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THE LAKHER AUTONOMOUS DISTRICT COUNCIL (SALARIES AND ALLOWANCES OF MEMBERS) RULES, 1982.

In exercise of the powers conferred by clause (b) of sub-paragraph (7) of paragraph 2 of the Sixth Schedule to the Constitution of India, the District Council of the Lakher Autonomous District, with approval of the Lt. Governor (Administrator) of the Union territory of Mizoram, is pleased to make the rules, namely :—

Short title and commencement.

1. (1) These rules may be called the Lakher Autonomous District Council (Salaries and Allowances of Members) Rules, 1982.

(2) They shall come into force at once.

Definitions.

2. In these rules, unless the context otherwise requires—

- (a) "Committee" means a committee of the District Council;
- (b) "Day" means a period of twenty four hours beginning at midnight;
- (c) "District Council" means the District Council of the Lakher Autonomous District established under the Sixth Schedule to the Constitution of India;
- (d) "Drawing and Disbursing Officer" means the Secretary to the Executive Committee of the District Council;
- (e) "family" in relation to a member means —

- (i) the wife or husband residing with him or her, as the case may be; and
 - (ii) the children (including the legally adopted children and step children), residing with and wholly dependent on such member;
- (f) "*Form*" means a Form appended to the Second Schedule;
- (g) "*member*" means a member of the Lakher District Council, but does not include the Chairman, the Deputy Chairman, the Chief Executive Member and other members of the Executive Committee of the District Council;
- (h) "*period of residence on duty*" means the period during which a member resides at a place where a session of the District Council or a sitting of a committee is held or where any other business connected with his duties as such member is transacted, for the purpose of attending such a session or sitting or for the purpose of attending such other business and includes, except in the case of a member who ordinarily resides at the place where a session of the District Council or a sitting of the committee is held or where any other business connected with his duties as such member is transacted,—
- (i) in the case of a session of the District Council, a period of such residence, not exceeding two days immediately preceding the commencement of the session and a period of such residence, not exceeding days immediately succeeding the date on which the District Council is adjourned sine die or for period exceeding seven days; and
 - (ii) in the case of a sitting of a committee or any other business, a period of such residence not exceeding one day, immediately preceding the commencement of the business of the committee or other business and a period of such residence not exceeding one day immediately succeeding the conclusion of the business of the committee or other business;
- (i) "*Schedule*" means a Schedule appended to these rules;
- (j) "*term of office*" in relation to a member means the period beginning with the date when such member takes his seat in the District Council and ending with the date on which his seat becomes vacant;
- (k) "*usual place of residence*" in relation to a member means the place where the member personally resides or works for gain within the Lakher Autonomous District.

Salaries and daily allowances : 3. A member shall be entitled to receive a salary at the rate of four hundred and fifty rupees per mensem and a conveyance allowance of one hundred and fifty rupees per mensem during the whole of his term of office and shall also be entitled to receive daily allowance at the rate of twenty five rupees for each day of during any period of residence on duty.

Explanation : Daily allowance shall be admissible to a member for each day during any period of residence on duty irrespective of the time of his arrival or departure.

Travelling allowances :

4. (1) There shall be paid as travelling allowance to each member in respect of every journey performed by him for the purpose of attending a session of the District Council or a sitting of a committee or for the purpose of attending to any other business connected with his duties as a member from his usual place of residence to the place where the session or the sitting is to be held or the other business is to be transacted and for the return journey from such place to his usual place of residence such amount as would be admissible in respect of journeys on tour to a Group A Officer of the Mizoram Administration drawing pay of Rs. 1000/- and above but less than Rs. 1,100/-.

(2) Notwithstanding anything contained in sub-section (1), a member who performs journey by road between places connected by rail, either wholly or in part, may draw the road mileage on the scale mentioned in sub-section (1) instead of the travelling allowance which would have been admissible to him if he had travelled by rail:

Provided that the total amount of travelling allowance drawn by such member for the entire journey shall not exceed the amount which would have been admissible to him, had he performed the journey by rail.

Special provisions : 5. In the special circumstances specified in the First Schedule, the provisions of the rules shall apply subject to the provisions of that Schedule.

Procedure : 6. The Provisions of the Second Schedule shall apply in respect of all claims for salary and allowances.

FIRST SCHEDULE (See rule 5)

Admissibility of travelling allowance : 1. No travelling allowances under rule 4 shall be claimed by the member in respect of any journey or part thereof performed

where a member is provided with free transit for the whole or any part of the journey. : by him in a conveyance provided at the expense of any Government or the District Council Fund or a local fund, but he shall be entitled to draw an allowance at the rate of five rupees only per diem where the duration of such journey lasts for not less than six hours on any day.

Provided that the provisions of this paragraph shall not apply to the journey performed on any railway.

Note : The amount of five rupees is granted to the member to cover his incidental expenses during such journey or part thereof and is in lieu of the extra road mileage when he performs the journey by a conveyance supplied without charge. This allowance is not an alternative to the daily allowance admissible under rule 3 which is allowed to him where admissible for each day during any period of residence on duty.

Admissibility of travelling allowance where the place, from which a member performs his journey or to which he returns is not his usual place of residence. :

2. (1) Where a member performs a journey for the purpose of attending a session of the District Council or a sitting of a committee or for the purpose of attending to any other business connected with his duties as a member from a place other than his usual place of residence or returns to such a place he may draw travelling allowances for the actual journey performed, or the journey from or to his usual place of residence, whichever is less.

(2) Where during a session of the District Council or a sitting of a committee a member performs a journey from the place where such session or sitting is held to any other place for the purpose of attending to any business connected with his duties as a member, he shall be entitled to receive :—

- (a) travelling allowance, in respect of such journey to such other place and return journey, at the rate specified in rule 4 ; and
- (b) daily allowance for each day during any period of residence on duty at the other place at the rate specified in rule 3.

Regulation of payment of daily and travelling allowances. :

3. (1) Notwithstanding that a member has not taken his seat in the District Council to which he is elected or nominated he shall be entitled to receive travelling allowances for the journey performed by him for the purpose of taking his seat in the Council.

(2) All cases regarding the admissibility of travelling allowances to a member who arrives at the place where a session of the District Council or a sitting of a committee is held, without knowledge of the postponement of the session or sitting including cases

of such members who arrive after the session or a sitting is adjourned suddenly, shall be determined by the Chairman of the District Council having regard to the circumstances of each case.

(3) Where a member is provided with free board and lodging at the expense of any Government or the District Council Fund or a Local Fund he shall be entitled to receive only one half of the daily allowances admissible to him under rule.

3. If only boarding or lodging is allowed free to the member, he shall be entitled to receive three-fourths of the daily allowance admissible to him under that rule.

SECOND SCHEDULE

(See rule 6)

Procedural provisions :—

(1) Every member shall, as soon as possible after he is elected or nominated, declare in Form A appended to this Schedule his usual place of residence to the Drawing and Disbursing Officer and any subsequent change in the usual place of residence so declared shall be notified in the said Form to the Drawing and Disbursing Officer.

(2) A member who claims any travelling or other allowance under these rules shall support his claims by a certificate in the following Form, namely :—

“Certified that no travelling allowance in respect of the journey or daily allowance for the period mentioned in this bill has been or will be claimed from any other Official source”.

(3) Where no part of the journey is performed by a conveyance provided at the expense of the Government or the District Council Fund or a Local Fund the following certificate shall be furnished, namely :—

“Certified that I have not performed any part of the journey by a conveyance provided at the expense of the Government or the District Council Fund or a Local Fund”.

(4) After completing each final return journey on termination of a session of the District Council or a sitting of a com-

ittee or any other business connected with his duties as a member, a member shall furnish a certificate in Form B appended to this Schedule.

FORM 'A'

My usual place of residence is

I have changed my usual place of residence from

to with effect from

due to(here state the reasons).

I may henceforward be allowed travelling allowances from

..... Signature.....

Name.....

Constituency.....

Date

FORM 'B'

Departure and Return Journey Certificate. (The Certificate may kindly be filled in, signed and returned to the Secretary to the Executive Committee of the District Council, as soon as possible, after the completion of the Return Journey)

(1) Certified that I performed the return journey under rule 4 of the Lakher Autonomous District Council (Salaries and Allowances of Members) Rules, 1982, leaving -

.....(Place) on the
.....(Date) I arrived at
.....(Place) on the
.....(Date)

(2) Certified that I have not performed any part of journey (other than the railway journey) by a conveyance provided at the expense of the Government or the District Council Fund or a Local Fund.

(3) Certified that I actually travelled by air from.....
.....(place) to
(place by day/night sevice)

Payment of the supplementary bill is required at.....
.....(Station).

Station
Date
Strike out if not applicable.

Member of District Council

Constituency

I do hereby certify that the above bill, namely, the Lakher Autonomous District Council, (Salaries and allowances of Members) Rules, 1982 was passed by the Lakher District in its meeting held on the 19th July, 1982.

AND

in authentication thereof, I give my Signature this day eleventh of July, 1983.

Chairman,
Lakher District Council,
SAIHA.

Dated Saiha,
the 11th July, 1983.

NOTIFICATION

No. E.S.S. 58/80/48, the 8th. June, 1983. The Lt. Governor (Administrator) of Mizoram is pleased to make "Rules for Award of Hostel Stipends to Secondary School Students residing in approved Hostels of recognised Educational Institutions in Mizoram," as approved by the Government of India, Ministry of Education and Culture Department vide their letter No. F. 8-7/82-Sch. 6 dated 26. 3. 1983; with the concurrence of the I.F.D. vide their letter Dy. No. 2983-0/83 I.F.D. dated 19. 3. 83.

1. *Short title* :- These rules may be called Rules for Hostel Stipends to Secondary School Students residing in approved hostels of recognised Educational Institutions in Mizoram, 1983".

2. *Definition* :- In these rules, unless the context requires otherwise.

- i) "*Government*" means the Government of Mizoram.
- ii) "*Department*" means the Department of Education, Mizoram.
- iii) "*Director*" means the Director of Education, Mizoram.
- iv) "*District Education Officer*" means the District Education Officer of the district concerned.
- v) "*Institution*" means any recognised educational institution of a Secondary stage in Mizoram.
- vi) "*Hostel*" means any established approved hostel of a recognised educational institution in Mizoram.
- vii) "*Superintendent*" means the responsible person in-charge of the hostel establishment appointed under Rule 8 (c)
- viii) "*Head of the Institution*" means the officer in-charge of the Institution such as Principal, Headmaster or Headmistress.
- ix) "*Committee*" means the managing committee of an institution duly constituted and approved by the Department.
- x) "*Chairman*" means Chairman of a Managing Committee.
- xi) "*Board*" means Mizoram Board of School Education.

- xii) "Pay" is as defined in F.R. 9(21). In the case of a Government servant who has elected to retain the existing scales under the C.C.S. (Revised Pay) Rules, 1960, 1964 and 1973, it also includes dearness pay.
- xiii) "Family" is as defined in S.R. 2(8) and includes in addition adopted children (where adoption is legally recognised, who are wholly dependent on the parents/guardians.)

3. *Origin :-*

In paragraph 7 of Chapter XLI of their report, the Second Pay Commission had recommended the introduction of a scheme of educational assistance in the form of hostel subsidy to Central Government employees in respect of their children. In the light of the report the Government of Mizoram deems it expedient to extend, within the limit of its financial resources, an educational assistance to children residing in hostels of secondary schools in the form of hostels stipends.

4. *Broad Outline :-*

The scheme is meant to provide educational assistance in the form of hostel stipends, to children in educationally backward areas including those who can not prosecute their studies on account of poverty or physical/handicaps.

5. *Scope & Commencement :-*

These rules shall apply to hostels of Secondary Educational Institutions in Mizoram in the manner and to the extent stipulated in various rules and Sub-Rules of these Rules and shall come into force with effect from such date as the Government may, by notification in the official Gazette of Mizoram published.

6. *Eligibility :-*

Any of the following categories of students of Educational Institutions residing in hostels shall be eligible for the grant of the stipends;

- (a) Physically handicapped students irrespective of the income of their parents.
- (b) Any other student whose parent's income does not exceed Rs. 500/- per month.

7. *Cancellation :- & Withholding of Scholarship*

1) A scholarship shall be cancelled or withheld for a particular period which could be extended if a candidate fails to pass in an annual examination or if the progress continues to be unsatisfactory, or if the conduct is found to be unsatisfactory, which in the opinion of the Department of Social Welfare merits cancellation of scholarship.

ii) Furnishing incorrect information or suppressing material facts will automatically entail cancellation of scholarships besides other action being taken.

(iii) Every trainee shall abide by such rules as may be prescribed by the Head of the establishment. Failure to do so will render him/her liable to discharge at the discretion of the head of the establishment. His/her decision in this regard shall final. No Scholarship payment shall be made from the date of discharge from the establishment.

8. Condition for the grant of the stipend. :-

(a) The hostel in which the student boards shall be under the general control of a duly approved Managing Committee of the Institution to which it is attached.

In case of a Government hostel, the head of the institution shall be the hostel authority except when a reservation of power has been made in favour of the Managing Committee.

In case of a non-Government hostel, the Managing Committee shall be the hostel authority.

(b) A hostel not attached an institution shall be under the general control of a separate Managing Committee, in which the head of the institution where the inmates of the hostel study shall be a member. The Managing Committee shall be the hostel authority in respect of such hostel.

(c) Every hostel shall be under the supervision of a Superintendent appointed from amongst the teaching staff of the institution, and shall be appointed by the District Education Officer on the recommendation of the hostel authority.

(d) The Headmaster of the institution concerned shall be the Superintendent of the hostel when no other arrangement is practicable.

(e) The stipend shall be admissible for education within the secondary stage.

(f) The stipend shall be admissible only when the child studies in an educational institution away from his/her home town/village necessitating him/her to board in hostel.

(g) The stipend shall not be admissible if the pay/monthly income of either of the parents of the students exceed Rs. 500/-p.m. An income certificate as per Annexure II should accompany every application for the hostel stipend.

(h) The stipend shall not be admissible to any student from more than one academic year in the same class.

(i) The stipend shall be admissible in respect of not more than two children from the same family at a time.

Provided that this restriction will not apply to Physically Handicapped students.

(j) The stipend shall not be admissible in respect of a child for whom children's educational allowance has been given to either of his /her parents.

(k) The stipend is tenable only for the duration of the residence of the student in the hostel. The hostel authority should intimate the District Education Officer the actual date of withdrawal of the child from the hostel.

9. Quantum of Stipend :-

The quantum of stipend shall be Rs. 40/- p.m. for 10 (ten) months of academic session in a year.

10. Applications for the Stipend :-

Application in the prescribed form as per Annexure I should be submitted to the hostel authority, who, in his turn shall forward it to the District Education Officer after giving necessary certificate as per Annexure III. The District Education Officer shall scrutinize each application of the applicant for the grant of the stipend before forwarding such application to the Director.

11. Drawing and Disbursing of the stipend :-

The District Education Officer shall be the Drawing and disbursing Officer of the stipend.

12. Sanctioning Authority :-

(a) The Government shall be the competent authority to sanction of the stipend under these rules.

(b) The Government may, if it considers necessary, delegate this power to the extent deemed appropriate to the Director.

The Government reserves the right to add, alter or modify these rules provided that such additions alterations and modifications shall be permissible in respect of the rules fixing the quantum of stipend without the prior approval of the Government of India.

C. Lalchhuma,
Secretary to the Govt. of Mizoram,
Education Department.

ANNEXURE —I

**APPLICATION FORM FOR
HOSTEL STIPEND**

- 1. Name in full (in block Capital letters)
- 2. (a) Father's name and address :
-
-
- (b) Guardian's name and address if different from 2 (a) above
-
- (c) Relationship with guardian :
-
- 3. Institution where studying now :
-
- 4. Exact date of admission
(a) to the Institution :
- (b) to the Hostel :
- 5. Permanent address :
-
- 6. Whether in receipt of any other scholarship :
-
- 7. Pay/monthly income of parents/
guardian :
- 8. Community :
- 9. If physically handicapped,
nature of handicap :
- 10. Distance of the hostel from the
Student's permanent town/Village
-
- 11. Class in which the students was
reading :
-
- 12. Class in which the student was
reading the previous year.
-

Signature of applicant.

Date _____

**Signature/thumb impression
of parent/guardian.**

ANNEXURE —II

Note :—

This certificate should be signed by a member of Parliament, Member of State Legislature, Chief Executive Member of District Council, Deputy Commissioner, Sub-Divisional Education Officer (Civil) or any class I Officer (State or Central Government) or the employer in the case of employed persons.

I certify to the best of my knowledge that the Pay/Total monthly income of the parent/guardian of
a student reading in
and residing in a hostel, is Rs.(Rupees)

SEAL

Signature of issuing authority
Full
Designation
Address

ANNEXURE—III

CERTIFICATE TO BE GIVEN BY THE HEAD OF INSTITUTION

1. Certified that applicant
is a student in
and has been residing in an approved hostel since
2. Certified that the information given by the applicant has been verified and found to be:
 - (a) Correct to the best of my knowledge.
 - (b) Found to be incorrect.
3. Certified that the applicant is reading in Class
of this Institution during the current academic year

Signature
Designation
Address

Forwarded to the Director of Education, Mizoram, Aizawl. The application has been scrutinized and verified and found to be correct.

District Education Officer,

**GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA**

New Delhi, the 6th. April, 1983

NOTIFICATION

In exercise of the powers conferred by the article 239 of the Constitution and section 46 of the Government of Union Territories Act, 1963 (20 of 1963) and all other powers enabling him in that behalf, the President makes the following rules to amend the Government of Mizoram (Allocation of Business) Rules, 1972, namely:-

1. These rules may be called the Government of Mizoram (Allocation of Business) Amendment Rules, 1983.

2. In the Government of Mizoram (Allocation of Business) Rules, 1972 for the Schedule, the following Schedule shall be substituted, namely :-

U-11022/1/82-UTL of 6/4/83.

"THE SCHEDULE"

See rule 3

1. POLITICAL DEPARTMENT

'A' POLITICAL Branch :

1. Determination of ceremonial procedure and precedence.
2. The Assam Disturbed Areas Act, 1955.
3. The Armed Forces Special Powers Act, 1958.
4. A.M.P.O. Unlawful Activities (Prevention) Act, 1970.
5. Govt. of Mizoram (Allocation of Business) Rules 1972.
6. Allotment of subjects to the departments, creation, re-organisation and amalgamation of departments.
7. Govt. of Mizoram, Transaction of Business Rules.
8. Custody of ACR of Civil Service Officers and Heads of departments.
9. Matters relating to International Boundary.
10. Scheduled Castes/Scheduled Tribes.
11. Visit of President, Vice President, Prime Minister.
12. Administrator's award.
13. National awards like Padma Shri etc.

'B' Parliamentary Affairs Branch :

Matters connected with Cabinet and Legislative Assembly.

'C' Confidential Branch :

1. Insurgency and matters connected with M.N.F.
2. Civil Military Liaison.
3. Grouping and Re-grouping of villages.
4. Intelligence Reports.
5. Conference of Senior Officers, Deputy Commissioner and District Superintendent of Police.

2. HOME DEPARTMENT :

1. Law and Order.
2. Security arrangement.
3. Police, and Acts and Rules relating to Police.
4. Home Guards and Civil Defence.
5. All matters relating to foreigners.
6. Administration of Arms Act and matters relating thereto.
7. Fire Service.
8. S.S. & A. Board and other matters relating to Ex-servicemen.
9. Compensation to Political sufferers.
10. Nationality, Passport etc.
11. Border Trades.
12. Maintenance of internal Security Act.
13. Prisoners Act and Administration of Prisons.
14. Matters relating to explosions.
15. Flight of un-identified air-craft.
16. Explosives.
17. Matters pertaining to I.P.S. Officers.

3. GENERAL ADMINISTRATION DEPARTMENT :

1. District Administration.
2. Creation of District and Sub-divisions.
3. Rehabilitation including Relief Funds.
4. State Guests, Circuit House and Dak Bungalows.
5. Census.
6. Holidays
7. Ceremonial functions including celebration of Republic Day and Independence Day.
8. State Mournings
9. Post and Telegraph matters.
10. Allotment of residential accommodation.
11. Annual Administration Report.
12. Books and publications.
13. Elections.
14. Statues and Memorials.
15. Miscellaneous matters.
16. Registration of Firms and Societies.

17. Cinematograph Act.
18. Requisition of Helicopter and matters relating to Helipad and A.R. communication between Mizoram and other places.
19. Civil aviation.

4. PRINTING AND STATIONERY DEPARTMENT :

1. Control over printing works including presses in Mizoram.
2. Streamlining the procedure of local purchase of stationeries by various departments.
3. Printing of Forms including allotment of Scheduled Forms and matters relating to their supply to various offices as per direction of the Government.
4. Procurement of papers and stationery articles and matters relating to their storage, transport and supply to offices.
5. The supply of Govt. publications through Govt. Book Depot which may be set-up sooner or later under the aegis of this Department.
6. Instructions regarding use of stationery and forms including laying down the yardstick of consumption.
7. Matters relating to the administration and establishment of Mizoram Government Printing Press and Stationery Stores.
8. Matters relating to Press Registration Books Act, 1867 part III in respect of Mizoram.

5. DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS :

'A' BRANCH

1. O & M Works.
2. Research in Personnel administration.
3. Office Instruction of policy on personal administrative reforms.
4. Initiating the scheme of J. CM. on the pattern existing at the centre.
5. Staff Welfare general policy.
6. Matters relating to grant of Gazetted status.
7. Advice of the Department for creation of posts.
8. Work study load based on yardstick for Departments.
9. Simplification of Rules and Procedures.
10. Secretariat Manual.
11. Manpower Planning (Services).
12. Co-ordination with Central Govt. on matters of Administrative Reforms.

'B' BRANCH

1. All matters relating to all India Service, except I.P.S. & M.C.S. Subordinate Civil Service, Administrative Officers (Non-Gazetted) and Heads of Departments.
2. Periodical Cadre Review of above.
3. Investiture of magisterial powers.

'C' BRANCH

1. Matters relating to Service Associations.

2. All matters relating to pension in respect of the Gazetted officers from Secretariat/Ministerial Service.
3. Rules and procedures regarding fixation of seniority, promotion and all matters relating to.
4. All matters relating to Departmental proceeding, relating to Gazetted Officers.
5. All matters relating to Services/Recruitment Rules of various Services/posts.
6. All matters relating to Recruitment/Promotion to Group 'A' & 'B' posts by Selection Board/Local Departmental Promotion Committee.
7. All matters relating to State Enquiry Officer.
8. C.C.S. (Temporary Service) Rules, 1965.
9. Absorption of retrenched personnel.
10. All Service matters relating to Gazetted/Ministerial/Secretariat Service Officers (Except Superintendents)
11. General Rules Governing petitions, appeals and memorials on service matters.
12. Matters relating to debarring persons from Govt. service.
13. Condonation of educational deficiency for Govt. service.
14. Allocation of services under the provisions of the North Eastern A.R. Act, 1971.
15. Condonation of educational deficiency for Govt. service.
15. Deputation.
16. Conduct of UPSC, Staff Selection Commission and other important Departmental Examinations for recruitment to Group 'A' 'B' & 'C' posts.
17. Recognition of University degree and diploma.
18. Periodical review in respect of Gazetted Ministerial/Secretariat Officers.
19. Re-employment/extension of superannuated Govt. servants and constructs.
20. Reservation of vacancies for Scheduled Castes/Scheduled Tribes, handicapped persons and ex-servicemen in Govt. service.
21. Rules relating to application fee and instruction regarding advertisement for posts.
22. Performance Appraisal.
23. Rules and procedure regarding A.C.R.

'D' BRANCH

1. Re-organisation of Ministerial cadres.
2. All matters relating to Steno. Grade I, II and III.
3. All matters relating to Superintendents and Assistants/H.As of Secretariat, Directorate and District Offices.
4. Maintenance of S.B. of Superintendent, Assistant of Secretariat Establishments.

'E' BRANCH

1. All matters relating to UDCs, LDCs under Secretariat.
2. Maintenance of Service Books of UDCs LDCs under Secretariat.
3. Pay bills of Ministers, all Gazetted and non-Gazetted Officers of Secretariat.
4. T.A. bills of the above officers.
5. H.B. Advance, Car advance, Scooter Advance and maintenance of Accounts, records thereof of all employees of Mizoram.
6. G.P. Fund Advance, Festival Advance and maintenance of accounts of Secre-

- tariat staff.
7. All kinds of contingency bills of Secretariat.
 8. Budget estimates of Secretariat
 9. Audit Reports on Secretariat.
 10. Telephone bills of Secretariat.
 11. All kinds of transaction of above.
 12. Accommodation, furniture and stationeries of Secretariat.
 13. Maintenance of Secretariat Pool Vehicles.
 14. Sanction of medical bills, honorarium to Secretariat Officers and staff.
 15. Installation of Telephones and maintenance thereof in Secretariat.
 16. Recruitment of Drivers, Mechanic and Group 'D' posts of Secretariat Establishment.

'F' BRANCH

1. All matters relating to Administrative Training Institute of Mizoram.
2. Deputation of Gazetted and Non-Gazetted Officers for training in India and abroad.
3. All other training matters.
4. Coaching classes in NEHU, Allahabad etc.

6. LAW, JUDICIAL AND DISTRICT COUNCIL AFFAIRS DEPARTMENT :

1. Compilation, Maintenance and Interpretation of all Acts.
2. Laws and regulation in Force from time to time.
3. Administration of Justice including District Council Court and training of Judicial Officers.
4. Advice on legal matters.
5. Appointment of public prosecutor and Advocate.
6. Advice of all cases in High Court and Civil Courts against the Government.
7. Vetting of all official Bills/Rules/Regulations.
8. Contract deeds and Arbitration cases.
9. Matters relating to inheritance of Property under the Mizo District (Inheritance of Property) Act, 1956.
10. General supervision over District and other Subordinate Courts.
11. All matters relating to Sixth Schedule Areas. Functioning of District Council.
12. Grant-in-aid to Autonomous District Councils.
13. Lushai Hills Autonomous District Council (Administration of Justice) Rules, 1953.
14. Personnel Laws and Customary Laws and practices.

7. FINANCE DEPARTMENT :

1. Financial powers and delegation thereof.
2. Rules relating to pay, allowances and travelling allowance.
3. Implementation of pay committee Recommendations.
4. Rules relating to Advances.
5. Embesslement of other financial irregularities in public finance.
6. Write off of loss.
7. Pre-audit and arrear claims.
8. Matters relating to Treasuries.

9. Rules relating to security deposits.
10. Constitution of Finance and Accounts Service Rules, etc.
11. Taxation(Sales tax, taxes on petroleum and Lubricant etc and entertainment tax and professional Tax).
12. Excise.
13. General advice on financial aspects of Service Rules etc.
14. Rules relating to Grants-in-aid and Scholarships.
15. Interpretation of Fundamental Rules, Supplementary Rules and Civil Service Regulations having financial implications.
16. All Budgetary matters including control of expenditure.
17. Internal Audit.
18. Bank/Development of Banking in Mizoram.
19. Pension.
20. Rules and procedure regarding G.P.F.
21. Authorisation of pension, D.G.R.G. etc. commutation etc.
22. Departmentalisation of Accounts.
23. Insurance schemes of Govt. servants.
24. Lottery.
25. L.H.D. (Taxes) Regulation, 1953.
26. Discretionary grants- Rules and procedure.
27. Mizoram Trading by Non-Tribal (Regulation) Act, 1974.
28. L.H.D. (Revenue Assesment) Regulation, 1953.
29. L.H.D. (Money lending by Non-Tribals) Regulation, 1953.
30. Mizoram Trading by Non-Tribals (Regulation) Rules, 1977.
31. Mizo District (Profession, Trade calling on Employment taxation) Regulation, 1963.
32. Maintenance of G.P.F. Accounts of Mizoram Government Employees.
33. Authorisation of entitlement of Group A&B Officers of Mizoram Government employees including those on deputation to Mizoram.

8. HEALTH AND FAMILY WELFARE DEPARTMENT :

1. Administration of Government Hospital/Dispensaries and Primary Health Centre.
2. Prevention of Food adulteration.
3. Drugs control Acts
4. Implementation of National Scheme on Health and Family Planning (Welfare).
5. Administration of Medical Services.
6. Indian Lunacy Act/Poison Act.
7. Maternity and Child Health Programme.
8. T.B. Leprosy and Malaria Control Programme.
9. Matters relating to Indian Medical Council.
10. Health Education Scheme.
11. Registration of Births and Deaths.

9. PUBLIC WORKS DEPARTMENT :

1. Construction and maintenance of roads and buildings.
2. Construction/Maintenance of Government buildings.
Supply of furniture to the residential quarters.

4. National Highways Act and other Laws/Regulation pertaining to roads.
5. Sharmik Bahini Act.
6. Purchase, allotment and transfer of plant, tools and machinery.
7. Mizo District (Ferries) Act, 1955.
8. Town and Country Planning in the District Headquarters, Sub-divisional Headquarters in satellite Townships.
9. Housing including Urban Housing, Rural Housing and schemes relating to Govt. projects, 'C' Govt. Buildings.
10. Aizawl extension project to Luangmual.
11. Irrigation when it relates to Major Projects.
12. Inland Water Transport.

10. AGRICULTURE AND SOIL CONSERVATION DEPARTMENT :

1. Agriculture and Pisciculture.
2. Agriculture Education and Research.
3. Plants protection.
4. Agriculture Engineering and marketing.
5. Minor irrigation including power pump.
6. Seed/farm and seeds distribution.
7. Loan/subsidy for improvement of agriculture and allied subjects.
8. Training of Gram Sevak/Sevika in agricultural matters.
9. Soil conservation including :-

- (a) Hill Side tarracing.
- (b) Plantation for Soil Conservation including coffee
- (c) Utilisation of terraced land for agriculture.

10. Soil erosion control works i.e.

- (a) Contour bunding.
- (b) Stream Bank erosion control.
- (c) Gully control measures.
- (d) Water Extension dams/Water harvesting.

11. The Lushai Hills District (Fisheries) Act, 1953.
12. Irrigation.

11. ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT :

1. Animal husbandry development of livestock and poultry.
2. Veterinary education, training and research.
3. Animal health and disease control, protection of animals against disease and veterinary services.
4. Veterinary public health, meat inspection and marketing.
5. Development of dairy industry.
6. Dairy plant and public meat supplies.
7. General advice to animal husbandry and dairy farmers on improved methods and techniques.

12. FOREST DEPARTMENT :

1. Forest Acts and Rules thereof.
2. Forests Reserved and Reclamation.
3. Plantation Scheme.
4. Protection of Wild-life.
5. Botanical Garden and National Parks.
6. Stone Quarry in Forest Areas.
7. Regulation and Control of fishing.
8. Mizo District (Forests) Act, 1955.
9. Soil Conservation for afforestation.

13. COMMUNITY DEVELOPMENT AND CO-OPERATION DEPARTMENT

1. Co-operative Societies/Credit Societies.
2. Distribution through Co-operative Societies.
3. Community and Rural Development.
4. Grants-in-aid and loans under Community Development.
5. Relief (Distress Relief and Agriculture short term loans)
6. Integrated Rural Development Programme.
7. Nation Rural Employment Programme.
8. Relief on account of natural calamities (Drought-Relief Scheme).
9. Community Development Blocks.

14. POWER AND ELECTRICITY DEPARTMENT

1. Power and Electricity.

15. INDUSTRIES DEPARTMENT :

1. Establishment of major and minor Industries.
2. Registration of Licencing of Industries.
3. Industrial Loan.
4. Allotment of Raw Materials.
5. Acquisition of land for industries.
6. Development of Industrial areas.
7. Cottage Industries.
8. Handi-Craft Schemes.
9. Mines and Minerals.
10. Natural Gas.
11. Handloom Development Schemes.
12. Sericulture.
13. Hand made paper mills.

16. REVENUE EXCISE AND TAXATION DEPARTMENT :

1. Land Revenue.
2. Land Settlement.
3. Land Records
4. Land reforms.
5. Money lending and money lenders.

6. Compensation of account of damage of crops/private properties by Security Forces.
7. Administration of the following :—
 - 1) Mizo District (Land and Revenue) Act, 1956.
 - 2) Mizo District (Agriculture Land) Act, 1963.
 - 3) Mizo District (Transfer of land) Act, 1963.
 - 4) Mizo District (Market) Regulation, 1954.
 - 5) Mizo District Market Rules, 1956.
 - 6) Lushai Hills District (House Site) Act in urban areas.
8. Boundary between Mizoram and neighbouring State and Maps connected therewith.

17. SUPPLY AND TRANSPORT DEPARTMENT :

1. Foods and Civil Supplies.
2. Essential Commodities Act.
3. Price Control and Rationing..
4. Carrying contracts.
5. Inter-State movement permits of food-stuff.
6. Supply Advisory Board.
7. Warehouse.
8. Guest Control order.
9. Motor Vehicle Taxation/Registration Act and Rules thereunder.
10. Allotment of Motor/Car/Scooter.
11. State Transport undertakings.
12. Weights and Measures.
13. State Transport Authority.
14. Promotion and regulation of Trade and Commerce.
15. Railways and matters connected therewith.

18. INFORMATION AND PUBLIC RELATION :

1. Press, Newspapers and Periodicals.
2. Publication and Publicity.
3. Advertisements.
4. Tourism.
5. Protocol.

19. LABOUR AND EMPLOYMENT DEPARTMENT :

1. Employment service.
2. Labour Acts and Rules.
3. Labour rates.
4. Labour disputes.
5. Trade Union.
6. Labour Welfare.
7. Factories.
8. Employees State Insurance.
9. Matters connected with Industrial Training Institute.

10. Apprenticeship training.

20. LOCAL ADMINISTRATION DEPARTMENT :

1. All matters relating to Village Council in Aizawl and Lunglei Districts including administration of :-
 - i) Lushai Hills District (Village Council) Act, 1953.
 - ii) Lushai Hills District (House Sites) Act, 1953 in so far as its operation in rural areas is concerned.
 - iii) Lushai Hills District (Jhuming Regulation) 1954.
2. Town Administration including Mizo District (Administration of Town Committee) Act, 1955.
3. Grants-in-aid and loans to village Council/Town Committees.
4. Improvement and development of Towns.
5. Mizoram Animal (Control and Taxation) Act, 1980.
6. Housing including urban Housing, Rural Housing, Middle and low income Group loan schemes under "B- Social and Community services".

21. PLANNING DEPARTMENT ::

1. Preparation of Annual/Five Year Plan.
2. Man-Power Planning.
3. Implementation plan scheme and evaluation thereof.
4. Planning Advisory Board and other Development Committees.
5. Plan publicity.
6. Statistics :-
 - 1) Price collection.
 - 2) Data Bank.
 - 3) Rainfall data collection.
 - 4) Publication of--
 - (a) Handwork.
 - (b) Census of Government Employees.
 - (c) Price Bulletins
 - (d) Quarterly Progress Report.
 - (e) Various Socio-economic Survey Report.
 - 5) National Sample Survey.
 - 6) Agriculture Census.
 - 7) Economic Census.
 - 8) State Income Estimate.
 - 9) Adhoc Survey.
7. Matters relating to N.E. Council.
8. Environment.
9. Plan formulation.
10. Evaluation and Monitoring.
11. Manpower, Employments and credit Liaison.
12. 20- Points Programme.

22. EDUCATION DEPARTMENT :

1. Matters relating to education at various levels.
2. Social Education and Welfare.
3. Children and Youth Welfare.
4. Technical and vocational education including Industrial Training.
5. Tribal Research.
6. Library, Missions and similar institution.
7. Ancient and historical monuments and records.
8. Administration of Government School/College including Government Aided Institutions.
9. National Scholarship.
10. Text Book productions.
11. Training of teachers.
12. Administration of Educational Service.
13. University Grants Commission.
14. Promotion of Games and Sports.

23. SOCIAL WELFARE DEPARTMENT :

1. Welfare of Women and Children.
2. Welfare of handicapped persons which includes economic rehabilitation Prosthetic Aids to physically handicapped persons and their training in income-generating trades.
3. Grants-in-aid to Voluntary Organisations.
4. Homes for Orphans.
5. Welfare of Poor and destitutes.
6. Implementation of Children's Act, Immoral Traffic in Women and Girls Act and such other Social Security Scheme.
7. Integrated Child Development Services and Functional Literacy for Adult Women.
8. Components of Health, Nutrition and non-formal Education to Children below 6 years and pregnant and nursing mothers.

24. VIGILANCE DEPARTMENT :

1. All matters connected with Vigilance Officer.
2. Anti-Corruption measures.
3. Property Returns of Gazetted Officers.
4. C.C.S. (C.C.A.) Rules, 1965.
5. Government servant (Conduct) Rules, 1964.

25. PUBLIC HEALTH ENGINEERING DEPARTMENT :

1. Administration of Public Health Sanitation and Water Supply.

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J.C. BISWAS,
Under Secy. to the Govt. of India,