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NOTIFICATION

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 :-

Shorttitle
and com-
mencement.

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 Regulations 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 enti-

tioned 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 rules :
- (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 per cent 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) 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 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. (1) Advance

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 months' 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 reduced if necessary to admit of the fixation of such instalments.

- (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 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.
- (c) 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. (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 months' 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 years 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 (a) 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 of 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 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 16.
of Employee.

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 rupee 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.

Lalozama 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 occurring 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 nominees.	Relationship with the subscriber.	Whether major or minor. State date of birth.	Amount of 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 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 Schools (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 account to an institution in cash or in 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 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 maintenanc.

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 unefficient 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 Government's specific 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 for 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 accommodated in suitable rented buildings pending construction of their own buildings;

- (c) Within two years 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 behaviour 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 accurately furnish such statistics reports and information as may be called for by the Department or any other authorised officer;
- (o) It shall maintain full account of all its income and expenditure, the latter being supported by duly maintained acquittance 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 Managing 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 be allowed to be raised by the Government in exceptional circumstance valid by the Government;

Provided further that in addition to these 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/reconstruction of the institution building without prior approval of the Director;

- (r) The Managing Committee shall have a constitution for running it smoothly and effectively as also rules for the transaction 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, subscription, endowments and grants from local bodies or authorities 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 constructions 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 Chowkidar 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 Chowkidar. Even for those schools which fulfil the prescribed strength of enrolment, the Govt. may or may not sanction both the posts of peon and Chowkidar 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 for grants-in-aid

Every application for grant-in-aid by a school be made in 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 grants-in-aid 10

- (a) Subject to the provision of these Rules, Government may 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 differed 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 subject 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.
Grant-in-aid
Bills

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

Adjustment/ 12.
Deduction
of claim

Where any amount of Grants-in-aid is sanctioned in excess 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,
reduction
or suspension
of grant-in-
aid.

13. (1) Grant-in-aid to School may be stopped, reduced or suspended at any time by the Director on the following grounds:
- (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 is 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
Fund of
the school

14. (1) The School shall have a Reserve Fund of Rupees three thousand 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.

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.

- Plants 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 of 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 Government
 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.

F O R M -- 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 Provident Fund	Total
i) Teaching staff :	_____	_____	_____
ii) Ministerial staff :	_____	_____	_____
iii) Group D staff :	_____	_____	_____
Total :	_____	_____	_____
Less 60% Tuition Fees from the students :	_____		
Amount of grant 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 three 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 No. 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 Exami- nation	Year	Number of candidates appeared	Number of candidate passed classwise percent pass	Remarks
1	2	3	4	4

10. Particulars of staff actually in employ as on

Serial Number	Name	Desig- nation	Qualifi- cation	Age	Date of appoint- ment	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 purchased 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.