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NOTIFICATION

No.A.12018/26/2003-P&AR(GSW), the 16th January, 2004. In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Mizoram hereby makes the following rules, namely :-

Short title and commencement

1. (1) These Rules may be called the Mizoram Stenographers Service (MSS) Rules, 2004.
- (2) They shall come into force with effect from the date of publication in the Official Gazette of Mizoram.

Definition

2. In these rules, unless the context otherwise requires :
 - (a) "Appointed Authority" means the Governor of Mizoram;
 - (b) "Authorised Permanent Strength" in relation to any grade means the strength of permanent and specified posts in that grade;
 - (c) "Commission" means the Mizoram Public Service Commission
 - (d) "Duty Post" means any post specified in Schedule I and includes a temporary post carrying the same designation;
 - (e) "Gazette" means the Mizoram Gazette.
 - (f) "Government" means Government of Mizoram.
 - (g) "Governor" means the Governor of Mizoram.
 - (h) "Grade" means any of the Grades specified in Rule 3;
 - (i) "Panel List" means the Panel List prepared in accordance with the regulation made under Rule 10;
 - (j) "Permanent Officer" in relation to any grade means a person who has been appointed to any grade.
 - (k) "Probationer" means a direct recruit appointed to a grade on probation in or against a vacant posts;

- (l) "Schedule" means Schedule to these Rules;
- (m) "Service" means the Mizoram Stenographer Service.
- (n) "Temporary Officer" in relation to any grade means a person holding temporary or officiating appointment in that grade on the basis of his being approved for such appointment.

Composition

3. On and from the commencement of these rules, there shall be 3 (three) grades in the service namely :-

- (a) Selection Grade which shall be held by such official designated as the Senior Principal Private Secretary.
- (b) Senior Grade-I which shall be held by such official designated as the Principal Private Secretary; and
- (c) Stenographer Grade-I which shall be held by such official designated as the Private Secretary.

Combined Gradation Lists of the Officers of the 3(three) grades.

4. There shall be a combined gradation list as specified in Schedule IV in respect of the officers in each grade attached to various offices specified in Schedule-II

Authorised Permanent Strength & Temporary Strength of the Service.

5. (1) The authorised permanent strength of the various grades of the service on the commencement of these rules shall be specified in the Schedule II.
- (2) The Government may amend the authorised permanent strength of the various grades as it may deem necessary from time to time.

Initial Constitutions of Service

6. The Officer holding the permanent and the temporary posts in each grade of the service on the commencement of these rules shall be the member of the service under these rules.

Posting of the members of the Service

7. Every member of the service shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate grade in the cadre.
- Provided that any member of the service may be posted to an ex-cadre post either on deputation or otherwise.

Duty post to be held by members of the Service.

8. Every duty post in the cadre shall, unless declared to be excluded from the cadre or kept in abeyance for any reasons, be held by a member of the service of the appropriate grade.

Substantive appointment in the Service.

9. All substantive appointment in the service shall be made to the appropriate grade of the Service and not against any specified post in the grade.

Mode of Recruitment

10. (1) "Vacancies in the Selection Grade shall be filled by promotion from amongst the members of the service in the Senior Grade-I carrying a scale of pay of Rs. 10,000-325-15200/-per month with not less than five years regular service in that grade or who have completed a period not less than twelve years regular service from the year of entry in the grade of the Stenographer Grade-I under these rules and are duly recommended by the Commission for promotion. The Selection method shall be followed while consideration of the promotion of this grade.
- (2) Recruitment to the Senior Grade-I shall be made by promotion from amongst the members of the service in the Grade-I carrying a scale of pay of Rs. 8,000-275-13500/- per month with not less than five years regular service in the grade and are duly recommended by the Commission for Promotion. The Selection method shall be followed while consideration of the promotion to this grade.
- (3) 50% of the posts in this Grade-I shall be filled by promotion from amongst the members of the Personal Assistant(Grade-II) carrying a scale of pay of Rs. 5,500-175-9,000/- per month with not less than seven years' regular service in the grade. The method of promotion to this grade shall be on the basis of Seniority-Cum-Merit' and the remaining 50% shall be filled by promotion through Limited Departmental Competitive Examination from amongst the members of the Personal Assistant with not less than five years regular service in the Grade in accordance with the Mizoram Stenographers' Service Grade-I (Limited Departmental Examination) Regulations, 2003 as laid down in the Schedule V.

Seniority

11. (1) The relative seniority of members of the Service appointed to any grade on the commencement of these rules shall be regulated by their relative seniority as hereinafter provided.
- (2) All permanent employees shall rank senior to such persons either appointed to that grade in a temporary capacity or as a temporary measure for a specific period.
- (3) Except as provided in sub-rules (1) and (2) the interse seniority of officers appointed to any grade under rule 3 after the commencement of these rules shall be regulated by the order in which their names are included in the panel list for that grade.

Provided that an officer included in the panel list who refused at any time to be appointed to the grade for reason acceptable to the appointing authority, shall on his appointment to the grade at any time thereafter be placed immediately after the officer who was last appointed to that grade from the panel list.

Pay

12. The scale of pay attached to the various grades of the Service shall be as follows :-
- | | | |
|--------------------------|---|-------------------------|
| (1) Selection Grade | - | Rs. 12,000-375-16,500/- |
| (2) Senior Grade-I | - | Rs. 10,000-325-15,200/- |
| (3) Stenographer Grade-I | - | Rs. 8,000-275-13,500/- |

Power of the Governor to amend, dispense with or relax.

13. Whereas the Governor is satisfied that the operation of any of these Rules causes undue hardship in any particular case of that in the exigencies of public service as well as for effective implementation of these Rules, he may dispense with or relax or amend and repeal such particular rule or any of the Schedule to these rules, to such extent or subject to such conditions as he may consider necessary from time to time.

Interpretation

14. If any question arises as to the interpretation of these Rules, the decision of the Government shall be binding.

Repeal and Savings

15. The Mizoram Government Stenographer Grade-I (Class-I post) Service Rules, 1973 shall stand repealed on and from the commencement of these Rules:

Provided that any order made or action taken under the Rules so repealed or under any general orders ancillary thereto shall be deemed to have been made, done or taken under the corresponding provisions of these rules.

By orders etc.

Lalmalsawma,
Secretary.

Department of Personnel & Administrative Reforms.

SCHEDULE - I

(See Rule 2(d))

DUTY POSTS

1. Senior Principal Private Secretary.
2. Principal Private Secretary.
3. Private Secretary.

SCHEDULE - II

(See Rule 5 (1))

Sl. No.	Grade	Authorised permanent strength
1.	Selection Grade	2 posts
2.	Senior Grade-I	8 posts
3.	Grade - I	16 posts

SCHEDULE - III

(See Rule 4)

NAME OF DESIGNATED OFFICERS TO WHOM VARIOUS GRADES OF STENOGRAPHERS SHALL BE ATTACHED.

Sl. No.	Name of Department
1.	Personal Branch of the Chief Secretary; Personal Branch of the Commissioners and Secretaries, Personal Branch of the District and Session Judges.
2.	Personal Branch of the Principal Chief Conservator of Forests, Chief Conservator of Forests, Chief Wildlife Warden;
3.	Personal Branch of the Engineer-In-Chief, Public Works Department.
4.	Assistant Director, Administrative Training Institute (by transfer on deputation).
5.	Governor's Secretariat (by transfer on deputation as Personal Secretary to Governor).
6.	Any other Department specified by the Government from time to time.

SCHEDULE - IV

COMBINED GRADATION LIST

1.	Senior Principal Private Secretary	Selection Grade	Chief Minister/Chief Secretary	2
2.	Principal Private Secretary	Senior Grade-I	Commissioners/Secretaries	8
3.	Private Secretary	Grade-I	Secretaries/Addl. Secretaries	16