
 - (a) The total income derived from tuition fees, fines, subscrip-
tion, endowments and grants from local bodies or autho-
ries but does not include any grants paid from the state fund;
 - (b) Voluntary contributions or donations collected and
 - (c) Voluntary contributions by the parent/guardians for cons-
tructions any building for the school or its hostel.

Note : No aided school shall levy or collect any donation compulsorily from any student or his/her parent or guardian;

Approved
Expen-
diture

6. (i) The approved expenditure of a school shall comprise of the salaries of the teacher and staff appointed with the approval of the Director or any other officer authorised by him in this behalf to the extent and according to the scales of pay as prescribed by the Government from time to time.
- (2) The courses of studies/subjects will be confined to those duly approved by the Government or in consultation with the affiliating Board and, ordinarily the strength of the establishment shall be accorded to the following standard :

TEACHING AND NON—TEACHING STAFF :

- (a) The number of the teachers in each subject will be determined in accordance with the provision of the Government or ordinance of the affiliating Board on the affiliation of the school as approved by Government.
- (b) One Craft Teacher for High School and Middle School.
- (c) One Lower Division Clerk for High School.
- (d) One Peon each for High School and Middle School;
- (e) One Chowkider for High School and Middle School provided that if the enrolment is below the number prescribed in Rule 4. (3) (c) for consecutive three years, the Government shall not be bound to provide or sanction a separate post of Chowkider. Even for those schools which fulfil the prescribed strength of enrolment, the Govt. may or may not sanction both the posts of peon and Chowkider depending on the availability of fund.
- (3) (a) In case any number of the staff is sent for training course extending over a period of three months or more by the Institution with approval of the Director, expenditure on account of his usual pay and allowances including admissible deputation allowances along with the expenditure on account of pay and admissible allowances in respect of qualified person actually appointed to officiate in the vacancy with the approval of the Director, shall be computed as approved expenditure for calculation of grants.

Sanctioning
Authority

- 7 (1) The Government shall be the competent authority to sanction any grant under these Rules.
- (2) The Government may, if it considers necessary, delegate this power to the extent deemed appropriate to any of its subordinate authorities.

Notwithstanding anything contained in these Rules, the Government shall have power to relax the conditions in cases wherein it considers such action necessary to ensure faster development of areas or tribes belonging to the weaker sections.

Application 8 Every application for grant-in-aid by a school be made in
for grants-in-aid For C.I. and shall be addressed to the Director.

Undertaking 9. No Grants-in-aid shall be given unless its Managing Committee gives an undertaking in writing by a formal resolution passed to the effect that it shall comply with the provision of these rules and such instructions as may be issued from time to time by the Director with regard to grants-in-aid and that the breach of any provision of these rules or any instruction issued by the Director in this behalf shall render such school liable to forfeiture of the grants-in-aid (Form G. 11 shall be used for the resolution for this purpose)

Sanction of 10 (a) Subject to the provision of these Rules, Government may
grants-in-aid sanction the grant-in-aid on such conditions as it may deem necessary.

(b) The sanction for grant-in-aid shall ordinarily be reviewed by the Director every year for the purpose of modifying, wherever necessary, the amount thereof.

(c) The grants-in-aid will be payable monthly on bills drawn in the prescribed form by the Secretary to the Managing Committee of the School and countersigned by the Director or any officer authorised by him.

NOTE : Bills shall be supported by a statement of claims in form G. 111 together with a statement of computation as at Item 5 of Form G. 11

(b) Expenditure on account of any special allowances / special pay allowed to a member of the teaching staff for performance of duties in addition to his normal duties, provided such allowances are given to the member after obtaining specific prior approval of the Director.

(c) With effect from the date of taking an institution under grant-in-aid, the initial pay and allowances or all the members of the staff shall be fixed for the purpose of calculation of approved expenditure by taking into account basic salary actually earned by them and actually paid to them by the institutions before such date. Thereafter regular annual increments shall be earned by them on due dates except when such increments are withheld and/or deferred on valid grounds and the same shall be included in the calculation of approved expenditure.

- (d) The grants-in-aid shall normally be continued from the year and shall be payable in advance to the institutions in four quarterly instalments subjects to its submission of attested copies of acquittance rolls in respect of the authorised staff actually employed and paid during the previous period of one quarter together with attested copies of income earned by the institution during the same period. Before releasing any quarterly grant to an institution, the authority releasing the grant shall make such adjustment in respect of the quantum of the grant admissible for the quarter under consideration, as may have become necessary due to unforeseen circumstances. All such adjustment must be completed within one year at the latest after the quarter for which such adjustment has become necessary. Any adjustment not completed within this period shall be brought to the notice of the Director and shall be made only after obtaining specific approval of Director for such adjustment.

Register of 11. The countersigning authority shall maintain a Register of Grant-in-aid Bills "Grants-in-aid Bills" incorporating necessary details in respect of each Aided school.

Adjustment 12. Where any amount of Grants-in-aid is sanctioned in excess of claim or where any portion of it remains unspent, such amount shall be adjusted from the subsequent monthly grant-in-aid

NOTE : It shall be the responsibility of the Managing Committee to make good from its own funds the shortfall and the salaries of the staff shall in no way be paid less than what is due to them.

Stoppage, 13. (1) Grant-in-aid to School may be stopped, reduce or suspension or grant-in-aid reduction

(a) That the Managing Committee of the School fail, without any reasonable excuse to comply with any of the provisions of these Rules or Instructions given by the Director;

(b) If one or more of the conditions for recognition, discipline, organisation or instruction in the School in unsatisfactory;

(c) That for lack of discipline or otherwise, the academic standard in the school have been adversely affected;

(d) That one or more of the conditions for recognition of the school or for grant-in-aid has been violated.

(2) The grant-in-aid shall not be stopped, reduced or suspended except after giving the Managing Committee of the school a reasonable opportunity for showing cause against the proposed action.

Reserve 14. (1) The School shall have a Reserve Fund of Rupees three thousand Fund of the school in respect of Middle School and Rupees ten thousand in respect of High School or such as may be specified by the Rules of affiliating University whichever is higher;

- (2) The reserve fund shall be maintained in the name of the school and shall be deposited with any Nationalised Bank or the Post Office Saving Bank as approved for the purpose by the Government, and shall be administered jointly by the Chairman and the Secretary of the Managing Committee of the school concerned. Normally, withdrawal of money out of this fund is not admissible.

NON-RECURRING GRANTS-IN-AID :

- Categories of grants. 15. There shall be the following categories of non-recurring grants-in-aid to recognised institution in Mizoram.
- (1) Grant for constructions/ renovations involving major addition and alteration/special repairs involving heavy expenditure and/or purchase of :-
 - (a) Institution building.
 - (b) Hostel building.
 - (c) Staff quarters.
 - (d) Play fields, open air gymnasia, auditorium, etc.
 - (e) Permanent fencing protection against cattle-nuisance, etc.
 - (f) Water reservoirs for drinking water.
 - (2) Other admissible non-recurring grants.
 - (a) For class room, common room, laboratory and library, Hostel furniture and fitting;
 - (b) For purchase of Libraries' Books, teaching aid, including Science equipments, raw-materials for craft classes, Sports and physical education equipments, utensils, tools and equipments for works-experience, games;
 - (c) For conducting sports, drama and other competitions;
 - (d) For educational tours and excursions scouts & guides camps;
 - (e) For conducting seminar and/or short term course on method of teaching and contents, etc. of so entrusted by Director,
 - (f) For school uniform to poor and deserving students and uniforms for scouts and scouters, guides and guiders;
 - (g) For other co-curricular activities which may be considered conducive to the educational growth of the students;
 - (h) For regard to meritorious teachers for publication of dissertation and other publication which may be considered beneficial towards educational progress and advancement.
 - (i) The ceiling of grants-in-aid for the various items under sub-rule (1) of Rule 15 shall be as under :
 - (i) For a High School, Rupees two lakhs for institutional building, Rupees one lakh for staff quarter, Rupees one lakh for playfield and Rupees forty thousand each for fencing and/or water reservoir.

- (ii) For a Middle School, Rupees one lakh for institutional buildings, Rupees sixty thousand for Hostel building, Rupees forty thousand for Staff Quarter, Rupees fifty thousand for Play Field, and Rupees thirty thousand each for fencing and/or reservoir.
- (j) The ceiling of grants-in-aid for any one of the purposes under sub-rule (2) of rule 15 during one Financial Year shall not exceed Rs 60,000.00 in respect of High School and Rs, 30,000.00 in respect of Middle School.

- Plans and Estimate for the proposed Expenditure. 16. An Institution approaching the Government or any non recurring grants-in-aid under sub-rule (1) of Rule 15 shall make an application to the Director through proper channel. The application must be accompanied with the plan and estimate prepared on the basis of the current Public Works Departments schedule of rates for the time being in force and duly certified by an Executive Engineer of the Public Works Department in case the estimate is beyond Rs. 50,000.00 and the Sub-Divisional Officer of the Public Works Department if the estimate is over Rs. 10,000.00 but below Rs. 50,000.00 and the Section Officer of the Public Works Department if it is below Rs. 10,000.00.
- Amendment of the Rules. 17. The Government shall have right to amend the rules fixing the quantum fo grants as and when necessity arises.
- Provision for audit. 18. The Accounts of the fund of the Mizoram Aided Schools (Recurring and Non-Recurring Grants) shall be subject to audit by authorised audit officers of Accountant General and Examiner of State/Local Accounts.
- Repeal and Savings 19. (1) The Recurring Grants-in-aid for General Maintenance Rules for the Educational Institutions in Mizoram, 1975 and the Non-Recurring Grants-in-aid Rules for the Recognised Educational Institutions in Mizoram 1976 (As amended up-to date) shall stand dissolved from the date the Mizoram Aided School (Recurring and Non-Recurring Grants-in-aid) Rules, 1990 come into force.
- (2) Notwithstanding such repeal, any action done or taken under the rules so repealed shall be construed as validly done or taken under the corresponding provisions of these Rules.

Dengchhuana,
Secretary to the Govt. of Mizoram,
Education & Human Resources Department.

FORM : G.I

(See Rule - 8)

(To be drawn up on stamped paper)

Form of undertaking and acceptance of Grants-in-aid

We, the undersigned, members of the Managing Committee of the.....
..... School hereby accept the grants-in-aid sanctioned by the Governmaent
of Mizoram/the Director of School Education, Mizoram under Memo No.
..... dated for the said school shall be
managed in accordance with the Mizoram Aided School/Recurring & Non-RE-
curring Grants-in-aid Rules and such other conditions, orders and instructions; as
may be issued from time to time by the Director of School Education, Mizoram.

Provided that retirement of a member from the Managing Committee duly
notified to the Director or any officer authorised by him in this behalf will relieve
him of any responsibility for any action of the Managing Committee taken after
the date of his retirement.

Members :

- 1.
- 2.
- 3.

President of
Managing Committee of
the
School.

Secretary
Managing Committee.....
School.

FORM—G. III
(See rule (10))

Staff statement for the month of.....
.....School in Mizoram.

Serial Number	Name	Date of birth in figures	Qualification (academic and teaching)	Government letter number and date approving the appointment	Date of appointment in schools to the present post	In cash the teacher has left, the date of leaving	Basic pay as on 1st March	Date of next increment	Total salary paid during the month
1	2	3	4	5	6	7	8	9	10

cont...

Compulsory Provident Fund deposited under (Management Rules)	Period and nature of leave taken during the year	Remarks
11	12	13

Place.....Secretary
Date.....Managing Committee
.....School.

FORM-G II
(See Rule—9)

APPLICATION FOR GRANTS-IN-AID TO SCHOOL
For the Year :

1. Name of the School with postal address :
2. (a) Particulars of Management (the Government order constituting the Managing Committee should be quoted).
(b) Name and designation of the person authorised to draw the grant :
3. (a) Year of establishment :
(b) Board to which affiliated with date :
4. (a) The courses of studies and subjects taught.
(b) Courses of studies and subject in which affiliated to the Board and the nature of affiliation.
(c) The intake capacity for admission in different course of studies and subjects granted by the Board.
(d) Courses of studies/subjects opened during the last/current year. The letter number of approval accorded by the Government should be quoted:
5. Expenditure incurred during the month of March (as per salary statement enclosed).

	Salaries	Contributory Providend Fund	Total
i) Teaching staff :	_____	_____	_____
ii) Ministerial staff :	_____	_____	_____
iii) Group D staff :	_____	_____	_____
Total :	_____	_____	_____
Less 60% Tuition Fees from the students :	_____		
Amount of grants payable	_____		

6. (a) Year upto which audited accounts of the School have been submitted to Director through proper channel :
(b) The period upto which half yearly internal audit of the accounts arranged by the Managing Committee :

Financial statement : 7. (1) Income and expenditure for last thee years
A. STATEMENT OF INCOME :

19_____19_____19_____

Rs. Rs. Rs.

(a) FROM PRIVATE SOURCES :

- (i) Tuition fees, fines, etc.
- (ii) Interest from endowment
- (iii) Subscription
- (iv) Donation
- (v) other sources

Total : _____

(b) FROM PUBLIC SOURCES :

- (i) Government Grant-in-Aid
- (ii) District Council/Municipal Board, if any :

Total : _____
Grand Total of A : _____

B. STATEMENT OF EXPENDITURE :

- (a) Salary of staff :
- (i) Teaching staff :
- (ii) Ministerial staff :
- (iii) Group 'D' staff :

Total of (a) : _____

(b) OTHER EXPENDITURE ON ESTABLISHMENT

- (i) Contingencies :
- (ii) Library :
- (iii) Others :

Total : _____
Grand Total of B : _____

(2) ESTIMATED RECEIPTS AND EXPENDITURE FOR THE YEAR 19**A. (a) RECEIPTS FROM PRIVATE SOURCES :**

- (i) Fees :
- (ii) Fines, etc :
- (iii) Subscription :
- (iv) Endowment :
- (v) Others :

Total : _____

B. FROM PUBLIC SOURCES :

- (i) Government Grant-in-Aid :
- (ii) Others (if any) :

Total : _____
Grand Total of A : _____

B. ESTIMATED EXPENDITURE

(a) SALARY OF STAFF

- (i) Teaching staff :
- (ii) Ministerial staff
- (iii) Group 'D' staff

Total :

**(b) Other expenditure on establishment
(Contingencies, Library, Prizes, etc.) :**

Total :

Grand Total of B :.....

(3) PARTICULARS OF SCHOOL FUNDS

- (a) Cash in hand on 1st April of current year :
- (b) Cash in Bank on 1st April of current year :
(Name of the bank and Account Nos. are to be given)
- (c) Cash in hand on 1st April of previous year :
- (d) Cash in Bank on 1st April of previous year :
- (e) Reserve Fund on 1st April of current year :
Remarks explanatory of any notable difference between the (a) and (b) (c) and (d) and (e) above.
- (4) Rate of tuition fees charged for different classes to be given both for day/night shift separately) :

8. Enrolment as shown below (to be given separately each class and Day/Night shift separately):—

- (a) Enrolment on 1st April of current year :
- (b) Enrolment on 1st April of previous year.
- (c) Percentage of attendance (average) during the past six months classwise :

Explanation of any notable differences between (a) and (b) above :

- (d) Number of boys and girls in different classes :
- (e) Number of students belonging to Scheduled Tribe :
- (f) Number of students belonging to Scheduled Caste and Backward Classes :

9. BOARD EXAMINATION RESULTS FOR THE LAST TWO YEARS

Name of Examination	Year	Number of candidates appeared	Number of candidate passed classwise total percent pass	Remarks
1	2	3	4	5

10. Particulars of staff actually in employ as on

Serial Number	Name	Designation	Qualification	Age	Date of appointment	Basic pay as on 1st March with the scale of pay
1	2	3	4	5	6	7

Date of next increment	Total Salary paid on 1st March	Number and date of approval of appointment by Director/District Education Officer/Sub-Divisional Education Officer.	Number of hour of work per week.	Remarks
8	9	10	11	12

11. (a) Number of working days during the year 19
- (b) Number of holidays and half holidays enjoyed during the year 19.....
- (c) Working hours of the schools (day and night) if any, (shift to be given separately)
- Land and Building :
12. (a) Whether the school has land of its own, if so, the area and location :
- (b) Whether the school is held at parent in its own premises or rented premises :
- (c) Give a brief particulars of accommodation available like number of rooms, area, etc.
- (d) Arrangement for hostel (if any) for the students and the total number of boarders in hostels :
- (e) Whether hostel buildings owned by the Management or rented
- School Library and Reading room :
13. (a) Total number of books in the Library :
- (b) Number and cost of books purchase during the year.
- (c) Number of newspaper magazines and periodicals being subscribed :
- (d) Number of books issued to the students/teachers during the year :
- (e) Arrangement for reading room :
- Games and Sports, Co-curricular Activities :
14. (a) Provision of playground :
- (b) Particulars of games and sports, physical activities organised :
- (c) Co-curricular programmes and cultural activities organised :
- (d) Facilities for National Cadet Corps and National Service Scheme, etc. :

I/We certify that the above statement and particulars submitted are true and correct to the best of my/our knowledge and I/We am/are authorised by the Managing Committee maintenance grants under the rules relating to maintenance

grants to Aided Schools approved by the Government and Undertaking strictly to abide by them.

Place : Signature of
Chairman of Managing Committee
Secretary of Managing Committee
.....School.
Seal

- N.B. : 1. Separate sheets may be enclosed if desired in furnishing particulars to any column duly signed by the applicants with seal.
2. The application for maintenance grant should be submitted to the Director of School Education, Mizoram in duplicate.
3. Strike off which may not be applicable to the institution concerned.

No G.19081/1/81-EDN, the 18th January, 1990. Whereas the Governor of Mizoram is interested to grant certain pecuniary benefits to the Government Aided School Employees such as Death-cum-Retirement Gratuity etc., and as such it deem necessary to have a Proper Rules relating to it. Now, therefore the Governor of Mizoram is pleased to take the following Rules governing the grant of Death-cum-Retirement Gratuity to the employees under the Government Aided Schools in Mizoram namely :—

Short title and commencement. 1. (1) These Rules may be called the “Mizoram Aided Schools Employees” (Death-cum-Retirement Gratuity) Rules, 1990”

(2) They shall be deemed to have come into force from the date of publication in official Gazette.

Definitions. 2. In this Rules, unless the context otherwise requires :—

(a) “Aided School” means a recognised private School which receive grants-in-aid under the Deficit Scheme, from the State Government or any other authority designated by the State Government;

(b) “Appropriate Authority” means the Director of School Education or any other officer authorised by the Government;

(c) “Competent Authority” means any person, officer or authority authorised by the Government by notification to perform the functions of the competent authority for such area or in relation to such class of educational institution as may be specified in the notification;

(d) “Director” means the Director of School Education of Mizoram or any other Officer authorised by the Government to perform all or any of the functions of the Director;

- (e) "Emoluments" means emoluments as defined in rule 33 of the Central Service (Pension) Rules, 1972;
- (f) "Employees" means a teaching and non-teaching staff being employed in a recognised school receiving grants-in-aid under the deficit Scheme.
- (g) "Family" means and will include the following relatives of the employees:—
- i) wife in the case of male employee;
 - ii) husband in the case of female employee;
 - iii) minor sons including step sons and legally adopted sons;
 - iv) minor daughters including step daughters and legally adopted daughters;
 - v) minor brothers below the age of 18 years including step brothers;
 - vi) father including adoptive father in the case of individual;
 - vii) mother including adoptive mother in the case of individual whose personal law permits adoption.
 - viii) un-married sisters and widowed sisters including un-married step sisters and widowed step sisters;
 - ix) married daughters and
 - x) children of the pre-deceased sons or daughters
- (h) "Government" means the Government of the State of Mizoram;
- (i) "Qualifying Service" means rendered Service while on duty or otherwise which shall be taken into account for the purpose of gratuities as admissible;
- (j) "Service" means service under the aided institution;
- (k) "Temporary employee" means an employee not yet confirmed in his service by the Management;
- (l) "Permanent employee" means an employee confirmed in his service after completion of two years qualifying service;

Commence- 3.
ment of quali-
fying service.

Subject to the provision of these Rules, qualifying service of an employee shall commence from the date he takes charge of the post to which he is first appointed either substantively or in an officiating or temporary capacity in the service;

Provided that officiating or temporary service is followed without interruption by substantive appointment in the same or another post in the service ;

Provided further that—

- (a) in the case of an employee in a Group 'D' service or post, service rendered before attaining the age of sixteen years shall not count for any purpose, and
- (b) in the case of an employee not covered by clause (a), service rendered before attaining the age of eighteen years shall not count for any purpose.

Emoluments-4.
and average
emolument

- (1) Where an employee immediately before his/her retirement or death while in service had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiting of service, the emoluments which he/she would have drawn had he/she not been absent from duty or suspended shall be the emoluments for the purpose.
 - (2) Where an employee immediately before his/her retirement or death while in service had proceeded on leave for which leave salary is payable after having held a higher appointment whether in an officiating or temporary capacity, the benefit of emoluments drawn in such higher appointment shall be given only if it is certified that the employees concerned could have continued to hold the higher appointment but for his/her proceeding on leave.
 - (3) If an employee immediately before his/her retirement or death while in service had been absent from duty on extra-ordinary leave or had been under suspension, and the period thereof does not count as service, the emoluments which he/she draw immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purpose of these Rules.
 - (4) Average emoluments shall be determined with reference to the emoluments drawn by an employee during the last complete ten months of his/her service.
5. (1) An employee who has completed a total of continuous/qualifying service not less than five years may be granted gratuity not exceeding the amount specified in rule 6 when he/she dies or retires from service on superannuation, invalidation or retrenchment and is otherwise eligible for the same :

Provided that no gratuity shall be admissible for the period of service under re-employment.

- (2) The length of service required in sub-rule (1) shall not apply in case of an employee invalidated on medical grounds.
- (3) The Government may in deserving cases, condon for the purposes of sub-rule (1) of deficiency not exceeding three months in the entire length of service of an employee.
6. (1) (a) An employee who has completed five years of qualifying service and has become eligible for service gratuity, shall on his/her retirement be granted death-cum-retirement gratuity equal to one fourth of his/her emoluments for each completed six monthly period of qualifying service subject to a maximum of 16 1/2 times of the emoluments or Rs. 50,000/- or whichever is less ;

- (b) If an employee dies while in service after completing five years qualifying service, the amount of death-cum-retirement gratuity shall be equal to 12 times of his/her emoluments or the amount determined under clause (a) which ever is higher and it shall be paid to his/her family in the manner hereinafter indicated ;

Provided that the amount of death-cum-retirement gratuity payable under this rule in no case, exceed Rs. 50,000/-

- (2) If an employee who has become eligible for a service gratuity, dies within five years from the date of his/her retirement from service and the sums actually received by him at the time of his/her death-cum-retirement gratuity admissible under sub-rule (1), are less than the amount equal to 12 times of his/her emoluments a residuary gratuity equal to the deficiency may be granted to his/her family.

- (3) (a) If an employee dies in the first year of qualifying service, a death-cum-retirement gratuity equal to two times of his/her emoluments at the time of his/her death shall be paid to his family in the manner herein after indicated.

(b) If an employee dies after completion of one year of qualifying service but before completing five years of qualifying service the amount of death-cum-retirement gratuity shall be equal to six times of his/her death.

- (4) The emoluments for the purpose of gratuity admissible under these Rules shall be subject to a maximum of two thousand five hundred rupees per month, and shall be released in accordance with sub-rule (1) of rule 4 :

Provided that if the emoluments of an employee have been reduced during the last ten months of his/her service otherwise than as penalty average emoluments as referred to in sub-rules (2) of rules 4 of these rules may, at the discretion of the competent authority be treated as emoluments.

7. No gratuity shall be admissible to an employee who—
 - (a) is a temporary employee.
 - (b) is dismissed from service :
 - (c) is removed on called upon to resign on account of misconduct or inefficiency :
 - (d) resigns his/her service of his/her own volition.
8. It is permissible to make recovery of Government/Aided Institutions dues from the death-cum-retirement gratuity due in respect of an employee even without obtaining the consent of the members of his/her family in the case of the deceased employee as the case may be.
9. (1) An employee who is eligible for gratuity under these Rules shall submit an application in quadruplicate to the Director of School Education, Mizoram in Form—1.
- (2) Where an employee dies while in service or before submitting the application under sub-rule (1) above his/her family or such other authorised person (s) who is entitled to receive the gratuity, shall submit the application in Form—2.

Persons to whom gratuity is payable

10. (1) (a) The gratuity payable under rule 5 shall be paid to the persons on whom the right to receive the gratuity is conferred by means of a nomination under rule 14;
- (b) If there is no such nomination or if the nomination made does not subsist the gratuity shall be paid in the manner indicated herein below :—
 - i) If there are one or more surviving members of the family as in sub-clause (i), (ii), (iii) and (iv) of clause (g) of rule 2 to all such members in equal shares.
 - ii) If there are no such surviving members of the family as in sub-clause (i) above, but there are one or more members as in sub-clauses (v), (vi), (vii), (viii), (ix) and (x) of clause (g) of rule 2, to all such members in equal shares.
- (2) If an employee dies after retirement without receiving the gratuity admissible under rule 5, the gratuity shall be disbursed to the family in the manner indicated in sub-rule (2) of rule 9 above.

- (3) The right of a female member of the family, or that of a brother of an employee who dies while in service or after retirement to receive the share of the gratuity shall not be affected if the female member marries or remarries or the brother attains the age of eighteen years, after the death of the employee and before receiving his/her share of the gratuity.
- (4) Where gratuity is granted under Rule 5 to a minor member of the family of the deceased employee, it shall be payable to the guardian of the minor as indicated below :
- (a) Payment of the minor (s) share of death-cum-retirement gratuity is to be made to the natural guardian of the minor (s) and in the absence of the natural guardian to a person who furnished a guardianship certificate:
- (b) Payment of death-cum-retirement gratuity to the extent of Rs. 5,000/— (or the first Rs. 5,000/— where the amount payable exceeds Rs. 5,000/—) in favour of a minor may be made to his/her guardian in the absence of a natural guardian without the production of a formal guardianship certificate but subject to the production of a surety Bond in Form-3 and an Indemnity Bond in Form-4 with suitable sureties to the satisfaction of the competent authority. The balance in excess of Rs. 5,000/- if any, would become payable on the production of certificate of guardianship.
- (c) It is essential, however, that there should be adequate prima facie ground for making payment as in clause (b) above, to the person claiming it. Such ground can exist only if he has shown by a sworn declaration to be a defecto guardian and his bonafide have been ascertained. Even if a guardian has not yet been appointed by the Court, if the minor and his property are in the custody of same persons, such person may be treated as a defecto guardian. The authorities making the payment should therefore, require the person who comes forward to claim payment on behalf of the minor to satisfy them by an affidavit that he/she is in-charge of the property of the minor and is looking after it or that, if the minor has no property other than the gratuity, the minor is in his/her custody and care. The affidavit so to be produced is in addition to the Indemnity Bond with suitable sureties.
- (d) The Indemnity Bond which is to be required to be produced by defecto guardian of a minor or minors for payment of death-cum retirement gratuity to the extent of Rs. 5,000/- should be properly executed. The stamp duty required for the purposes, shall be borne by the claimant concerned.

- Loss of death-cum-retirement gratuity
11. (1) Where an employee dies while in service or after retirement without receiving the amount of gratuity and without making nomination or making the nomination but the nomination made so does not subsist, the amount of death-cum-retirement gratuity payable in respect of such employees under rule 5 shall stand lapsed.
- (2) Where member of the family dies or becomes disqualified before receiving the gratuity, the share of the gratuity otherwise payable to a member of the family who has died or become disqualified before receiving actual payment shall be dishursed equally among the remaining members of the family.
- Report of the Examiner of Local Accounts
12. The Gratuity under rule 5 shall be paid only after report has been obtained from the Examiner of Local Accounts. That the amount of the gratuity to be paid to such employee is admissible to him.
- Sanctioning authority
13. The death-cum-retirement gratuity or such other claims under this scheme, shall be sanctioned by the Director of school Education, Mizoram. For the purpose it shall be incumbent upon the sanctioning authority that the relevant orders and procedure in this regard have been duly adhered to.
- Nomination
14. (1) An employee shall on his/her initial confirmation or on completion of five years service under the Aided school, shall make a nomination in Form - 5 conferring on one or more persons the right to receive the death-cum-retirement gratuity payable under rule 5;
- Provided that if at the time of making the nomination—
- i) The employee has a family the nomination shall not be in favour of any person or persons other than members of his/her family, or families;
- ii) The employee has no family, the nomination may be made in favour of a person or persons or a body of individuals whether incorporated or not.
- (2) If an employee nominates more than one person under sub-rule (1) above, he/she shall specify in the nomination the amount of share payable to each of the nominee in such manner as to cover the entire amount of gratuity.
- (3) An employee may provide in the nomination —
- i) that in respect of any specified nominee who predeceased the employee, or who dies after death of the employee but before receiving the payment

of the gratuity, the right conferred on that nominee shall pass to such other person or persons as may be specified in the nomination; provided further that where an employee has only one member in his/her family and a nomination has been made in his/her family it is open to the employee to nominate alternate nominees in favour of any person or a body of individuals, whether incorporated or not ;

- ii) that the nomination shall become invalid in the event of the happening of the contingency provided therein the nomination.
- (4) The nomination made by an employee who has no family at the time of making it, or the nomination made by an employee under the second proviso to clause (i) of sub-rule (3) above, where he has only one member in his/her family shall become invalid in the event of the employee subsequently acquiring the family, or an additional member in his/her family, as the case may be.
- (5) An employee may, at any time, cancel the nomination by sending a notice in writing to the competent authority—

Provided that he/she shall along with such notice send nomination made in accordance with this paragraph.

- (6) Immediately on the death of nominee in respect where no special provision has been made in the nomination under clause (i) of sub-rule (3) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (ii) or sub-rule (3), the employee shall send to the authority concerned a notice in writing, cancelling the nomination together with fresh nomination made in accordance with these provision.
- (7) Every nomination made, an every notice of cancellation given, by an employee shall to the extent that it is valid, take effect from the date on which it is received by the competent authority.
- (8) An employee should furnish details of his family from time to time to the head of office as in Form - 6

* Family for this purpose means family as defined in clause (g) Definitions of Rule 2.

15. Preparation of list of employees due for Gratuity Retirement:

- (1) Every Headmaster/Head of office shall have a list prepared every six months, that is, on the 1st January and the 1st July each year of all employees who are due to retire within the next 24 to 30 months of that date;

- (2) A copy of such list shall be supplied to the Director not later than the 31st January or the 31st July as the case may be of that year;
- (3) In the case of an employee retiring for reasons other than by way of superannuation, the Headmaster/Head of office shall promptly inform the Director, as soon as the fact of such retirement becomes known to him.

Preparation 16. Every Headmaster/Head of office shall undertake the work of preparation of Gratuity papers in Form-7, two years before the date on which an employees is due to retire on superannuation, or on the date on which he proceeds on leave preparatory to retirement whichever is earlier.

Stages for the 17. (1) The Headmaster/Head of office shall divide the period of completion of preparatory work of two years referred to in Rules 15 in the Gratuity papers. following three stages :

(a) First stage - VERIFICATION OF SERVICE

- (i) The Headmaster/Head of office shall go through the service book of the employee and satisfy himself as to whether the certificates of verification for the entire service recorded therein;
- (ii) Inspect of the unverified portion or portions of service, he shall arrange to verify the portion or portions of such service, as the case may be with reference to pay bills, acquittance rolls or other relevant records and record necessary certificates in the service books;
- (iii) If any portion of service rendered by an employee is not capable of being verified in the manner specified in sub-clause (i) or sub-clause (ii) the employee shall be asked to file a written statement on plain paper stating that he had in fact rendered that period of service and shall at the foot of the statement make and subscribe to a declaration as to the truth of that statement and shall in support of such declaration produce all documentary evidence and furnish all information which is in his power to produce or furnish.
- (iv) The Headmaster/Head of office shall after taking into consideration the facts in the written statement, the evidence produced and the information furnished by that employee in support of the said period of service, admit that portion of service as having been rendered for the purpose of calculating the gratuity of that employee.

(b) Second stage making good omission in the service book.

- (i) The Headmaster/Head of office while scrutinising the Certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for gratuity.
- (ii) Every effort shall be made to complete the verification of services, as in clause (a) and to make good omissions, imperfections or deficiencies including the portion of service shown as unverified in the service book which it has not been possible to verify in accordance with the procedure laid down in clause (a) shall be ignored and service qualifying for gratuity shall be determined on the basis of the entries in the service book :
- (iii) Calculation of average emoluments for the purpose of calculation of average emoluments the Headmaster/Head of office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service. In order to ensure that the emoluments during the last ten months of service have been correctly shown in the service book the Headmaster/Head of office may verify the correctness of emoluments for the period of twenty four months only preceding the date of retirement of an employee and not for any period prior to the date.

Obtaining 18.
of claims
for Death-
cum-Retire-
ment Gra-
tuity.

- (1) Where the Headmaster/Head of Office has received an intimation about the death of an employee while in service he shall ascertain whether any Death-cum-Retirement Gratuity is payable in respect of the deceased employee :
- (2)(a) Where the family of the deceased servant is eligible for the Death-cum Retirement Gratuity under Rule 10, the Headmaster/Head of office shall ascertain—
 - (i) If the deceased employee had nominated any person or persons to receive the gratuity and
 - (ii) If the deceased employee had not made any nomination or the nomination made does not subsist, the person or persons to whom the gratuity may be payable.
- (b) The Headmaster/Head of office shall, then, address the person concerned in Form—8 or Form—9, as may be appropriate for making a claim in Form—10.

Determina- 19.
tion of the
amount of
gratuity.

According to the existing instructions, there should not be any case where service book has not been maintained properly. If, in any particular case, the service book has not been maintained properly despite the Government orders

where service records are in complete.

on the subject, and it was not possible for the Headmaster/Head of office to accept the unverified portion of Service as verified on the basis of entries in the service book, the Headmaster/Head of office shall not proceed with the verification of the entire spell of service. The verification of service in such a case shall be confined to the following spells of service.

- (i) If the deceased employee had, on the date of his death rendered more than five years of qualifying service but less than twenty four years of qualifying service, and the spell of last five years service has been verified and accepted by the Headmaster/Head of Office, the amount of Death-Cum-Retirement Gratuity shall be equal to 12 times of his emoluments as indicated in clause (b) of sub-rule (I) of Rule 6. Where the verified and accepted service is less than five years of qualifying service, the amount of Death-Cum-Retirement Gratuity shall be the amount as indicated in a clause (b) of Sub-Rule (3) of Rule 6;
- (ii) If the deceased employee had rendered more than twenty four years of service and the entire service is not capable of being verified and accepted, but the service for the last five years has been verified and accepted under sub-clause (i), the family of the deceased employee shall be allowed, on provisional basis, the Death-cum-Retirement Gratuity equal to 12 times of the emoluments. Final amount of the gratuity shall be determined by the Headmaster/Head of Office on the acceptance and verification of the entire spell of service which shall be done by the Headmaster/Head of Office within a period of six months from the date on which the authority for the payment of provisional gratuity was issued. The balance, if any, becoming payable as a result of determination of the final amount of Death-cum-Retirement Gratuity shall then authorised to the beneficiaries.

Constitution 20. (1) There shall be formed a fund to be called the "Mizoram and Custody of the Fund. Aided School Employees' Death-cum-Retirement Gratuity Fund" to which shall consist of :—

- (i) Contributions by the State Government.
- (ii) Any contribution by the Government of India.
- (iii) Such other sums as the State Government may transfer from the unspent balance of the budget provisions of any years.
- (iv) Donation, if any, by the public, any institution, autonomous body, association, or authority.

NOTE:

The contributions to the Fund shall be credited by the State Government by deduction from the grants-in-aid and the maintenance grants, as the case may be.

- (2) The Mizoram Aided School Employees' Death-Cum-Retirement Gratuity Fund shall be vested in the Director and may be kept with the State Bank of India or with one of the Nationalised Bank or the Mizoram Co-operative Apex Bank Limited or any other Bank with the approval of the Government as shown in the Appendix.
- (3) The Director may, with the approval of the Government, set apart and apply out of the Fund such sums as may be required to meet the charges on account of the maintenance of the said Fund.
- (4) The moneys lying in excess of the actual requirements may be invested in Government approved securities or such other investment Fund.
- (5) The Director shall maintain for the purpose appropriate books of accounts and record including cash book and Bank pass books and cheques.
- (6) The accounts of the Fund shall be audited periodically by the examiner or Local Accounts of the State Government for decision.

- Power to relax 21. Where the Director is satisfied that the operation of any of these paragraphs causes undue hardship in any particular case, he shall refer the matter to the Government in the Education Department, and the Government may by order for reasons to be recorded in writing dispense with or relax the requirements of that paragraph to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

Dengchhuana,
Joint Secretary to the Govt. of Mizoram,
Education & Human Resources Department.

FORM-1
.....
(APPLICATION FOR GRATUITY)
(See Rule 9 (1))

1. Name of applicant :
2. Father's Name (and husband's name in case of a Female employee):
3. Date of Birth :
4. Height:
5. Identification marks :
6. Permanent Residential address :
7. Present residential address :
8. Religion :
9. Last appointment and pay indicating substantive and officiating :
10. Date of beginning of service :
11. Length of continuous service :
12. Date of ending of service :
13. Whether nomination for gratuity made :
14. Nature and amount of Government/Aided School dues, if any:

Date.....

Place.....

.....
Signature of the applicant

REMARKS OF THE SANCTIONING AUTHORITY
.....

SIGNATURE
.....
REPORT OF THE EXAMINER OF LOCAL ACCOUNTS
.....

Examiner of Local Accounts,
Mizoram.

APPLICATION FOR GRATUITY OF A DECEASED EMPLOYEE
(See Rule 9 (2))

Application for Grant Government/Residuary Gratuity of the Family of
Pj/Pu (late) of
(name of the Education Institution).

- 1. Name of the applicant :
- 2. Relationship of deceased employee :
- 3. Date of Birth :
- 4. Date of death of the employee :
- 5. Full address of the employee :
- 6. Signature or thumb impression of the applicant :
- 7. Attested by :
(1)
(2)
- 8. Witness :

Name	Address	Signature
Date		
Place
		Signature of the applicant

REMARKS OF THE DEPARTMENT

(SIGNATURE)

REPORT OF THE EXAMINER OF ACCOUNTS

Examiner of Local Accounts
Mizoram.

SURETY BOND

Form—3

(See Rule 10 (4))

Know all men by these presents that I Pi/Pu.....the widow/son/brother etc. of.....deceased resident of.....(hereinafter called "the obligor") and Pi/Pu.....son/daughter/wife of surety for and on behalf of the obligor hereinafter called "the surety") am held and firmly bound to the Governor of Mizoram (hereinafter called the Government) in the sum of Rs..... (Rupees.....)only well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves, and our respective heirs, executors, administrators, legal representative, successors and assigns by these presents.

WHEREAS Pi/Pu.....was at the time of death in the employment of the.....(aided institution) the sum of Rs.....(Rupees.....)only for and towards share of his minor son/daughter in the Death-cum-Retirement Gratuity.

AND WHEREAS the obligor has satisfied that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the obligor is required to produce the certificate of guardianship from the competent court of law before payment to him of the said sum of Rs.....

AND WHEREAS the Government has no objection to the payment of the said sum to the obligor but under Rules/Orders it is necessary for the obligor to first execute a bond with one surety/two sureties to indemnify the Government against all before the said sum can be paid to the obligor.

NOW THE CONDITION OF THIS BOND are such if after payment has been made the obligor, the obligor and/or the surety/sureties shall in the event of the claim being made by any other person against the Government with respect to the aforesaid sum of Rs.....refund to the Government the said sum of Rs. and shall otherwise indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sum and all cost incurred in consequence of the claim thereto. Then the above written bond or obligation shall be avoided and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any for bearing act of commission of the Government whether with or without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the obligor or by any other method or thing whatsoever which under the law relation to sureties shall but for this provision having that shall it be necessary for the Government to sue the obligor before suing the surety/sureties or either of them for the amount due hereunder and the Government agrees to bear the stamp duty if any, chargeable on these presents.

IN WITNESS WHEREOF the obligor and the surety/sureties hereunto have set and subscribed their respective hands hereunto on the day, year written below.

Signed by the above obligor in the presence of witness this the _____ day of _____ one thousand nine hundred and _____ of the day of _____ 19____

1. _____
2. _____

Signature of Surety

Signed by the above named surety/ sureties in the presence of :-

1. _____
2. _____

Signature of surety/sureties

Accepted in the presence of _____

(name and designation of witness)

Signature of witness Name and designation of the Officer accepting the Bond.

FORM-4

FROM OF BOND OF INDEMNITY FOR DRAWING OF DEATH-CUM-RETIREMENT GRATUITY WHERE THERE IS NO NOMINATION OR NOMINATION DOES NOT SUBSIST

(See Rule 10 (4) (b))

KNOW ALL MEN BY THESE PRESENTS THAT I _____ widow/ husband/son/daughter of Pi/Pu _____ residing at _____ (hereinafter called the 'obligor' which expression shall include his/her heirs, executors, administrators, a legal representatives) and I/We _____ resident of _____ surety/sureties on behalf sureties, which expression shall include the heirs, executors, administrator and legal representatives) bind ourselves jointly and severally to pay to the Governor hereinafter called the 'Government' which include his successor and assigns) on demand and without a demur a sum of Rs. _____ (Rupees _____) for which payment well and truly to be made we bind ourselves firmly by these presents.

Dated this _____ day of _____ 19____ WHEREAS THE AFORESAID Pi/Pu _____ at the time of his/her death in the employment of _____ (Aided Institution and he/his/her family was/is entitled to Death-cum-Retirement Gratuity of Rs. _____ from the Government/Director and WHEREAS the said Pi/Pu _____ died on the _____ day of _____ 19____ and there was/is due to his/her/legal heirs the sum of Rs. _____ (Rupees _____) for Death-cum-Retirement Gratuity in respect of his/her said employment.

AND WHEREAS the above bounded obligor _____ claims to be entitled to the said sum as heir of her/his husband/wife/father the said Pi/Pu _____ but has not obtained letter of administration or a

succession certificate to the property and effect of the said Pi/Pu _____

AND WHEREAS the obligor has satisfied the Government that he/she is entitled to the aforesaid sum that it would cause undue delay and hardship if he/she were required to produce letters of administration of a succession certificate to the property and effect of said Pi/Pu _____

AND WHEREAS the Government desire to pay the said sum to the obligor but under the Rules and orders it is necessary that he/she should first execute a bond with one surety/two sureties to indemnify against all claims to the amount so due sum can be paid to the obligor.

NOW THE CONDITION of this bond is such that if after the payment has been made to the obligor, the obligor or the surety/sureties shall in the event of the claim being made by any other person against the Government with respect to the aforesaid sum of Rs. _____ (Rupees _____) refund to the Government the sum of Rs. _____ (Rupees _____) and shall otherwise indemnify and save Government harmless from all liability in respect of any claims thereto. THEN the above written bond at obligation shall be void but otherwise the said bond shall remain in full force effect and virtue.

IN WITNESS WHEREOF the parties hereto have hereinto set their respective hands the day and the year first above written signed by the above named obligor in the presence of witnesses :

1. _____
2. _____

Accepted in the presence of _____
Signature of witness :—

1. _____
2. _____

Signature of the claimant
Designation.

CERTIFIED THAT Pi/Pu _____ is a permanent employee and he/she shall not attain the age of superannuation with _____ year from the date _____

Signature of the Head of the
Aided Institution in which employed.

1. Name of the claimant :
2. Name of the deceased employee :
3. Full address and place of residence
of the claimant :
4. First surety :
5. Second surety :
6. Amount of the claim :

Signature of the obligor _____
Signature of the first surety _____
Signature of the Second surety _____

Name and designation of the witness :
Signature of the accepting officer of the bond

Note : The obligor as well as sureties have attained majority so that the bond may have legal effect or force.

FORM—5

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

(Where the employee has no family and wishes to nominate one person or more than one person)

(See Rule 14(1))

I _____ having no family hereby nominate the person/persons mentioned below and confer on him/them the right to receive to the extent specified below any gratuity that may be sanctioned by the Government in the event of my death while in service or after retirement :

Original nominee (s)				Alternative nominee (s)	
Name and address of nominee (s)	Relation-ship with the em- ployee	Age	Amount of share of gratuity payable to each*	Name, address relationship and age of persons, person if any, to whom the right conferred on the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving the payment of gratuity.	Amount of share of gra- tuity pay- able to each.**
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

Note : i) The employee should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

ii) Strike off whichever is applicable.

Dated this _____ day of _____ 19____ at _____
Witnesses signature

1. _____
2. _____

Signature of head of the office
Date _____
Designation _____

- * This column should be filled in so as to cover the whole amount off the gratuity.
- ** The amount/share of the gratuity shown in this column should cover the whole amount/share payable to the original nominee (s)

(TO BE FILLED IN BY THE HEAD OF THE OFFICE)

Nomination _____
 Place _____
 Date _____

Signature of Head of Office _____
 Date _____
 Designation _____

PROFORMA FOR ACKNOWLEDGEMENT TO THE RECEIPT OF THE NOMINATION FORM BY THE HEAD OF OFFICE

To,

.....

I acknowledge the receipt of your nomination dated the/ cancellation dated of the Nomination made earlier in respect of gratuity in Form and that it has been duly placed on record.

Place

Date

.....
 Signature of the Head of Office
 Designation

F O R M—7
 (SEE RULE 16)

FORM FOR ASSESSING/PREPARATION OF GRATUITY

P A R T—I

1. Name of the employee
2. Farher's name (and also husband's name in case of female employee)
3. Date of birth (by Christian era)
4. Religion

5. Permanent Residential address, showing Village, town, district and State.....
 6. Present or last appointment including name of establishment.....
 - (i) Substantive.....
 - (ii) Officiating, if any.....
 7. Date of beginning of Service.....
 8. Date of ending service.....—.....
 9. (i) Total period of military service for which gratuity was sanctioned.....
 - (ii) Amount and nature of any gratuity received for the military service.....
 10. Amount and nature of any gratuity received for previous Civil Service.....
 11. Details of omissions, imperfections or deficiencies in the service book which have been ignored under Rule.....
 12. Total length of qualifying service for the purpose of adding towards broken periods, a month is reckoned as thirty days)
 13. Period of non-qualifying service : from to
 - (i) Interruption in service condoned
 - (ii) Extra-ordinary leave not qualifying for pension
 - (iii) Period of suspension not treated as qualifying
 - (iv) Any other service not treated as qualifying
-
- Total :
14. Emoluments reckoning for gratuity
 15. Average emoluments

Emoluments drawn during the last ten months of service

Post held	From	To	Pay	Personal Pay or Special Pay	Average emoluments
-----------	------	----	-----	-----------------------------	--------------------

- 16. Proposal Death-cum-Retirement Gratuity
- 17. Whether nomination made for Death-cum-Retirement Gratuity

Signature of the
Headmaster/Head of Office.

- (i) In a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments.
- (ii) The calculation of average emoluments should be based on actual number of days contained in each month.

P A R T - II

ACCOUNT EFFACEMENT :

- 1. Total period of qualifying service which has been accepted for the grant of gratuity
- 2. Amount of gratuity that has been admitted
- 3. The date from which gratuity is admissible

SECTION - II

- 1. Name of the employee
- 2. Class of gratuity
- 1. Amount of gratuity authorised

- 4. The Government/Office dues recoverable out of gratuity before authorising its payment
- 5. The amount of gratuity held over for adjustment of unassessed Government/Office dues

FORM - 8

(See Rule 18(2)(b))

Form of letter to the member or members of the family of a deceased employee where valid nomination for the grant of the Death-cum-Retirement Gratuity exists.

To

... ..
... ..
... ..

Subject : Payment of Death-cum-Retirement Gratuity in respect of the late Pi/Pu

Sir/Madam,

I am directed to state that in terms of the nomination made by the late Pi/Pu... ..(designation) in the office/Department of a Death-Cum-Retirement Gratuity is payable to his/her nominee (S)

A copy of the said nomination is enclosed herewith.

2. I am to request that claim for the grant of the gratuity may be submitted by you in the enclosed Form 10.

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated

Yours faithfully,

Head of Office.

FORM 9

See Rule 18(2) (b)

Form of letter to the member or members of the family of a deceased employee where valid nomination for the grant of the Death-cum-Retirement Gratuity does not exist.

TO.

.....
.....
.....

Sir/Madam,

I am directed to say that in terms of clause (g) of Rule 2 Death-cum-Retirement Gratuity is payable to the following member of the family of late Pi/Pu.....(designation), in the office/Department of in equal share :

- | | | |
|---------------------------|---|--|
| (i) Wife/husband | } | including step children and legally adopted children |
| (ii) Sons | | |
| (iii) Unmarried daughters | | |

2. In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal share :

- (i) Widowed daughters including step daughters and legally adopted daughters.
- (ii) Father including adoptive parents in case of individuals whose personal law permits adoption.
- (iii) Mother
- (iv) Brother below the age of eighteen years and unmarried widowed sisters including step brothers and sisters.
- (v) married daughters, and
- (vi) children of a predeceased son.

3. It is requested that a claims or the payment of gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,

Head of Office.

FORM--10

(See Rule 18(2)) (b)

Form for assessing and authorising the payment of Death-cum-Retirement
Gratuity when an employee dies while in service.
(To be sent in duplicate)

P A R T —I

1. Name of the deceased employee :
2. Father's name (and also husband's name in case of female employee) :
3. Date of birth (by Christian era) :
4. Date of death (by Christian era) :
5. Religion :
6. Office/Department in which last employed :
7. Appointment held last :
 - (i) Substantive :
 - (ii) Officiating :
8. Date of begining of service :
9. Date of ending service :
10. Government/Office under , which service has been rendered in order of employment.
11. The date on which intimation regarding the death of employee was received by the Head of Office.
12. Amount and nature of any pension received for previous civil service, if any :
13. The date on which action initiated to -
 - (a) obtain claim or claims from the claimants in the appropriate form for Death-cum-Retirement Gratuity :
 - (b) assess the service and emoluments qualifying for Death-cum-Retirement Gratuity :
14. Whether nomination made for Death-cum-Retirement Gratuity :
15. Length of service qualifying for Death -cum-Retirement Gratuity :

16. Periods of non-qualifying service—
 (a) Interruption in service condoned :
 (b) Extraordinary leave not qualifying for gratuity.
 (c) Period of suspension treated as non qualifying :
 (d) Any other service not treated as qualifying service:
 Total period of non-qualifying service :
17. (a) Emoluments reckoning for Death-cum-Retirement Gratuity :
 (b) Amount of Death-cum-Retirement Gratuity :
18. Details of Government/Office dues recoverable out of gratuity :
19. Date on which claims received from the claimants :
20. Name of guardian who will receive payment of Death-cum-Retirement Gratuity in the case of minors :
21. Head of Account to which Death-cum-Retirement Gratuity is debitable :

Place.....
 Dated the.....

Signature of
 Head of Office

P A R T - II

Section - I

AMOUNT ENFORCEMENT :

1. Total period of qualifying service which has been accepted for Death-cum-Retirement Gratuity :
2. Net amount of gratuity after adjusting Government/Office dues :
3. Head of Account to which Death-cum-Retirement Gratuity is chargeable :

SECTION - II

1. Name of the deceased employee :
2. Date of death employee :

3. Amount of gratuity authorised :
4. Date on which payment of gratuity authorised :
5. Amount recoverable from gratuity :
6. Amount if gratuity held over pending receipt of 'No demand Certificate' :

Place.....

Dated the

Accounts Officer

FORM--9

(See Rules 14 (8)
(Details of Family)

Name of employee :
Designation :
Date of birth :
Details of the members of my family :

Sl. No	Name of the members of family	Date of birth	Relationship with the Officer	Initials of the Head of Office	Remarks
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office any addition or alteration.

Place

Dated the

Signature of Employee

*Family for this purpose means family as defined in clause (g) of Rule 2

APPENDIX

Name of Scheduled Banks (See Rule 20(2))

1. State Bank of India, Aizawl, Mizoram.
2. United Commercial Bank, Aizawl, Mizoram.
3. Vijaya Bank, Aizawl, Mizoram.
4. Mizoram Cooperative Apex Bank, Aizawl, Mizoram.

No.B.13016/7/88-EDN, the 18th January, 1990. Whereas the Government deems expedient to have a set of rules for the Mizoram Aided High School and Middle School Management, the Governor of Mizoram is pleased to make the following rules namely :—

Short title, extent and commencement 1. (1) These rules may be called the Mizoram Aided High School and Middle School Management Rules namely :—

- (2) They shall extend to the whole of Mizoram.
- (3) They shall come into force on such date as the Government, by notification in Official Gazette appoint.

Definitions 2. In this rules unless the context otherwise requires :

- (a) "Board" means a Board of Education/Examination to which an institution is affiliated for the purpose for any public examination conducted by the affiliating Board;
- (b) "Committee" means the Managing Committee of Institution duly constituted and approved by the Government.
- (c) "Chairman" means the Chairman of the Managing Committee.
- (d) "Department" means the Department of School Education and Human Resources ; Department.
- (e) "Director" means the Director of School Education and "the Directorate" shall be construed accordingly;

- (f) "Grant" means recurring Grants-in-aid for general maintenance of the institution and includes all financial assistance given on this account to an institution in cash and/or in kind;
- (g) "Government" means the Government of Mizoram;
- (h) "Secretary" means the Member-Secretary of the Managing Committee.
- (i) "Treasurer" means any one member of the Managing Committee declared to hold the Office by a voted resolution of the Committee.

Management of Government Aided School. 3. Every Government Aided School shall be governed by a Managing Committee, the constitution of which has been approved by the Director save in case, where the Government of Mizoram in Education Department allows as an exception under special circumstances.

Managing Committee of the Government Aided School. 4 Save in cases where the Government of Mizoram in the Education Department constitute a Committee under special circumstances, each Managing Committee shall consist of the following members, namely :-

- (a) Prominent leader of the locality— Chairman to be nominated by the Director on the recommendation of the District Education Officer in case of High School and Sub-Divisional Education Office concerned in case of Middle School respectively.
- (b) President Village Council of the locality if not already nominated as Chairman.
- (c) The Teacher representative to be elected from amongs themselves in rotation, each sitting allowed to serve not more than one term at a time.
- (d) A donor or his representative - Member

NOTE : No one shall be deemed to be a donor for his purpose unless he has made a contribution of not less than Rs. 2,500/- (Rupees two thousand five hundred) only in cash or in kind in respect of High Schools and Rs. 2,000/- (Rupees two thousand) only in cash or in kind in cash of Middle School. In cash such donors are not available a person belonging to the Village/Locality who takes keen interest in the development of School may be nominated by District Education Officer in case of High Schools and Sub-Divisional Education Officer in case of Middle Schools on the recommendation of the Head of Institution.

- | | | |
|---|--|-------------------------|
| | (e) Block Development Officer/Administrative officer of the Village (in case he was not-made Chairman). | Member |
| | (f) The guardians' representative elected by-parents/ guardians of the students attending the school. | Member |
| | (g) An official of the Education Department - nominated by District Education Officer - in case of High Schools or Sub-Divisional-Education Officer in case of Middle - Schools on the recommendation of the - institution concerned, | Member |
| | (h) Headmaster of High School for a Managing Committee of High School and - Headmaster of Middle School for a Managing Committee of Middle School. If anywhere found necessary, one or two more members(who take keen interest in the School) may be nominated by the Director of School Education from amongst the prominent leaders of the locality concerned. | Member Secretary |
| Functions of the Treasurer | 5. The Managing Committee shall select Treasures from amongst the members. The Treasurer shall keep all the fund of the school in safe custody and ensure proper maintenance of all accounts of the School. | |
| Terms of Office | 6. The term of Office of the Managing Committee shall expire after a period of two years from the date of its constitution. | |
| Dissolution and reconstitution of Managing Committee | 7. On the recommendation of the District Education Officer for High School and the Sub-Divisional Education for Middle School, the Director may, if satisfied, after due notice and enquiry, order dissolution and reconstitution of the Managing Committee provided that this Rule shall not apply to a Managing Committee constituted by the Government under Rule 3. | |
| Quorum | 8. For all the Committee meetings of the Managing Committee, one-third of the members shall form the quorum in case of a committee with eight members or more, and four members shall form a quorum, where a committee is constituted with less than eight members; | |
| Function of Managing Committee | 9. (1) The Member Secretary shall work on behalf of the Managing Committee and shall receive grants and allotment of funds from the Department and he shall deposit the funds to the Treasurer and maintain full accounts together with the supporting vouchers of any expenditure made there from with the approval of the Managing Committee | |

and furnish utilisation certificates alongwith the statement of accounts to the authority from whom the grants allotments are received promptly within the period stipulated by the authority.

- (2) It shall be the duty of the Member-Secretary to ensure that all utilisation certificates and statement of accounts furnish by him in respect of any grants/allotment are duly signed by him and the Chairman of the Managing Committee.
- (3) The Managing Committee shall be responsible for the maintaince of the school building, furniture, and equipments and to arrange for annual internal audit of all the school funds and verification of stock and furniture. These duties may be entrusted to two members of the Managing Committee, other than the office bearer and teacher members. If there is no such member in the Managing Committee, other than the Managing Committee competent to take up these duties, it may employ outsiders for the purpose on reasonable payment, if its fund permit.
- (4) The Managing Committee shall consider and initiate projects for the all round improvement of the School. It shall also deal with questions of grant of leave to the teachers and other staff and matters of discipline, subject to prescribed rules, the grant of leave other than casual leave and arrangements made to fill the vacancy should be reported to the District Education Officer/Circle Education Officer for due approval.
- (5) The Member-Secretary of the Managing Committee shall submit annual report to District Education Officer with a copy to the Director of School Education on the general condition and progress of the School and also monthly report of the staff position with their particulars in the prescribed proforma of the Mizoram Aided School Employees Rules.
- (6) A Building Committee shall be constituted from among the Managing Committee members, consisting of at least four members, who will, in consultation with the Managing Committee, take up all matters relating to School building construction and see the buildings under construction are properly completed.
- (7) The Government shall have power to re-adjust membership of the Committee or Institution to bring the same in conformity with the requirement of the affiliating board in consultation with the authorities concerned.

PREAMBLE :

No.A.33026/2 89-EDN. the 18th January, 1990. Whereas the Government of Mizoram deems it expedient to generate local competence by encouraging talented students to continue their studies unhampered due to financial constraints :

AND WHEREAS, for this purpose the Government deems it necessary to institute suitable number of Merit Scholarship for such talented students at the Middle and High School stage of their academic career;

NOW THEREFORE, the Governor of Mizoram is pleased to frame the following rules for regulation of Pre-Matric Merit Scholarships for students of the state of Mizoram, namely :—

2. SHORT TITLE AND COMMENCEMENT :

(1) These rules may be called "THE MIZORAM PRE-MATRIC MERIT SCHOLARSHIP RULES, 1990".

(2) They shall come into force at once.

3. DEFINITIONS :

In this Rules, unless the context otherwise requires —

- (a) "Department", means the Department of Education & Human Resources;
- (b) "Director" means the Director of School Education, Mizoram and the Directorate shall accrue accordingly;
- (c) "Examination" means the examination held by the Mizoram Board of School Education at the close of Primary and Middle School Stages of Education;
- (d) "Institution" means any educational institution in Mizoram recognised by the Government.

4. CATEGORIES OF SCHOLARSHIPS :

- (1) For the purpose of these Rules there shall be the following two categories of scholarships;
 - (a) Primary School Leaving Merit Scholarships.
 - (b) Middle School Leaving Merit Scholarships.

(2) These Merit Scholarships shall be awarded to bonafide students of Mizoram on the result of Examination held at the close of the Primary and Middle School stages provided that for determining such merit, examinees from various Districts and District Councils of Mizoram shall be considered separately.

5. NUMBER, VALUE AND DURATION OF THESE SCHOLARSHIPS :

() The numbers of these Scholarships shall be as indicated in the statement below which also indicates Districts and District Council-wise distribution of these Scholarships.

Sl. No.	Name of Scholarships	Aizawl Dist.	Lunglei Dist.	District Council in Chhimtuipui District of	Lai	Mara	Champhai	Total
1	2	3	4	5	6	7	8	
1.	Primary School Leaving Merit Scholarship	100	30	10	10	10		160
2.	Middle School Leaving Merit Scholarship	44	18	6	6	6		80

(2) The value of each scholarship shall be Rs. 100.00 for Primary School Leaving Merit Scholarship per head per mensem and Rs. 150.00 for the Middle School Leaving Merit Scholarship per head per mensem.

(3) This Scholarships shall be tenable for twelve months each year for three consecutive years in classes V, VI, VII for clause (a) of sub-rule (1) of rule 4 and for three consecutive year in classes VIII, IX and X for clause (b) of sub-rule (1) of rule 4 subject to satisfactory progress and attendance of the scholarship holders in any recognised institution in Mizoram.

6. ELIGIBILITY AND CONDITION :

(a) Only the Children/Wards of bonafide permanent residents of Mizoram taking regular education in any Institution in Mizoram shall be eligible for these scholarships, subject to the condition that students who fail to take the examination for any reason whatsoever at one chance shall not be considered for these scholarships.

(b) No student who is found guilty of misconduct and/or breach of discipline shall be eligible for these scholarships.

7. AWARDING AUTHORITIES :

On the result of the examination, the Director shall announce the names of the winners of these merit scholarships for the various Districts and the District Councils of Mizoram and the District Education Officers and the Sub-Divisional Education Officers concerned shall make payments of the scholarship regularly to the holders from the allotment of Funds intimated to them from the accepted year to year budget provisions.

8. SUPPLEMENTARY CLAUSE :

The Government may, if it considers necessary delegate that power under Rule 7 to the extent deemed appropriate to any other categories of its subordinate authorities.

9. The Government of Mizoram reserves the right of ending to or altering these rules as situation demands.

10. REPEAL AND SAVING

(1) The Merit Scholarships Rules for Primary and Middle Schools Leaving Examination in Mizoram, 1976 are hereby repealed.

(2) Notwithstanding such repeal, any action taken under the rules so repealed shall be taken into account as action taken under these rules.

No. B. 13019/2/87-EDN, the 18th January, 1990. The Governor of the Mizoram is pleased to make the following Rules, namely :—

1. SHORT TITLE AND COMMENCEMENT :

- (i) The rules shall be called the Mizoram Grant-in-aid to Non-Official Voluntary Organisations Rules, 1990
- (ii) They shall come into force with effect from the date of its publication in the Mizoram Gazette.

2. DEFINITIONS :

In these Rules, unless the context otherwise requires—

- a) "aided organisation" means an organisation which have received grants from the Department of Education, Mizoram.
- b) "approved" means approved by the Government ;
- c) "departments" means the Department of Education ;
- d) "director" means the Director of School Education ; or the Director of Art & Culture ;
- e) "government" means the Government of Mizoram ;
- f) Non-recurring grants-in-aid means a grant given to an organisation for the following purpose—
 - i) constructions, reconstruction and/or purchase of building for carrying out the activities of the organisation ;
 - ii) purchase of furniture, equipment, etc..

- iii) purchase, publication of books, magazines, etc ;
- iv) executive of specific approved schemes pertaining to any and or all activities connected with educations ;
- g) "organisation" means a non-official voluntary social organisation, society or body constituted and maintained by collective private enterprise with definite objective in respect of any or all of the different type of organisations mentioned herein fulfilling the following conditions, viz-
 - i) the organisation must be a body with a sound financial and organisational footing.
 - ii) it must have its own constitution or a memorandum of association or a set of rules stating in positive terms the aims and objects ;
 - iii) it must have a governing body or a management committee or any other executive body to look after the management of its affairs ;
 - iv) it should be registered under the Registration of Societies Act, 1860 (Act 21 of 1860) as extended to Mizoram vide Societies Registration (Extension to Mizoram) Act, 1976 (Act 2 of 1977). If, however, a voluntary organisation is formed without due registration owing to practical difficulties, it may be considered for grant under a certificate from the Deputy Commissioner/Sub-Divisional Officer of the district/sub-Division concerned that it is a bonifide organisation. In such case, however it must get itself registered within one year of its receiving the first grant, failing which it shall not be considered for subsequent grants ;
- h) "recurring grants-in-aid" means grants-in-aid given to an organisation to meet recurring expenditure considered reasonable by the Government, for running of various programmes and normally allowed from year to year. Renewal of recurring grants shall, however, be considered annually on the basis of fresh application to the Director based on the performance of the organisation.

PURPOSE OF GRANTS :

Grants-in-aid under these Rules are admissible for any or all of the following purposes, namely :-

- (i) development, promotion and expansion of Educational, vocational and recreational activities for the benefit of children, women, youths, students etc ;
- (ii) development, promotion and expansion of the activities of existing approved-organisations.

CONDITIONS OF GRANTS :

Grants admissible under these Rules shall be subject to fulfillment of the following conditions.

Namely—

- (i) The grant shall be spent exclusively for the purpose for which it was sanctioned.
- ii) The activities and accounts of the organisation shall be subject to inspection by Officers of the State Government for which the organisation will provide all facilities by making available the relevant records, etc. as may be demanded;
- iii) The Government of the organisation shall have the option to appoint a Government nominee, if considered necessary, as a member of the managing Committee or Governing Body or any other executive body by whatever name it may be called, who may associated with the formulation, execution and successful implementation of schemes approved for grants-in-aid;
- iv) All accounts relating to specific grants made by the Government shall be subject to audit by a Government/Departmental Auditor or any approved auditor or anyone sent for the purpose by the Account General, Mizoram etc.
- (v) The organisation shall submit to the Director a detailed report of the work done with the grant together with two copies of utilisation certificate and statement of accounts supported by attested copies of all vouchers. In case of recurring grants, these should reach the Director by the end of July at the least unless extension of time is specifically allowed by the Government on reasonable grounds;
- (vi) The organisation shall have no authority to dispose of or encumber wholly or partly and capital asset acquired out of grants-in-aid. In the event of an organisation being wound up, the ownership of such capital assets will vest in the Government. The organisation shall maintain separate register containing full record of all assets acquired out of Government grants;
- (vii) The unspent balance of any grant shall be surrendered to the Government by the organisation before the close of the financial year unless extension of time for utilisation of the same is allowed by the Government, failing which the organisation may be debarred from receiving further grants and the unspent balance recovered with 6% interest;
- viii) Non-Recurring expenditure shall be accounted for separately from the recurring expenditure;
- (ix) No fresh recurring or non-recurring grants shall be given to any organisation before receiving utilisation certificate duly supported by statement of accounts for grants given in the previous year.
- (x) No recurring or non-recurring grants shall be given to any organisation which has received any such grant from any other Government or Semi Government Organisation for the same purpose or for identical scheme or activity ;

5. MODE OF APPLICATION :

Applications for grants in-aid should be submitted to the Director through any of the following Officers :

- i) District Education Officers of the area concerned,
- ii) District Adult Education Officer of area concerned;
- iii) Sub-Divisional Education Officer of the Sub-Division concerned;
- iy) District Tribal Research Officer of the area concerned; and
- v) Head of the Institution in respect of organisation confined to particular institution.

5. ELIGIBILITY :

An organisation, to be eligible for grants for the first time, shall normally be of three years standing. No organisation, which had received a non-recurring grants-in-aid, shall be eligible for any subsequent grants for the same purpose within a period of three years from the date on which the preceding grants was sanctioned. In deserving cases, however, these conditions may be relaxed by the Government.

7. AMOUNT OF GRANTS :

- (1) (i) The amount of recurring grant to any organisation will be restricted to 75% of the expenditure on an approved scheme, subject to a maximum of Rs. 50,000/- in a year.
 - (ii) The organisation must contribute the remaining 25% of the approved expenditure from its own resources.
 - (iii) Subject to satisfactory utilisation of grants whether sanctioned under the provision of these rules or otherwise, any further grants as may be applied for and considered necessary, may be sanctioned on annual basis;
 - (iv) Further grants to an organisation which received grants before the commencement of these Rules shall be regulated in the same manner as in Rule 4.
- (2) In respect of non-recurring grant towards construction of building, reconstruction or purchase of building, belonging to an organisation, shall be regulated as under—

Notwithstanding anything contained in sub-rule (I) above, any recognised voluntary organisation may be given non-recurring grants upto a limit of 75% of the estimate framed strictly in accordance with the current Public Works Department schedule of rates and duly certified by an Officer of the Public Works Department not below the rank of :-

- i) Executive Engineer, if the estimate is above Rs. 50,000/-
- ii) Sub-Divisional Officer in case the estimate is Rs. 50,000/- or below.
- iii) Junior Engineer in case the estimate is Rs. 20,000/- or below.

“Provided that the amount of grants in-aid admissible on this account to an organisation for one unit of work shall not normally exceed Rs. 1,00,000/- payable in suitable instalment on the basis of satisfactory progress of work and subject to availability of funds. Grants-in-aid in excess of the ceiling of Rs. 1,00,000/- may be given if more than one organisation have a joint undertaking in a single unit or complex work involving an amount larger than Rs. 1,00,000/- subject to availability of funds.”

Grants receiving organisation/institution shall produce satisfactory evidence to arrange for its matching share of 25% of financial assistance and/or resources in terms of supervision, materials etc. for completion of the building project.

The organisation/institution shall also be given an undertaking on behalf of all the members of the Managing Committee or Governing Body etc. individually and severally to ensure that the grants are not utilised for any purpose other than for which it is given and that the expenditure is incurred with due regard to economy.

3. EQUIPMENT :

An organisation or institution may be given grants-in-aid in addition to recurring and non-recurring grants either independently or in addition towards purchase and procurement of apparatus, equipment, furniture etc. for general use and social activities of the organisation, subject to the condition that such grant shall not exceed a total of Rs.10,000/- in course of three consecutive years. Provided further that in case of an organisation/institution which has establishment/branches located in different parts of Mizoram, nothing contained in this Rule shall prevent giving grant parts up to certain limits for one or many of such units with the specific condition that they will be provided in these branches alone and not used centrally. The organisation/institution shall also give an undertaking that any capital assets acquired out of these non-recurring grants shall in case of its liquidation/winding up, vest in the Government.

8. GRANT SANCTIONING AUTHORITY :

All grants-in-aid under these Rules shall be sanctioned by the Secretary of the Department in the name of the Governor Mizoram after obtaining concurrence of the Finance Department subject to availability of fund. The grant-in-aid may be sanctioned by the Government on the recommendation of the Director.

9. POWER TO RELAX :

The Rules may be relaxed or modified at any time by the Government.

No organisation can claim grant-in-aid from the Government as a matter of right under these Rules.

Lalozama Sailo,
Deputy Secretary to the Govt. of Mizoram,
Education and Human Resources Department.

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